



Pharmacy Programs  
Administrator

# IHSPS PROGRAM

Registration and workflow  
for Service Providers  
working with an ACCHO

May 2024

## INTRODUCTION

**The Indigenous Health Services Pharmacy Support (IHSPS) Program is funded by the Australian Government Department of Health and Aged Care 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 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 ACCHO.

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

Progress Reports can be sent via email to NACCHO <[gum@naccho.org.au](mailto:gum@naccho.org.au)> for review prior to submission 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 the submission deadline.

**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.**

## IHSPS PROGRAM – ACCHO SERVICE PROVIDERS

Figure 1: Key activities for Program cycle FY24/25

### 1. Annual Registration

<b>What do I need to submit?</b>	<b>Nothing</b> - the ACCHO is responsible for completing this step.
<b>When does the registration period end?</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 from <b>1 July 2024</b> .



### 2. Annual Work Plan

<b>What do I need to submit?</b>	A completed Annual Work Plan and a copy of your signed Service Agreement
<b>Who do I submit it to for approval, and by when?</b>	Send the completed Annual Work Plan and Service Agreement to NACCHO < <a href="mailto:gum@naccho.org.au">gum@naccho.org.au</a> >.
<b>When do I then need to submit the approved Work Plan to the PPA for payment?</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>	<ul style="list-style-type: none"> <li>If required, send Progress Reports to NACCHO &lt;<a href="mailto:gum@naccho.org.au">gum@naccho.org.au</a>&gt; for initial review, then,</li> <li>Submit the report via the PPA Portal for approval by the due dates below.</li> </ul>
<b>When do I need to submit my 1<sup>st</sup> report to the PPA?</b>	The 1 <sup>st</sup> report is due <b>31 Jan 2025</b> at 11:59pm (ADST).
<i>Reporting Period: 1 July 2024 to 31 Dec 2024</i>	
<b>When do I need to submit my 2<sup>nd</sup> report to the PPA?</b>	The 2 <sup>nd</sup> report is due <b>31 July 2025</b> at 11:59pm (AEST).
<i>Reporting Period: 1 Jan 2025 to 30 June 2025</i>	