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## Interjurisdictional Agreement (IJA) Committee - AWCBC Work Plan

<b>Executive Sponsor: Sophie Genest QC</b>	<b>Committee Chair(s):</b> Melody Mladineo (2018-2021)	<b>Date Updated:</b> May 18, 2021
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<b>Mandate</b>	<i>Defines expectations / responsibilities. Facilitates better focus on objectives and activities by which the committee operates.</i>
To support Interjurisdictional co-operation and awareness on Workers' Compensation matters through monitoring evaluating, upholding and improving the IJA and its application.	

<b>Goals</b>	<i>Based on your mandate, set realistic and specific goals. What is the long-range aim? What do you hope to achieve?</i>
1. Facilitate consistent understanding and application of IJA.	
2. Administer the Alternative Assessment Procedure (AAP) effectively.	
3. Improve election process for IJA claims.	
4. Monitor national/international issues to determine whether they fall within the IJA mandate.	
5. Evaluate the effectiveness of general cost reimbursement guidelines of the IJA	

<b>Objectives</b>	<i>Set objectives that define the results/outcomes expected. Objectives must be: focused on a result, not an activity; specific; related to time; consistent; measurable; attainable</i>
1. ● Develop standardized IJA training materials/best practices guide.	
● Regularly review and communicate protocols, processes and procedures for IJA Representatives and front line staff handling IJA claims.	
● Review and enhance jurisdictional and national communication vehicles, e.g. website materials, written materials and hyperlinks.	
● Identify information sharing measures between jurisdictions to facilitate administration of IJA claims.	
2. ● Review/revise as required, the application, registration and notification process for applicable interjurisdictional trucking & transport employers.	
● Consider employer requests for expansion of the AAP.	
3. ● Identify triggers that will assist front-line staff in recognizing potential IJA claims.	
● Encourage use and distribution of election forms so workers are appropriately informed of their rights of election and double compensation for the same injury is avoided.	
4. ● Examine the benefits/drawbacks of current general cost reimbursement guidelines and as required, amend to improve administrative efficiency.	

Activities	Target Date(s)	Status	Resources	Budget
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1	Alternative Assessment Procedure	June 16, 2019	<p><b>i. Completed</b> – Request Assessment Committee to provide AWCBC a backgrounder, business requirements and details for a shared repository for AAP employers (Appendix D) (item 6)</p>	Howard (BC)	
		September 1, 2019	<p><b>ii. Completed</b> – Update BPG and PPP that Ontario allows an employer to prorate in one jurisdiction and select AAP in others. All other jurisdictions interpret section 12 to mean “all or none” (item 5)</p>	Rhonda (AB)	
		June 16, 2019	<p><b>iii. Completed</b> – All committee members to remind their respective jurisdictions to review AAP records at least once every 3 years. (section 12.11)</p>	All	
		July 16, 2019	<p><b>iv. Completed</b> – Sophie to share template letters with all jurisdictions that Quebec uses for the 3 year review</p>	Sophie (PQ)	
		September 1 2019	<p><b>v. Completed</b> – Update BPG and PPP that each jurisdictions decides whether an employer should be removed from or remain in AAP, if no response received during the 3 year review</p>	Rhonda (AB)	
		May 19, 2021	<p><b>vi. To be completed-</b> Circulate to IJA committee members high level business requirements for shared repository completed in 2019(item 5)</p>	Melody (NB)	

	Activities	Target Date(s)	Status	Resources	Budget
		July 1, 2021	<b>vii. To be completed</b> - Explore possibility of adding effective date to AAP repository requirements. (item 8ii)	Howard(BC)	
		June 1, 2021	<b>viii. To be completed</b> – Sub-committee (MB, BC, AB, QC, NS) to review business requirements for shared repository, receive feedback from IJA members and update document if necessary and share with Howard (item 5)	Sub Committee	
		June 1, 2021	<b>ix. To be completed</b> – Updated business requirements for shared repository to be shared with Assessment Committee (item 5)	Howard(BC)	
		December 31, 2021	<b>x. To be completed</b> – Any outstanding 3 year (2020) review to be completed in 2021. Next review 2023.	All	

