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

<b>Executive Sponsor:</b> TBD	<b>Committee Chair(s):</b> Melody Mladineo	<b>Date Updated:</b> May 16, 2019
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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
1.	Alternative Assessment Procedure	October 15, 2017	i. <b>Completed</b> – All jurisdictions to obtain necessary authorizations from their jurisdiction to amend section 12 as proposed and confirm authorizations with Shirley (NT/NU)	All	
		May 25, 2018	ii. <b>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)	
		June 1, 2018	iii. <b>Completed</b> – All jurisdictions to review summary and issue description regarding section 12 and provide feedback to Howard (BC).	All	
		July 20, 2018	iv. <b>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	v. <b>N/A</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	

	Activities	Target Date(s)	Status	Resources	Budget
1	Alternative Assessment Procedure (continued)	July 20, 2018	<b>vi. 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>vii. 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>viii. Completed</b> - Ontario to review issue of “backdating” AAP applications and provide position to IJA Committee	Ontario	
		June 16, 2019	<b>ix. To be 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)	Howard (BC)	
		September 1, 2019	<b>x. To be 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)	Rhonda (AB)	

	Activities	Target Date(s)	Status	Resources	Budget
1.	Alternative Assessment Procedure (continued)	June 16, 2019	<b>xi. To be completed</b> – All committee members to remind their respective jurisdictions to review AAP records at least once every 3 years. (section 12.11)	All	
		July 16, 2019	<b>xii. To be completed</b> – Sophie to share template letters with all jurisdictions that Quebec uses for the 3 year review	Sophie (PQ)	
		September 1 2019	<b>xiii. To be 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 (13e)	Rhonda (AB)	

	Activities	Target Date(s)	Status	Resources	Budget
2.	Assessment Committee joint work	July 20, 2018	i. <b>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)	
		June 6, 2019	ii. <b>To be 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	iii. <b>To be completed</b> – IJA committee provide feedback on air crew scenarios and solutions	All	
		June 16, 2019	iv. <b>To be 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	v. <b>To be completed</b> – Report to IJA committee results of air crew discussion at Assessment Committee meeting	Howard (BC)	
		June 16, 2019	vi. <b>To be 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	vii. <b>To be 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)	

	Activities	Target Date(s)	Status	Resources	Budget
3.	AWCBC IJA Repository	July 15, 2018  Yearly  Yearly  May 31, 2019 (yearly)  July 15, 2019	<p><b>i. Completed</b> – Forward the versions of the PPP and BPG approved at 2018 meeting to AWCBC to be uploaded to the repository.</p> <p><b>ii. 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><b>iii. To be completed-</b> All jurisdictions to share contact list with internal staff.</p> <p><b>iv. To be completed</b> – All jurisdictions to review and confirm, or update the contact information in the BPG (pg 11-15) by email to Rhonda (AB)</p> <p><b>v. To be completed</b> – Forward the versions of the PPP and BPG approved at 2019 meeting to AWCBC to be uploaded to the repository.</p>	All  All  All  Rhonda  Rhonda	
4	Benefits In Kind Contact List	Yearly  Yearly	<p><b>i. To be completed-</b> All jurisdictions to provide updated contact list to Rhonda (AB) for update to BPG, and to Melody (NB) for update of AWCBC IJA repository.</p> <p><b>ii. To be completed-</b> Rhonda (AB) to update contact list in BPG</p>	All  Rhonda (AB)	

	Activities	Target Date(s)	Status	Resources	Budget
5.	Meeting Minutes	May 25, 2018	i. <b>Completed-</b> Melody to send finalized 2017 meeting minutes to AWCBC.	Melody (NB)	
		July 30, 2018	ii. <b>Completed-</b> Chair (NB) to send draft 2018 meeting minutes to IJA Committee	Melody (NB)	
		May 25, 2019	iii. <b>To Be Completed</b> – Chair to send finalized 2018 meeting minutes to AWCBC and IJA Committee	Melody (NB)	
		June 30, 2019	iv. <b>To Be Completed</b> – Chair to send draft 2019 meeting minutes to IJA Committee	Melody (NB)	
		June 1, 2019	v. <b>To be completed</b> – Chair to circulate IJA committee list and contact information of participants	Melody (NB)	
		May 31, 2019	vi. <b>To be 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)	CSST, NWT, YK, NL, NB, NS, PEI	

