

IHSPS PROGRAM

Registration and workflow for Service Providers working with an ACCHO

July 2021



IHSPS PROGRAM - ACCHO SERVICE PROVIDERS

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 an ACCHO**. 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, an ACCHO 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 the PPA, as soon as it is notified by the Department, will advise the ACCHO 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 ACCHO.

Upon completion, both the Annual Work Plan and the Service Agreement must be submitted by the Service Provider via email to NACCHO < qum@raccho.org.au for review and final approval by the Department.

Once approved, NACCHO 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 Annal Work Plan.

Progress Reports should be provided via email to NACCHO < qum@naccho.org.au for their review prior to then being submitted to the PPA Portal for approval by the Department of Health.

Please ensure you leave enough time for your Progress Reports to be reviewed by NACCHO prior to when they are due to be submitted to the PPA for approval.

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



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Figure 1: Key activities for Program cycle FY21/22

1. Annual Registration

What do I need to submit? Nothi

Nothing - the ACCHO is responsible for completing

this step.

When does the registration period end? The registration period closes 17 August 2021 at

11:59pm (AEST).

When will I be notified of an outcome? The ACCHOs will be notified of their funding

allocations no later than 31 August 2021.

2. Annual Work Plan

What do I need to submit? A completed Annual Work Plan and a copy of

your signed Service Agreement

Who do I submit it to for approval, and by Send the completed Annual Work Plan and Service Agreement to NACCHO <qum@naccho.org.au>.

The submission period closes **15 October 2021** at 11:59pm (AEST).

11:39pm (AES

When do I then need to submit the approved Work Plan to the PPA for payment?

Your ACCHO will be advised of the submission period for approved Work Plans into the PPA Portal at time of funding allocation.

3. Progress Reports

What do I need to submit?

Who do I submit it to?

Please complete the 'Progress Report' in your Work Plan

- Send Progress Reports to NACCHO
 <<u>qum@naccho.org.au</u>> for initial review then;
- Submit the reviewed report via the PPA Portal for approval by the due dates below.

When do I need to submit my 1st report to the PPA? The 1st report is due **31 Jan 2022** at 11:59pm (AEST).

Report 1 covers period of 1 July 2021 to 31 Dec 2021

When do I need to submit my 2nd report to the PPA?

The 2nd report is due **31 July 2022** at 11:59pm (AEST).

Report 2 covers period of 1 Jan 2022 to 30 June 2022