2.	Assessment Committee joint work	June 6, 2019	i. <b>Completed</b> -create scenarios with solutions for air crew claims in an AAP system and share with IJA committee.	Glen (Man) Rhonda (AB)	
		June 13, 2019	ii. <b>Completed</b> – IJA committee provide feedback on air crew scenarios and solutions	All	
		June 16, 2019	iii. <b>Completed</b> – Share scenarios of air crew at the Assessment Committee meeting and obtain feedback whether expanding AAP to air crew is possible.	Howard (BC)	
		July 16, 2019	iv. <b>Completed</b> – Report to IJA committee results of air crew discussion at Assessment Committee meeting	Howard (BC)	
		June 16, 2019	v. <b>Completed</b> – Theresa Wolfe (NWT/NU) to discuss with Assessment Committee if all jurisdictions can commit to complete the 3 year review by December 2020. (s. 12.11)	Theresa (NWT/NU)	
		July 16, 2019	vi. <b>Completed</b> – Theresa to compile list of jurisdictions who have completed or will have 3 year review completed by 2020 and share with IJA committee	Theresa (NWT/NU)	
		June 1, 2021	vii. <b>To be completed</b> – Labour Supplies companies (RE:AAP) to be added to Assessment Committee agenda (item 7i)	Howard(BC)	
		July 1, 2021	viii. <b>To be completed</b> – Provide IJA committee feedback from assessment committee regarding Labour Supply companies and AAP (item 7ii)	Howard (BC)	

	Activities	Target Date(s)	Status	Resources	Budget
3.	AWCBC IJA Repository	<p>July 15, 2019</p> <p>Yearly</p> <p>Yearly</p> <p>Yearly</p> <p>November 30, 2021</p>	<p>I. <b>Completed</b> – Forward the versions of the PPP and BPG approved at 2019 meeting to AWCBC to be uploaded to the repository.</p> <p>II. <b>To be Completed</b> – All jurisdictions to review and update the IJA Committee contact listings and as necessary, provide updates to Chair (if no changes) or AWCBC with copy to Chair (with changes).</p> <p>III. <b>To be completed-</b> All jurisdictions to share contact list with internal staff.</p> <p>IV. <b>To be Completed</b> – All jurisdictions to review and confirm, or update the contact information in the BPG by email to Rhonda (AB) with copy to Chair.</p> <p>V. <b>To be completed</b> – Forward the updated 2021 versions of the PPP and BPG to be uploaded to the IJA repository.</p>	<p>Rhonda (AB)</p> <p>All</p> <p>All</p> <p>All</p> <p>Rhonda (AB)</p>	

	Activities	Target Date(s)	Status	Resources	Budget
4	Benefits In Kind Contact List	Yearly	i. <b>To be completed-</b> All jurisdictions to provide updated contact list to Rhonda (AB) for update to BPG	All	
		Yearly	ii. <b>To be completed-</b> Rhonda (AB) to update contact list in BPG	Rhonda (AB)	
		Yearly	iii. <b>To be completed -</b> All jurisdictions to provide updated contacts to AWCBC as changes occur	All	

