

IHSPS PROGRAM

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

May 2024





IHSPS PROGRAM - STATE-RUN IHS SERVICE PROVIDERS

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 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 quidance.

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 FY24/25

1. Annual Registration		
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 17 May 2024 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 July 2024.	



2. Annual Work Plan	
What do I need to submit?	Please download and complete the Annual Work Plan and a copy of your signed Service Agreement
Who do I submit it to?	Send the completed forms to the PPA Inbox at IHSPS@ppaonline.com.au .
When do I need to submit?	The submission period closes 30 August 2024 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 report via the PPA Portal for approval by the due dates below.	
When do I need to submit my 1 st report?	The 1^{st} report is due 31 Jan 2025 at 11:59pm (ADST).	
Report 1 covers period of 1 July 2024 to 31 Dec 2024		
When do I need to submit my 2 nd report? Reporting Period: 1 Jan 2025 to 30 June 2025	The 2 nd report is due 31 July 2025 at 11:59pm (AEST).	