



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

Interjurisdictional Agreement (IJA) Committee - AWCBC Work Plan

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| Executive Sponsor: Luanne Gallant | Committee Chair(s): Shirley Walsh | Date Updated: May 2017 |
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| Mandate | <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.

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| Goals | <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

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| Objectives | <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 | June 3 2016 | i. Completed – Send Deepak industries outside of the NAICS classification from each jurisdiction. | All | |
| | | June 13 2016 | ii. Completed – Deepak to present industries outside of NAICS to National Assessment meeting for decision to include in the AAP classification. | Deepak (BC) | |
| | | June 30 2016 | iii. Completed – Send National Assessment meeting position to the IJA chair | Deepak (BC) | |
| | | July 2016 | iv. Completed – Chair to send National Assessment discussion summary to IJA Committee members. | Shirley (NT/NU) | |
| | | May 2017 | v. Completed – Discuss update to AAP appendix to include the exceptional issues classification decision from the National Assessment meeting. | All | |

| | Activities | Target Date(s) | Status | Resources | Budget |
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| | | Oct 31 2016 | vi. Completed – Update the PPP to include the exceptional industries classification from the National Assessment meeting. | Rhonda (AB) | |
| | | June 30 2016 | vii. Completed – Ontario to confirm with operations regarding retroactivity of applications and interpretation registration requirement. | Eve (ON) | |
| | | October 15 2017 | viii. To Be Completed – All jurisdictions to obtain necessary authorizations from their jurisdiction to add Pilot Cars to Appendix E of AAP and confirm to Shirley (NT/NU) | All | |
| | | September 30, 2017 | ix. To Be Completed – Update the PPP to reference “jockey” type industries and confirm they are not considered trucking but are incidental to a specific industry | Rhonda (AB) | |
| | | June 15, 2017 | x. To Be Completed – All jurisdictions to confirm with administration at their home jurisdictions that when AAP application received, or when employers withdraw from the AAP, all jurisdictions noted on the form to be notified. | All | |
| | | September 30, 2017 | xi. To Be Completed - Update the PPP to include details and purpose of notice to other jurisdictions. | Rhonda (AB) | |

| | Activities | Target Date(s) | Status | Resources | Budget |
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| | | May 31, 2017 | xii. To Be Completed –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 | xiii. To Be Completed – Report to IJA Committee on results of discussion of draft Section 12 amendment at National Assessment meeting. | Howard(BC) | |
| | | October 15, 2017 | xiv. To Be Completed – 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 | xv. To Be Completed - Update the PPP to confirm each board can only issue clearance letters for their own jurisdiction. | Rhonda (AB) | |
| | | September 30, 2017 | xvi. To Be Completed - 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) | |

| | Activities | Target Date(s) | Status | Resources | Budget |
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| 2. | AWCBC IJA Repository | <p>November 1, 2017</p> <p>Yearly</p> <p>November 15, 2017</p> <p>July 15, 2017</p> | <p>i. To Be Completed – Review and update the IJA Committee contact listings as necessary or by deadline and provide updates to Shirley (NT/NU) or AWCBC with copy to Shirley (NT/NU).</p> <p>ii. To be completed- All jurisdictions to share contact list with internal staff.</p> <p>iii. To Be Completed – Shirley (NT/NU) to send updated contact information to Rhonda for inclusion in BPG.</p> <p>iv. To Be Completed – Forward the most up to date approved versions of the PPP and BPG to AWCBC to be uploaded to the repository.</p> | <p>All</p> <p>All</p> <p>Shirley (NT/NU)</p> <p>Shirley (NT/NU)</p> | |
| 3. | Cost Relief and Cost Reimbursement | <p>October 2016</p> <p>September 30, 2017 (PPP)</p> <p>December 31, 2017 (BPG)</p> | <p>i. Completed – Update BPG with 2016 case study discussion of cost relief application – issues arising in dealing with cost relief as between jurisdictions.</p> <p>ii. To be completed – Update PPP and BPG regarding case study discussion of return of reimbursement paid based on entitlement error.</p> | <p>Rhonda (AB)</p> <p>Rhonda (AB)</p> | |

| | Activities | Target Date(s) | Status | Resources | Budget |
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| 4. | Benefits In Kind Contact List | May 26, 2017 | i. To be completed- 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 | |
| | | December 31, 2017 | ii. To be completed- Rhonda (AB) to update contact list in BPG. | Rhonda (AB) | |
| 5. | Meeting Minutes | June 3 2016 | i. Completed- Suzette to send finalized 2015 meeting minutes to Ann to forward to AWCBC. | Suzette (NL) | |
| | | June 30 2016 | ii. Completed- Ann to send finalized 2015 meeting minutes to AWCBC. | Ann(NL) | |
| | | TBD | iii. Completed – Suzette to send draft 2016 meeting minutes to the IJA committee. | Suzette (NL) | |
| | | May 18, 2017 | iv. To Be Completed- Shirley to send finalized 2016 meeting minutes to AWCBC. | Shirley (NT/NU) | |
| | | June 30, 2017 | v. To Be Completed- Melody (NB) to send draft 2017 meeting minutes to IJA Committee | Melody (NB) | |

