



Pharmacy Programs  
Administrator

# IHSPS PROGRAM

Registration and workflow  
for State/Territory-run  
Indigenous Health Services

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 State-run Indigenous Health Services. 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** State/Territory-run Indigenous Health Services (IHSs) 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 State/Territory-run IHSs who have participated in the most recent IHSPS Program cycle will receive an invitation to register to the program via email.

If your State/Territory-run IHS 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

Once funding has been allocated, State/Territory-run IHSs **who have not delegated authority to a 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.

Upon completion, the Annual Work Plan must be submitted via email to the PPA Inbox <[IHSPS@ppaonline.com.au](mailto:IHSPS@ppaonline.com.au)> for review and final approval by the Department.

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

### 4. Progress Report Submission

Participating State/Territory-run IHSs **who have not delegated authority to a Service Provider** 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 sent via email to the PPA Inbox <[IHSPS@ppaonline.com.au](mailto:IHSPS@ppaonline.com.au)>

**Where any of the required documents are not submitted by the due dates 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.**

## IHSPS PROGRAM – STATE-RUN IHS

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 from <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 forms to the PPA Inbox at <a href="mailto:IHSPS@ppaonline.com.au">IHSPS@ppaonline.com.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 the PPA Inbox at <a href="mailto:IHSPS@ppaonline.com.au">IHSPS@ppaonline.com.au</a> .
<b>When do I need to submit my 1<sup>st</sup> report?</b> <i>Report 1 covers period of 1 July 2024 to 31 Dec 2024</i>	The 1 <sup>st</sup> report is due <b>31 Jan 2025</b> at 11:59pm (ADST).
<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).