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

<b>Executive Sponsor:</b> Luanne Gallant	<b>Committee Chair(s):</b> Shirley Walsh	<b>Date Updated:</b> May 2018
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<b>Mandate</b>	<i>Defines expectations / responsibilities. Facilitates better focus on objectives and activities by which the committee operates.</i>
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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>
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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>
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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
1.	Alternative Assessment Procedure	May 31, 2017	i. <b>Completed</b> –Draft wording for discussion at National Assessment meeting amending section 12 of AAP to confirm registration in AAP in one jurisdiction means inclusion in all jurisdictions	Howard (BC)	
		July 31, 2017	ii. <b>Completed</b> – Report to IJA Committee on results of discussion of draft Section 12 amendment at National Assessment meeting.	Howard(BC)	
		October 15, 2017	iii. <b>Deferred</b> – All jurisdictions to obtain necessary authorizations from their jurisdiction to amend section 12 as proposed and confirm authorizations with Shirley (NT/NU)	All	
		September 30, 2017	iv. <b>Completed</b> - Update the PPP to confirm each board can only issue clearance letters for their own jurisdiction.	Rhonda (AB)	
		September 30, 2017	v. <b>Completed</b> - Update the PPP to confirm AAP registration does not expire and that any board receiving notification of an employer’s withdrawal from AAP must notify other boards.	Rhonda (AB)	
		May 25, 2018	vi. <b>To Be Completed</b> – Prepare consolidated summary of previous discussions regarding amendment to section 12 and description of issue and send to IJA Committee for review.	Howard (BC)	

	Activities	Target Date(s)	Status	Resources	Budget
		June 1, 2018	<b>vii. To Be Completed</b> – All jurisdictions to review summary and issue description regarding section 12 and provide feedback to Howard (BC).	All	
		July 20, 2018	<b>viii. To Be Completed</b> – Provide description of section 12 issue to Assessments committee for discussion and report back to IJA Committee on any resolution or suggested action.	Howard (BC)	
		October 12, 2018	<b>ix. To Be Completed</b> – If agreement reached on section 12 rewording, all jurisdictions to obtain necessary authorizations to amend section 12 as proposed and confirm authorizations with Chair	All	
		July 20, 2018	<b>x. To Be Completed</b> – Provide issue regarding inclusion of reference to “consequence” of removal from AAP to Appendix D and/or AAP application forms to Assessment group for discussion and report back to IJA Committee on any resolution or suggested action.	Howard (BC)	
		May 15, 2018	<b>xi. To Be Completed</b> - Begin discussions with AWCBC on database for registrations under the AAP and develop initial framework, with consultation with IJA Committee by email if necessary.	Howard (BC)/ All	
		July 20, 2018	<b>xii. To Be Completed</b> - Ontario to review issue of “backdating” AAP applications and provide position to IJA Committee	Ontario	

	Activities	Target Date(s)	Status	Resources	Budget
2.	Assessments	July 20, 2018	i. <b>To Be Completed</b> – Referral to Assessment committee for a cross jurisdictional analysis on how each jurisdiction handles registration for airline flight crews, and report back to IJA Committee.	Howard (BC)	
3.	AWCBC IJA Repository	May 25, 2018	i. <b>To Be Completed</b> – All jurisdictions to review and update the IJA Committee contact listings by deadline and as necessary and provide updates to Chair (if no changes) or AWCBC with copy to Chair.	All	
		Yearly	ii. <b>To be completed-</b> All jurisdictions to share contact list with internal staff.	All	
		May 25, 2018	iii. <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.	Chair	
		July 15, 2018	iv. <b>To Be Completed</b> – Forward the versions of the PPP and BPG approved at 2018 meeting to AWCBC to be uploaded to the repository.	Chair	
4	Benefits In Kind Contact List	May 26, 2017	i. <b>Completed-</b> All jurisdictions to provide updated contact list to Rhonda (AB) for update to BPG, and to Shirley (NT/NU) for update of AWCBC IJA repository. This is a repeating activity.	All	

	Activities	Target Date(s)	Status	Resources	Budget
		December 31, 2017	i. <b>Completed-</b> Rhonda (AB) to update contact list in BPG.	Rhonda (AB)	
5.	Meeting Minutes	May 18, 2017	i. <b>Completed-</b> Shirley to send finalized 2016 meeting minutes to AWCBC.	Shirley (NT/NU)	
		June 30, 2017	ii. <b>Completed-</b> Melody (NB) to send draft 2017 meeting minutes to IJA Committee	Melody (NB)	
		May 25, 2018	iii. <b>To Be Completed</b> – Chair to send finalized 2017 meeting minutes to AWCBC and IJA Committee	Chair	
		June 30, 2018	iv. <b>To Be Completed</b> – Chair to send draft 2018 meeting minutes to IJA Committee	Chair	
6.	Disclosure of Information	May 26, 2017	i. <b>Completed</b> – review and confirm entries in disclosure of information chart, send confirmations to Rhonda (AB) and Shirley (NT/NU).	All	
		September 30, 2017	ii. <b>Completed</b> – Update the PPP with results of the disclosure chart after the IJA committee 2017 meeting approval.	Rhonda(AB)	
		May 2017	iii. <b>Completed</b> – Alberta to report on test program of secure electronic transfer with Manitoba.	All	

