



# IHSPS PROGRAM

Registration and workflow  
for Aboriginal Community  
Controlled Health  
Organisations

May 2024

## INTRODUCTION

**The Indigenous Health Services Pharmacy Support (IHSPS) Program is funded under the Community Pharmacy Agreement (CPA) 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 Aboriginal Community Controlled Health Organisations (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, **all** ACCHOs are required to register for the IHSPS Program annually. The registration form requires authorisation by the organisation's Chief Executive Officer (CEO), or equivalent.

All ACCHOs who have participated in the most recent IHSPS Program cycle will receive an invitation to register to the program via email.

If your ACCHO has not participated in the most recent IHSPS Program cycle and would like to register, please contact the PPA Support Centre on **1800 951 285** and kindly request a registration link be generated for you.

### 2. Annual Declaration

Once funding has been allocated, if you have chosen not to delegate authority to a Service Provider, you will be asked to make a declaration and provide relevant information to allow the PPA to register you as a Service Provider on the PPA Portal to receive funds. This should be submitted at the same time as your Work Plan. This is repeated annually to ensure all details are correct.

### 3. Annual Work Plan Development and Submission

ACCHOs **who have not delegated authority to a Service Provider to act on their behalf** will be required to develop an Annual Work Plan which involves distributing the annual budget across the 'Support Activities' outlined in the Program Rules.

Upon completion, the Annual Work Plan must be submitted via email to NACCHO <[qum@naccho.org.au](mailto:qum@naccho.org.au)> for review and subsequent approval by the Department.

If approved, you will receive an email from NACCHO confirming acceptance of your Annual Work Plan.

### 4. Progress Report Submission

Participating ACCHOs **who have not delegated authority to a Service Provider to act on their behalf** will be required to provide six-monthly Progress Reports including progress and financial reporting, where appropriate, against the Annual Work Plan.

Progress Reports must be sent via email to NACCHO <[qum@naccho.org.au](mailto:qum@naccho.org.au)>

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

Figure 1: Key activities for Program cycle FY24/25

1. Annual Registration	
<b>What do I need to submit?</b>	Please complete the online registration form provided to you via email. If you have not received an email, please contact the PPA Support Centre on <b>1800 951 285</b> .
<b>When do I need to submit?</b>	The registration period closes <b>17 May 2024</b> at 11:59pm (AEST).
<b>When will I be notified of an outcome?</b>	The ACCHOs will be notified of their funding allocations no later than <b>1 July 2024</b> .



2. Annual Work Plan	
<b>What do I need to submit?</b>	Please download and complete the Annual Work Plan and a copy of your signed Program Declaration Form
<b>Who do I submit it to?</b>	Send the completed documents to NACCHO at <a href="mailto:gum@naccho.org.au">gum@naccho.org.au</a> .
<b>When do I need to submit?</b>	The submission period closes <b>30 August 2024</b> at 11:59pm (AEST).



3. Progress Reports	
<b>What do I need to submit?</b>	Please complete the 'Progress Report' in your Work Plan
<b>Who do I submit it to?</b>	Send the completed form to NACCHO at <a href="mailto:gum@naccho.org.au">gum@naccho.org.au</a> .
<b>When do I need to submit my 1<sup>st</sup> report?</b> <i>Reporting Period: 1 July 2024 to 31 Dec 2024</i>	The 1 <sup>st</sup> report is due <b>31 Jan 2025</b> at 11:59pm (AEDT).
<b>When do I need to submit my 2<sup>nd</sup> report?</b> <i>Reporting Period: 1 Jan 2025 to 30 June 2025</i>	The 2 <sup>nd</sup> report is due <b>31 July 2025</b> at 11:59pm (AEST).