	Activities	Target Date(s)	Status	Resources	Budget
6.	Update BPG and PPP	July 15, 2018	i. <b>Completed</b> – Rhonda to forward updated BPG as approved at 2018 meeting to Chair and IJA Committee members.	Rhonda (AB)	
		July 15, 2018	ii. <b>Completed</b> – Rhonda to forward updated PPP as approved at 2018 meeting to IJA committee members and Chair.	Rhonda (AB)	
		July 15, 2018	iii. <b>Completed</b> – Update BPG and PPP with case study re AAP inconsistent application (item 6c)	Rhonda (AB)	
		July 15, 2018	iv. <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	v. <b>Completed</b> – Update and clarify page 21 and 25 of PPP.	Rhonda (AB)	
		July 15, 2018	vi. <b>Completed</b> - Update BPG and PPP with case study re Right of Election and Claim Denial (item 6e)	Rhonda (AB)	
		July 15, 2018	vii. <b>Completed</b> - Update BPG and PPP with case study re Right of Election, Claim Denial and Reimbursement (item 6f)	Rhonda (AB)	
		July 15, 2018	viii. <b>Completed</b> - Update BPG and PPP with case study re IJA Reimbursement for Airline Industry (item 6g)	Rhonda (AB)	



	Activities	Target Date(s)	Status	Resources	Budget
6	Update BPG and PPP( continued)	July 15, 2018	ix. <b>Completed</b> - Update BPG and PPP with case study re Election for Fatality Claims and Notifications to Boards (item 6h)	Rhonda (AB)	
		July 15, 2018	x. <b>Completed</b> - Update BPG and PPP with case study re Progressive Injuries and IJA Reimbursements (item 6i)	Rhonda (AB)	
		July 15, 2019	xi. <b>To be completed</b> – Rhonda to forward updated PPP and BPG as approved at 2019 meeting to Chair and IJA Committee members.	Rhonda (AB)	
		May 31, 2019	xii. To be completed – all jurisdictions provide to Rhonda the maximum insurable earnings for their province for the BPG	AI	
		June 30, 2019	xiii. <b>To be completed</b> – Recirculate MARS reimbursement case study to IJA committee with added question “Is reimbursement applicable?” (item 13 c)	Rhonda (AB)	
		July 30, 2019	xiv. <b>To be completed</b> – each jurisdiction share their responses under 13c with IJA Committee	ALL	
		September 1, 2019	xv. <b>To be completed</b> - Update BPG with fact scenario and PPP with resolution responses re: Case Study –MARS Reimbursement (item 13c)	Rhonda (AB)	
		September 1, 2019	xvi. <b>To be completed</b> - Update BPG with fact scenario and PPP with resolution responses re: Case Study - Election and Reimbursement (item 9)	Rhonda (AB)	

	Activities	Target Date(s)	Status	Resources	Budget
6.	Update BPG and PPP (continued)	September 1, 2019	<b>xvii. To be completed</b> - Update BPG with fact scenario and PPP with resolution responses re: Case Study AAP (item 10)	Rhonda (AB)	
		September 1, 2019	<b>xviii. To be 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>xix. To be 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>xx. To be completed</b> - Update BPG and PPP (item 16 c) that psychological injuries are not intended for section 7.	Rhonda(AB)	
		September 1, 2019	<b>xxi. To be completed</b> - Update BPG and PPP (item 16 c) that medical cannabis is medical aid and would receive full reimbursement under IJA	Rhonda(AB)	
		September 1, 2019	<b>xxii. To be completed</b> - Update BPG and PPP (item 13d) air canada case study - GECA claims excluded from IJA/AAP	Rhonda (AB)	

	Activities	Target Date(s)	Status	Resources	Budget
7	Strategic Direction	September 30, 2018	i. <b>Completed</b> – Rhonda to update PPP with new agreements between jurisdictions.	Rhonda (AB)	
		May 2018	ii. <b>Completed</b> – IJA committee to report on status of dollar for dollar reimbursement agreements in the 2017/2018 year.	All	
		June 30, 2018	iii. <b>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	iv. <b>Completed</b> – IJA Committee to discuss AAP forms and education information to increase consistency in message to employers.	All	
		November 2018	v. <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	
		May 15, 2019	vi. <b>To be 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)	

	Activities	Target Date(s)	Status	Resources	Budget
7	Strategic Direction (continued)	May 31,2019	<b>vii. To be completed</b> – IJA committee to provide feedback to Howard re: RCT– simplifying registration requirements.	All	
		June 15, 2019	<b>viii. To be 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>ix. To be completed</b> -Each jurisdiction to share summary with their executive team for the RCT– simplifying registration requirement	ALL	
		June 1, 2019	<b>x. To be completed</b> – Share Master Distribution list of the WCBJWG with IJA committee	Melody (NB)	