	Activities	Target Date(s)	Status	Resources	Budget
7.	Update BPG and PPP	September 30, 2017	i. <b>Completed</b> – BC, Ontario and Saskatchewan to review issue of responsibility for translation costs on benefit in kind requests and discuss with relevant authorities at their respective boards. Results to be shared with IJA Committee.	Ian (BC) Yvonne(SK) Robin (ON)	
		July 15, 2018	ii. <b>To Be Completed</b> – Rhonda to forward updated BPG as approved at 2018 meeting to Chair and IJA Committee members.	Rhonda (AB)	
		July 15, 2018	iii. <b>To Be Completed</b> – Rhonda to forward updated PPP as approved at 2018 meeting to IJA committee members and Chair.	Rhonda (AB)	

	Activities	Target Date(s)	Status	Resources	Budget
		July 15, 2018	iv. <b>To Be Completed</b> – Update BPG and PPP with case study re AAP inconsistent application (item 6c)	Rhonda (AB)	
		July 15, 2018	v. <b>Completed</b> - Update PPP to clarify entries on translations including separation of entries into those applicable to general IJ claims and those applicable to Benefits in Kind.	Rhonda (AB)	
		July 15, 2018	vi. <b>To Be Completed</b> – Update and clarify page 21 and 25 of PPP.	Rhonda (AB)	
		July 15, 2018	vii. <b>To Be Completed</b> - Update BPG and PPP with case study re Right of Election and Claim Denial (item 6e)	Rhonda (AB)	
		July 15, 2018	viii. <b>To Be Completed</b> - Update BPG and PPP with case study re Right of Election, Claim Denial and Reimbursement (item 6f)	Rhonda (AB)	
		July 15, 2018	ix. <b>To Be Completed</b> - Update BPG and PPP with case study re IJA Reimbursement for Airline Industry (item 6g)	Rhonda (AB)	
		July 15, 2018	x. <b>To Be Completed</b> - Update BPG and PPP with case study re Election for Fatality Claims and Notifications to Boards (item 6h)	Rhonda (AB)	

	Activities	Target Date(s)	Status	Resources	Budget
		July 15, 2018	<b>xi. To Be Completed</b> - Update BPG and PPP with case study re Progressive Injuries and IJA Reimbursements (item 6i)	Rhonda (AB)	
8.	Quebec's Online Secure System	May 31, 2017	<b>i. Completed</b> – Sophie to send all committee members current jurisdictional access persons.	Sophie (QC)	
		June 15, 2017	<b>ii. Completed</b> – Review jurisdictions access, update as required and return to Sophie and copy Shirley (NT/NU).	All	
9.	Strategic Direction	September 30, 2018	<b>i. To Be Completed</b> – Rhonda to update PPP with new agreements between jurisdictions.	Rhonda (AB)	
		May 2018	<b>ii. Completed</b> – IJA committee to report on status of dollar for dollar reimbursement agreements in the 2017/2018 year.	All	
		June 15, 2017	<b>iii. Completed</b> – Shirley (NT/NU) to contact Compensation and benefits committee for their interest in a presentation from an IJA Committee member on the BPG and its use for compensation and benefits staff.	Shirley (NT/NU)	



	Activities	Target Date(s)	Status	Resources	Budget
		June 15, 2017	iv. <b>Completed</b> – Request for presentation by assessment representative to IJA committee on how the AAP is managed from start to finish.	Shirley (NT/NU)	
		May 2019	v. <b>To Be Completed</b> – IJA committee to report on status of dollar for dollar reimbursement agreements in the 2018/2019 year.	All	
		June 30, 2018	vi. <b>To Be Completed</b> – IJA committee to share all AAP forms and education information for initiation of discussion of best practices. All documents sent to Chair for compilation.	All	
		May 2019	vii. <b>To Be Completed</b> – IJA Committee to discuss AAP forms and education information to increase consistency in message to employers.	All	
		November 2018	viii. <b>Deferred</b> – once our position on certain aspects of the AAP is clarified, Chair may contact communications committee to prepare further information for employers on the AAP to be posted on the AWCBC website.	Chair	

	Activities	Target Date(s)	Status	Resources	Budget
10	Application of IJA	December 31, 2017	i. <b>Completed</b> – Add to BPG results of case study discussion of issues regarding recurrence of Disability and Section 8&9 interpretation.	Rhonda (AB)	
		December 31, 2017	ii. <b>Completed</b> – Add to BPG results of case study discussion re: interpretation of Section 15 of the IJA-Appeals	Rhonda (AB)	
		December 31, 2017	iii. <b>Completed</b> – Add to PPP definition of reimbursing board and add clarification in instances where the term is used.	Rhonda (AB)	
		September 30, 2017	iv. <b>Completed</b> – Add to PPP results of case study regarding GECA issue out of province accidents.	Rhonda (AB)	
		September 30, 2017 (PPP) December 31, 2017 (BPG)	v. <b>Completed</b> – Add to BPG and PPP results of case study discussion re Employer Charging Errors and Rules regarding Refunds and imposed timelines including a limitations period of 2 years subject to other agreement of the parties.	Rhonda (AB)	
		September 30, 2017	vi. <b>Completed</b> – Add preamble to PPP.	Rhonda (AB)	
		September 30, 2017	vii. <b>To Be Completed</b> - Update PPP to clarify that although election forms are mandatory, in cases where it is not possible to obtain a signed form from the worker jurisdictions can determine whether to proceed based on the spirit or intent of the IJA.	Rhonda (AB)	

	Activities	Target Date(s)	Status	Resources	Budget
11	Election Form	May 31, 2017	i. <b>Completed</b> – Sophie (QB) to send to Rhonda (AB) the chart containing the minimum required information necessary for Interjurisdictional Claim notifications.	Sophie (QB)	
		December 31, 2017	ii. <b>Completed</b> – Update BPG with minimum required information chart.	Rhonda (AB)	
		September 30, 2017	iii. <b>Completed</b> – Update PPP with summary of minimum required information.	Rhonda (AB)	