



Connecting members, advancing knowledge Relier les membres, développer les connaissances

Interjurisdictional Agreement (IJA) Committee - AWCBC Work Plan

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|-----------------------------------------|---------------------------------------|-------------------------------|
| Executive Sponsor: Leslie Galway | Committee Chair(s): Ann Martin | Date Updated: May 2016 |
|-----------------------------------------|---------------------------------------|-------------------------------|

Mandate *Defines expectations / responsibilities. Facilitates better focus on objectives and activities by which the committee operates.*

To support Interjurisdictional co-operation and awareness on Workers' Compensation matters through monitoring evaluating, upholding and improving the IJA and its application.

Goals *Based on your mandate, set realistic and specific goals. What is the long-range aim? What do you hope to achieve?*

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

Objectives *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*

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 | June 5 2015 | Completed – Bill to develop statement regarding error to the AAP application by employers. This will be forwarded to Deepak to present for feedback at the National Assessment meeting. | Bill (AB) | |
| | | June 9 2015 | Completed – Deepak to discuss how to correct errors to the AAP application at the National Assessment Meeting. | Deepak (BC) | |
| | | June 30 2015 | Completed – Deepak to provide feedback to IJA committee from the meeting. | Deepak (BC) | |
| | | August 30 2015 | Completed – NL to discuss expansion of the AAP to the Marine industry. | Suzette (NL) | |
| | | May 2016 | To be completed – discussion of consistency in the application of the AAP – how do the boards interpret the industrial classifications covered by the AAP in the Appendix to the IJA? | Sophie (QC) | |

| | Activities | Target Date(s) | Status | Resources | Budget |
|----|------------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------|
| 2. | AWCBC IJA Repository Clean-up | November 2015 TBD November 2015 | Completed -Review and make necessary changes to IJA document repository. To be completed – Review and update the IJA committee terms of reference. Completed – Forward the most up to date approved versions of the PPP and BPG to AWCBC to be uploaded to the repository. | Ann (NL) Paula (NS) Ann (NL) Glenn (MB) Ann (NL) | |
| 3. | Cost Relief and Cost Reimbursement | May 2016 | To be completed – discussion of cost relief application--- Issues arising in dealing with cost relief as between jurisdictions. To be completed – discussion of availability of Reimbursement when there is a third party action. To be completed - discussion of timeliness of requests for reimbursement. | Alberta | |
| 4. | Benefits In Kind Contact List | Yearly Yearly | To be completed - All jurisdictions to provide updated contact list to Carmen with AWCBC for IJA repository, contact list. This is a repeating activity. To be completed -All jurisdictions to share contact list to internal staff. This is a repeating activity. | All All | |

| | Activities | Target Date(s) | Status | Resources | Budget |
|----|---------------------------|----------------|---------------------------------------------------------------------------------------------|--------------|--------|
| 5. | Meeting Minutes | June 5 2015 | Completed -Rhonda to send finalized 2014 meeting minutes to Ann to forward to AWCBC. | Rhonda (AB) | |
| | | June 30 2015 | Completed - Ann to send finalized 2014 meeting minutes to AWCBC. | Ann(NL) | |
| | | TBD | Completed – Send draft 2015 meeting minutes to the IJA committee. | Suzette (NL) | |
| 6. | Disclosure of Information | May 2016 | To be completed - review and complete chart circulated by Suzette | Suzette (NL) | |
| 7. | Update BPG | June 5 2015 | Completed – Rhonda to forward updated BPG to Ann and Sharon. | Rhonda (AB) | |
| | | June 23 2015 | Completed – Sharon to present updated BPG to the AWCBC executive meeting in June. | Sharon (PEI) | |

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| 8. | Update PPP | May 2016 | To be completed – correction required to fatality statistics reference in 2008/2009 meeting minutes | All | |
| | | TBD | To be completed – Follow with NWISP committee regarding fatality statistics | Rhonda (AB) | |
| | | June 30 2015 | Completed – Suzette to send IJA group areas for disclosure of information. | | |
| | | TBD | To be completed – IJA committee to respond to disclosure questions. | Suzette (NL) | |
| | | TBD | To be completed - To be compiled in the PPP/BPG by Rhonda and Sophie | All | |
| | | TBD | To be completed – Rhonda to forward updated PPP to Ann to send to the AWCBC to upload to repository. | Rhonda (AB) Ann (NL) | |
| | | TBD | To be completed – PPP needs to be updated annually based on the IJA committee meeting discussions. | Rhonda (AB) Chair | |

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| 9. | Election Notification Requirements | TBD | To be completed- all committee members discuss the minimum requirements. Further clarification required from each jurisdiction. | All | |
| | | June 15 2015 | Completed – Jan to email IJA committee inquiring if other boards would accept election forms via fax or email. | Jan (AB) | |
| | | June 30 2015 | Completed – IJA committee members to reply to Jan’s request. | All | |
| 10. | Appendix A translation and revision | June 15 2015 | Completed – Sophie to forward updated version to Ann | Sophie (QC) | |
| | | June 30 2015 | Completed – Ann to provide updated Appendix to AWCBC | Ann(NL) | |
| 11. | Quebec's Online Secure System | May 2016 | To be completed – Sophie to provide information on this initiative | Sophie (QC) | |
| 12. | Develop Fact Sheet for AWCBC website | April 2016 | Completed – work on this project was completed by the committee over a several month period in 2016 | All | |

| | Activities | Target Date(s) | Status | Resources | Budget |
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| 13. | Strategic Direction | June 19 2015 | Completed – Ann to forward Sharon IJA committee intent to investigate dollar for dollar reimbursement across all jurisdictions. | Ann (NL) | |
| | | June 23 2015 | Completed- Sharon to present to the executive AWCBC meeting regarding IJA committee planning to investigate dollar for dollar reimbursement across all jurisdictions. | Sharon(PEI) | |
| | | TBD | To be completed – IJA committee to discuss dollar for dollar reimbursement. | All | |