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| 6. | Disclosure of Information | June 30 2016 | i. Completed – reword chart with definitions and send to committee members. | Suzette (NL) | |
| | | May 26, 2017 | ii. To Be Completed – review and confirm entries in disclosure of information chart, send confirmations to Rhonda (AB) and Shirley (NT/NU). | All | |
| | | September 30, 2017 | iii. To Be Completed – Update the PPP with results of the disclosure chart after the IJA committee 2017 meeting approval. | Rhonda(AB) | |
| | | May 2017 | iv. Completed - Explore the issue of secure methods of electronic information transfer. | All | |
| | | May 2018 | v. To Be Completed – Alberta to report on test program of secure electronic transfer with Manitoba and Yukon. | Rhonda (AB) | |
| 7. | Update BPG | July 15, 2017 | i. To Be Completed – Rhonda to forward updated BPG as approved at 2016 meeting to Shirley and IJA Committee members. | Rhonda (AB) | |
| | | July 20, 2017 | ii. To Be Completed – Shirley to send updated BPG to the AWCBC to upload to repository. | Shirley (NT/NU) | |

| | Activities | Target Date(s) | Status | Resources | Budget |
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| 8. | Update PPP | June 30, 2016 | i. Completed - Follow up on jurisdictional fatality statistics. | Yvonne(SK)/Shirley(NT/NU) | |
| | | July 15, 2017 | ii. To Be Completed – Update PPP after NWISP meeting to reflect up to date information on jurisdictional fatality statistics, particularly NT/NU and SK | Rhonda (AB) | |
| | | July 15, 2017 | iii. To Be Completed – Rhonda to forward PPP approved at 2016 meeting to IJA committee members, and to Shirley (NT/NU) to send to the AWCBC to upload to repository. | Rhonda (AB) | |
| | | July 20, 2017 | iv. To Be Completed –Shirley (NT/NU) to send to the AWCBC to upload to repository | Shirley (NT/NU) | |
| | | July 31, 2017 | v. To Be Completed – 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) | |
| | | September 30, 2017 | vi. To Be Completed - 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) | |

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| 9. | Quebec's Online Secure System | May 31, 2017 June 15, 2017 | i. To Be Completed – Sophie to send all committee members current jurisdictional access persons. ii. To Be Completed – Review jurisdictions access, update as required and return to Sophie and copy Shirley (NT/NU). | Sophie (QC) All | |
| 10. | External IJA | May 2017 | i. Completed Bill to bring international and provincial firefighting agreements to discuss at IJA meeting | Bill(AB)/All | |

| | Activities | Target Date(s) | Status | Resources | Budget |
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| 11. | Strategic Direction | May 2017 | i. Completed – IJA committee to report on status of dollar for dollar reimbursement agreements in the 2016/2017 year. | All | |
| | | September 30, 2017 | ii. To Be Completed – Rhonda to update PPP with new agreements between jurisdictions. | Rhonda (AB) | |
| | | May 2018 | iii. To Be Completed – IJA committee to report on status of dollar for dollar reimbursement agreements in the 2017/2018 year. | All | |
| | | June 15, 2017 | iv. To be completed – 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) | |
| | | June 15, 2017 | v. To be completed – Request for presentation by assessment representative to IJA committee on how the AAP is managed from start to finish. | Shirley (NT/NU) | |

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| | <p data-bbox="758 172 957 235">October 31, 2017</p> <p data-bbox="758 472 905 535">November 2017</p> | <p data-bbox="978 172 1514 406">vi. To Be Completed – IJA committee to share all AAP forms and education information for initiation of discussion of best practices. All documents sent to Shirley (NT/NU) for compilation in advance of 2018 meeting.</p> <p data-bbox="978 436 1514 703">vii. To be completed – 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.</p> | <p data-bbox="1535 172 1572 196">All</p> <p data-bbox="1535 469 1745 501">Shirley (NT/NU)</p> | |

| | Activities | Target Date(s) | Status | Resources | Budget |
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| 12. | Application of IJA | December 31, 2017 | i. To Be Completed – 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. To Be Completed – Add to BPG results of case study discussion re: interpretation of Section 15 of the IJA-Appeals | Rhonda (AB) | |
| | | December 31, 2017 | iii. To Be Completed – Add to PPP definition of reimbursing board and add clarification in instances where the term is used. | Rhonda (AB) | |
| | | September 30, 2017 | iv. To Be Completed – 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. To Be Completed – 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. To Be Completed – Add preamble to PPP. | Rhonda (AB) | |

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| | | September 30, 2017 | vii. To Be Completed - Update PPP to clarify that although election forms are mandatory, in cases where it is not possible to obtain a signed from the worker jurisdictions can determine whether to proceed based on the spirit or intent of the IJA. | Rhonda (AB) | |
| 13 | Election Form | <p>May 31, 2017</p> <p>December 31, 2017</p> <p>September 30, 2017</p> | <p>i. To Be Completed – Sophie (QB) to send to Rhonda (AB) the chart containing the minimum required information necessary for Interjurisdictional Claim notifications.</p> <p>ii. To Be Completed – Update BPG with minimum required information chart.</p> <p>iii. To Be Completed – Update PPP with summary of minimum required information.</p> | <p>Sophie (QB)</p> <p>Rhonda (AB)</p> <p>Rhonda (AB)</p> | |