



Pharmacy Programs  
Administrator

# IHSPS PROGRAM

Registration and workflow  
for Service Providers  
working with a State-run  
IHS

July 2021

## INTRODUCTION

**The Indigenous Health Services Pharmacy Support (IHSPS) Program is funded under the Seventh Community Pharmacy Agreement (7CPA) to support quality use of medicines (QUM) services and aims to reduce adverse events and associated hospital admissions or medical presentations.**

This document outlines instructions specific to Service Providers **who have delegate authority to act on behalf of a state-run IHS**. This document must be read in conjunction with the IHSPS Program Rules and the Pharmacy Programs Administrator (PPA) General Terms and Conditions (General Terms). Definitions in the General Terms apply to these Program Rules. Definitions in the General Terms of the Program Rules apply to this document.

### 1. Annual Registration

To participate, a **state-run IHS** is required to complete an Annual Registration Form. In this form they may choose to delegate authority to one Service Provider to act on their behalf for the Program Cycle.

**As a Service Provider you are not required to submit anything during this step.**

Following the end of the annual registration period, and as soon as it is notified by the Department, the PPA, will advise the state-run IHS of its funding allocation.

### 2. Annual Work Plan Development and Submission

Once funding has been allocated, the Service Provider will be required to develop an Annual Work Plan which involves distributing the annual budget across the 'Support Activities' outlined in the Program Rules. This is to be done in consultation with the state-run IHS.

Upon completion, both the Annual Work Plan and the Service Agreement must be submitted by the Service Provider via email to the PPA Inbox <[IHSPS@ppaonline.com.au](mailto:IHSPS@ppaonline.com.au)> for review and final approval by the Department.

Once approved, the PPA will return the Annual Work Plan to the Service Provider to submit via the PPA Portal.

Service Providers will need to ensure they are registered for the IHSPS Program on the PPA Portal before they can upload documentation for payment. Please refer to the Portal User Guide for further guidance.

### 3. Progress Report Submission

Participating Service Providers will be required to provide the PPA with six-monthly Progress Reports including progress and financial reporting, where appropriate, against the Annual Work Plan.

Progress Reports must be submitted directly into the PPA Portal.

**Where any of the required documents are not submitted by the due date as outlined in the Program Rules, the Program Participant and their IHS will forfeit the deliverable payment and not be eligible to participate in the remainder of the program cycle, unless there are exceptional circumstances.**

## IHSPS PROGRAM – STATE-RUN IHS SERVICE PROVIDERS

Figure 1: Key activities for Program cycle FY21/22

