

IHSPS PROGRAM

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

May 2023





IHSPS PROGRAM - STATE-RUN IHS 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 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/Territory-run IHS** is required to register for the IHSPS Program annually.

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

However, you may begin reviewing the Service Agreement template as this will be required in the next step.

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/Territory-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 for review and subsequent 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 <u>Portal User Guide</u> 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 to 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.



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Figure 1: Key activities for Program cycle FY23/24

1. A	nnual	Regis	stration

What do I need to submit? Nothing - the State/Territory-run IHS is

responsible for completing this step.

When does the registration period end? The registration period closes 15 May 2023 at

11:59pm (AEST).

When will I be notified of an outcome? State/Territory-run IHSs will be notified of their

funding allocations no later than 1 June 2023.



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

when?

Send the completed Annual Work Plan and Service Agreement to the PPA Inbox at

IHSPS@ppaonline.com.au.

When do I need to submit the approved

Work Plan to the PPA for payment?

The submission period closes **31 July 2023** at

11:59pm (AEST).



3. Progress Reports

What do I need to submit? Please complete the 'Progress Report' in your

Work Plan

Who do I submit it to?Submit the completed Progress Report via the

PPA Portal.

When do I need to submit my 1st report to

the PPA?

The 1st report is due **31 Jan 2024** at 11:59pm

(AEST).

Reporting Period: 1 July 2023 to 31 Dec 2023

When do I need to submit my 2nd report to

the PPA?

The 2^{nd} report is due **31 July 2024** at 11:59pm

(AEST).

Reporting Period: 1 Jan 2024 to 30 June 2024