



Specialist Homelessness Services Collection e-Newsletter for homelessness agencies

1 February 2023



Validata™ is ready to receive January 2023 extracts

If your December 2022 extract has been submitted to Validata™, you can now upload and submit your January 2023 extract. Please remember to submit your extract once it has been validated and contains zero critical errors.



Cut-off date for 2022-23 6-month data

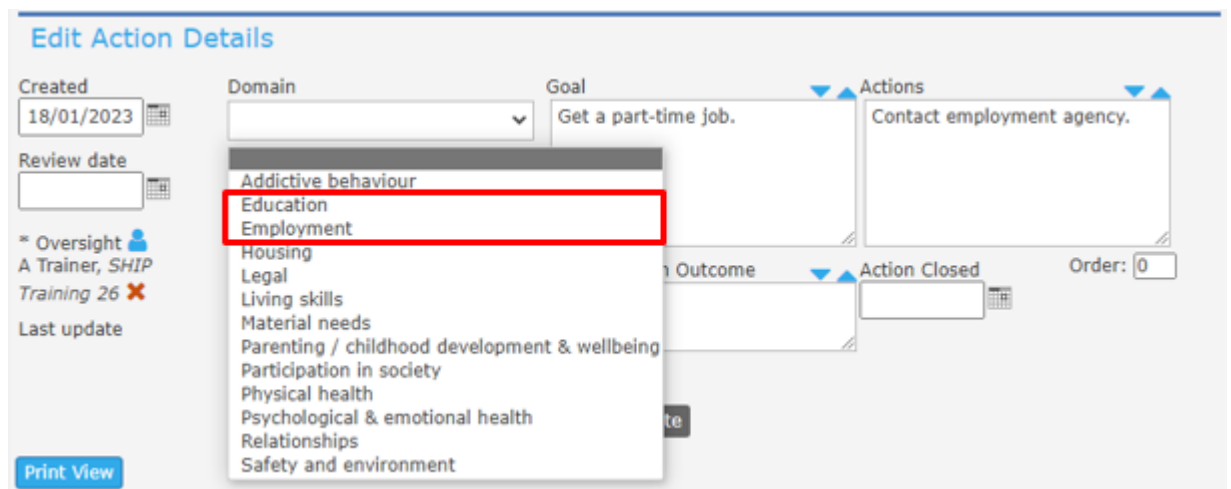
The cut-off date for agencies to submit extracts for inclusion in the 6-month Statistical Summary report is Monday, 6 February 2023. Please ensure all extracts for July to December 2022 are submitted to Validata™ by this date.

If you have any queries or require assistance, please contact the SHS Hotline by emailing your query to homelessness@aihw.gov.au, or calling 1800 627 191 (opt. 2).



New Domains in SHIP case plan

To assist with case management, new Domains of 'Education' and 'Employment' have been added to 'Actions' in the 'Plans' tab in SHIP.



Ensuring children are linked to a Presenting Unit

If you are providing a direct service to a child or young person it is important to check that they are properly linked to a Presenting Unit, if the child is not presenting alone. Each client management system will enable you to link children with parents or guardians, including linking a child to a parent/guardian who already has an open support period.

Guidance on how to do this in SHIP/CIMS/SRS is provided in the following links: [Support Periods for Family Members](#) and [How to add extra family members to an open support period](#).



If children are not properly linked with a Presenting Unit then the child will be reported as presenting alone. This impacts the accuracy of data on families who are homeless or at risk of homelessness.

Further information relating to the Presenting Unit can be found in the [SHS Collection Manual](#) on pages 9-10 and 32-34.



Importance of regular user review to maintain Validata™ security

It is very important that managers regularly review agency users of Validata™. In particular, it is vital to remove access for staff who have left an agency or perhaps are on extended leave (and may not return).

A user's access can be removed via the User Admin tab in Validata™ without affecting their access to roles at other agencies where they may still be working.

More advice on how to deactivate user roles is available on page 21 of the [SHS Validata™ Manual](#).

SHS webinar training



Register for a webinar now by selecting the registration links in the table below. Webinar invitations will be sent **after** the 'Register by' date.

	Webinar date	Register by	What is covered?	Who should attend?
Basic Register here	21 February 2:00 to 4:00pm AEDT	14 February	Opening a client support period, SHSC concepts and definitions	Staff new to agency, staff requiring refresher training
	28 March 2:00 to 4:00pm AEDT	21 March		
Advanced Register here	22 February 2:00 to 4:00pm AEDT	14 February	SHIP Reports	Managers or anyone responsible for SHS reporting
	29 March 2:00 to 4:00pm AEDT	21 March	SHIP Administrative functions	Managers or coordinators with basic SHIP experience
Validata™ Webinar Register here	4 April 2:00 to 3:00pm AEDT	28 March	Basic functions within Validata™ including uploading and submitting extracts, viewing reports & user admin	All Validata™ users



Links to training resources and reports



SHS concepts and basic data entry e-Learning modules can be found [here](#).

Additional e-Learning modules and resources can be found on the [AIHW website](#).

SHS Annual Report 2021-22 can be found [here](#).

Fact sheets and Infographics for your state or territory can be found [here](#).

