



Last revised: January 6, 2020

Purpose:

Extended Health Care (EHC) benefit coverage is the most common form of payment for chiropractic care and it is, as a result, crucial to ensure that chiropractic coverage in EHC plans is offered to patients.

The purpose of the OCA Extended Health Care (EHC) working group is to assist the OCA in its development and execution of its long-term EHC strategy as a complement to the Canadian Chiropractic Association's (CCA) national strategy and advise on ad-hoc Ontario issues related to chiropractic and EHC as they arise. The goal of the working group is to, through development and successful execution of an extensive strategy, help ensure chiropractic coverage is maintained or expanded in EHC plans for Ontarians and that the OCA becomes a key influencer and trusted advisor among EHC providers and major employers in Ontario.

The working group will serve in an advisory capacity, making recommendations on extended health care matters that impact chiropractors and patients, and on the OCA's overall EHC strategy. The EHC Working Group brings together chiropractors with a variety of experiences with extended health care and practice settings to:

- Help OCA develop a comprehensive Ontario EHC strategy to complement the CCA national strategy
- Provide feedback on and ideas for achieving the OCA's goal of maintaining and expanding chiropractic coverage in EHC plans
- Provide feedback on, and ideas for, initiatives and programs that enhance, ensure and embrace EHC coverage of chiropractic
- Provide feedback on and ideas for achieving the OCA's goal of being one communication channel for insurance companies to share any updates that can impact chiropractic practices within the Ontario EHC landscape
- Provide feedback on challenges being faced in the Ontario clinical settings with EHC coverage for chiropractors
- Advise on ad-hoc issues related to chiropractic and EHC as they arise, such as chiropractors being de-listed and changes to insurers' policies that impact chiropractors
- Help develop tools and resources to assist Ontario chiropractors in managing EHC claims and interactions with insurance providers.

Working Group Membership:

The OCA EHC Working Group shall consist of up to five OCA members who are registered chiropractor in Ontario in good standing. If needed, the working group can establish advisory groups and invite non-working group members to be part of such groups, such as patients/members from the public. Up to three OCA staff/consultants will also be on the working group

Of the five OCA members on the working group:

- At least one member must reside and practice in a rural community in Ontario
- At least one member must be reside and practice in an urban community in Ontario
- At least one member must be part of a multi-disciplinary clinic, with at least five different health providers, such as registered massage therapists, physiotherapists, social workers, and more working in the same clinic
- All members must commit to addressing strategies, topics and issues from a broader system level perspective keeping in mind the best interests of all chiropractors, rather than individualized interests. For any specialized topics or issues, the working group can call on subject matter experts.

Given the longevity and complexity of developing and implementing an Ontario EHC strategy, **all working group members must commit to, at minimum, a two-year term.** Terms may be renewable for an additional year at the discretion of the OCA.

Election of Chair and Chair Responsibilities:

The OCA EHC Working Group will have a Chair. The OCA will select a Chair for the first year of the working group. Following the first year, EHC working group members will select a Chair from one of the working group members for a term of one year. This process will continue annually.

The responsibilities of the Chair will include, but not be limited to:

- Facilitating working group meetings, helping to keep group focused and on-task, dealing with conflict, and building consensus
- Developing meeting agendas and meeting minutes in collaboration with OCA staff
- Communicating with working group members and the organization's leadership about working group matters
- Representing the working group at special events
- Being the point of reference to the OCA staff liaison

Role of OCA Staff Liaison:

There will be at least one OCA staff liaison who will be the key link between the working group and the OCA with a wide range of responsibilities to help the working group develop and function well.

Key responsibilities of the OCA Staff Liaison will include:

- Provide secretariat support for the working group/assists the chair in developing working group agendas and meeting minutes
- Provide partnership and support in preparing presentations, communication materials, and communicating with the OCA executive team
- Act as meeting chair in absence of the designated chair
- Prepare meeting notes for review by the Chair

Meetings:

The OCA EHC Working Group will meet at a scheduled time for two hours, once a month. The Group may also establish ad-hoc meetings if required. Members will have the choice of joining the meeting by teleconference line or in-person at the OCA's office. From time to time, an in-person meeting may be held if determined by the Chair as necessary. The initial working group meeting will be held in-person April 1, 2020. Travel expenses for designated in-person meetings will be reimbursed by the OCA as per OCA expense policies.

At a minimum of three business days before each meeting, the OCA Staff Liaison for the group, in consultation with the Chair, will send out a draft agenda over email and invite group members to add agenda items. Final agendas will be sent at minimum one day before each meeting. It is the responsibility of working group members to review materials and come prepared to provide input/direction.

Meeting minutes following each meeting will be emailed by the OCA Staff Liaison for the group, with approval from the Chair, to all group members within five business days following each meeting.

From time to time, a non-working group member, such as a patient, subject matter expert or representative from an insurance company or association, may be invited to the group meetings if approved by the Chair and working group members.

Working methods both in and out of meetings will be a collaborative, shared learning approach. All members' contributions should be listened to and considered. Decisions

will be made by consensus and if consensus cannot be attained, all members will vote on a decision.

Accountability and Reporting:

The working group is accountable to the OCA and will report back on key activities, recommendations, and strategies to the OCA's senior executive team, including the Chief Executive Officer (CEO), and when requested, to the OCA's Board of Directors.

In turn, the OCA's senior executive team is committed to listening and reporting back to the working group in a transparent way.

Regular collaborative discussions with leadership enables the goals of the working group to advance and be aligned with the strategic planning of the organization.

Sharing of Information and Resources (including confidential materials):

For non-confidential items, group members may share with one another via email. There will also be a private, password-protected Dropbox account for sharing of confidential materials, agendas and meeting minutes. The OCA Staff Liaison and the Chair of the Working Group will be responsible for facilitating the Dropbox account and ensuring that information and resources are added on a timely basis.

Reviewing Terms of Reference:

The OCA EHC Working Group will review the relevance and value of its work and the terms of reference on an annual basis on the last week of March.