5.	Meeting Minutes	May 25, 2019	i. <b>Completed</b> – Chair to send finalized 2018 meeting minutes to AWCBC and IJA Committee	Melody (NB)	
		June 30, 2019	ii. <b>Completed</b> – Chair to send draft 2019 meeting minutes to IJA Committee	Melody (NB)	
		June 1, 2019	iii. <b>Completed</b> – Chair to circulate IJA committee list and contact information of participants	Melody (NB)	
		May 31, 2019	iv. <b>Completed</b> – Remaining jurisdictions to provide a dedicated email address and choice of password to Jan Glemba (AB) to participate in secure electronic invoicing with Alberta (item 13 b)	QC, NWT, YK, NL, NB, NS, PEI	
		May 12, 2021	v. <b>To be completed</b> – Outgoing Chair (NB) to send finalized 2019 meeting minutes to AWCBC and IJA Committee(item 3i)	Melody (NB)	
		June 30, 2021	vi. <b>To be completed</b> – Incoming Chair to send draft 2021 meeting minutes to IJA Committee (item 3ii)	Paula (NS)	
		June 30, 2021	vii. <b>To be completed</b> – Outgoing Chair (NB) to circulate IJA committee list and contact information of participants	Melody (NB)	
		June 30, 2021	viii. <b>To be completed</b> Outgoing chair to circulate draft 2021 Workplan to IJA committee for review (item 17i)	Melody (NB)	
		July 30, 2021	ix. <b>To be completed</b> - IJA Committee to review draft 2021 Workplan and provide input to Melody (item 17ii)	All	



	Activities	Target Date(s)	Status	Resources	Budget
		August 30, 2021	x. <b>To be completed</b> - Outgoing chair to send Final 2021 Workplan to IJA Committee and AWCBC (item 17iii)	Melody (NB)	
		May 19, 2021	xi. <b>To be completed</b> – Sophie (QC) to send request for contact information for secure <b>Sharepoint</b> reimbursement requests (item 10i)	Sophie (QC)	
		September 1, 2021	xii. <b>To be completed</b> – Each jurisdiction to provide Sophie contact information for Sharepoint secure platform (item 10ii)	All	
		September 1, 2021	i. <b>To be completed</b> – Each jurisdiction to confirm to Chair (Paula) whether they are using secure platforms (for documents and/or secure email transfers) and if not, whether they intend to do so. (item 11 i)	All	

6.	Update BPG and PPP	July 15, 2019	<b>i. Completed</b> – Rhonda to forward updated PPP and BPG as approved at 2019 meeting to Chair and IJA Committee members.	Rhonda (AB)
		June 30, 2019	<b>ii. Completed</b> – Recirculate MARS reimbursement case study to IJA committee with added question “Is reimbursement applicable?” (item 13 c)	Rhonda (AB)
		July 30, 2019	<b>iii. Completed</b> – each jurisdiction share their responses under 13c with IJA Committee	ALL
		September 1, 2019	<b>iv. Completed</b> - Update BPG with fact scenario and PPP with resolution responses re: Case Study –MARS Reimbursement (item 13c)	Rhonda (AB)
		September 1, 2019	<b>Completed</b> - Update BPG with fact scenario and PPP with resolution responses re: Case Study - Election and Reimbursement (item 9)	Rhonda (AB)
		September 1, 2019	<b>v. Completed</b> - Update BPG with fact scenario and PPP with resolution responses re: Case Study AAP (item 10)	Rhonda (AB)
		September 1, 2019	<b>vi. Completed</b> – Create 3 additional variations under Fact Scenario #10 and then update BPG and PPP	Rhonda (AB) and Paula (NS)
		September 1, 2019	<b>vii. Completed</b> - Update BPG with fact scenario and PPP with resolution responses re: Case Study – AAP – Yukon (item 11)	Rhonda(AB)

