![Pharmacy Programs Administrator]

INDIGENOUS HEALTH SERVICES PHARMACY SUPPORT PROGRAM

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

May 2025

INTRODUCTION

The Indigenous Health Services Pharmacy Support (IHSPS) Program is funded by the Australian Government Department of Health and Aged Care (the Department) 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 Indigenous Health Service (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 IHSPS 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 IHSPS 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 approval by the Pharmacy Programs Administrator. Requests that do not meet category requirements (including unapproved items) will be provided to the department for consideration.

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 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 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 IHSPS 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.**

Figure 1: Key activities for Program cycle Financial Year 25/26

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 **16 May 2025** at 11:59pm (AEST).
When will I be notified of an outcome?	State/Territory-run IHSs will be notified of their funding allocations from **1 July 2025**.

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 2025** 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 1st report? *Report 1 covers period of 1 July 2025 to 31 Dec 2025*	The 1st report is due **31 Jan 2026** at 11:59pm (AEDT).
When do I need to submit my 2nd report? *Reporting Period: 1 Jan 2026 to 30 June 2026*	The 2nd report is due **31 July 2026** at 11:59pm (AEST).