	September 1, 2019	<b>viii. Completed</b> - Update BPG and PPP (item 16 c) that psychological injuries are not intended for section 7.	Rhonda(AB)
	September 1, 2019	<b>ix. Completed</b> - Update BPG and PPP (item 16 c) that medical cannabis is medical aid and would receive full reimbursement under IJA	Rhonda(AB)
	July 31, 2021	<b>x. To be completed</b> – Update BPG and PPP to reflect MARS case scenario (item 4)	Rhonda (AB)
	July 31, 2021	<b>xi. To be completed</b> – Update PPP/BPG clarifying the Labour Supply Industry scenario and feedback from Assessment committee (item 7iii)	Rhonda(AB)
	July 31, 2021	<b>xii. To be completed</b> - - Update PPP/BPG the AAP effective date as a result of the 3 year review (item 8i)	Rhonda (AB)
	July 31, 2021	<b>xiii. To be completed</b> – Update PPP that secure FTP site and 2-way email exchange is preferred method of file exchange information (item 11ii)	Rhonda (AB)
	July 31, 2021	<b>xiv. To be completed</b> – Update PPP/BPG the Election and Designation Case Scenario (item 13i)	Rhonda (AB)
	July 31, 2021	<b>xv. To be completed</b> - Clarify in BPG/PPP frequency of billing is no less than quarterly (item 13.0 ii)	Rhonda (AB)
	July 31, 2021	<b>xvi. To be completed</b> Clarify in BPG/PPP that billings should not exceed greater than 2 year timeframe.(item 13.0 iii)	Rhonda (AB)

		May 2022	<b>xvii. To be completed</b> – All jurisdictions to advise of any new Dollar for Dollar agreements.(item 13v)	All
		July 31, 2021	<b>xviii. To be completed</b> – Update BPG/PPP cost reimbursement requests have a minimum \$200 threshold for IJA and AAP claims.(item 13vii)	Rhonda (AB)
		July 31, 2021	<b>xix. To be Completed – Update BPG/PPP that translation Services for Benefits in Kind may be dealt with on case by case basis(item 13viii)</b>	Rhonda (AB)
		July 31, 2021	<b>xx. To be completed</b> Rhonda to circulate the updates to the PPP and BPG including May 2021 discussions (item 14i & 15i))	Rhonda (AB)
		September 30, 2021	<b>xxi. To be completed</b> Review PPP/BPG updates/changes and provide individual feedback to Rhonda Dean (AB) (item 14ii & 15ii)	All
		September 30, 2021	<b>xxii. To be completed</b> – Rhonda to circulate question related to section 7 of the IJA.(item 14iii)	Rhonda (AB)
		May 2022	<b>xxiii. To be completed</b> - Review the occupational disease section of the BPG and determine whether legislation/policies support Section 7 of the IJA, which allows for consideration of exposure in other jurisdictions (item 14 iv)	All

	Activities	Target Date(s)	Status	Resources	Budget
		November 30, 2021	<b>xxiv. To be completed</b> - Forward the versions of the PPP and BPG approved after the 2021 meeting to AWCBC to be uploaded to the repository (item 14v)	Rhonda (AB)	

	Activities	Target Date(s)	Status	Resources	Budget
7	Strategic Direction	May 15, 2019	<b>i. Completed</b> Compile a summary of discussion held on May 15 related to RCT workplan for simplifying registrations requirements. Share summary with IJA Committee (item 12) (CFTA-RCCT Workers Compensation Board Joint Working Group (WCBJWG)):	Howard (BC)	
		June 15, 2019	<b>ii. Completed</b> – IJA committee to provide feedback to Howard re: RCT– simplifying registration requirements.	All	
		July 15, 2019	<b>iii. Completed</b> – Compile feedback re: RCT– simplifying registration requirements, and send summary to AWCBC executive committee and IJA committee	Howard (BC)	
		August 15, 2019	<b>iv. Completed</b> -Each jurisdiction to share summary with their executive team for the RCT– simplifying registration requirement	ALL	
		June 1, 2019	<b>v. Completed</b> – Share Master Distribution list of the WCBJWG with IJA committee	Melody (NB)	
		May 2022	<b>vi. To be completed</b> – Add to 2022 agenda “rewriting the IJA”	Sophie (QC)	
		September 30, 2021	<b>vii. To be completed</b> – Each jurisdiction to check if there is prohibitive legislation that would preclude CFTA “drivers license” model for Canada-wide worker coverage . Provide Howard (BC) feedback	ALL	