Specialist Homelessness Services Collection
e-Newsletter for homelessness agencies

1 July 2024

Validata™ is ready to receive June 2024 extracts

If your May 2024 extract has been submitted to Validata™, you can now upload and submit your June 2024 extract. Please remember to submit your extract once it has been validated and contains zero critical errors.

Data cut-off date for 2023-24 annual report

The cut-off date for agencies to load extracts for inclusion in the Annual Statistical Summaries is **Monday 5 August, 2024**. To continue the high submission rates achieved in previous reports, please ensure all extracts for the period July 2023 to June 2024 are uploaded and submitted to Validata™ by this deadline.

Housing data dashboard user feedback

Do you use the Housing data dashboard? We want to hear from you! The AIHW is conducting a survey to understand how and why you visit and use the site, how helpful and relevant the content is for you, and how we can enhance it. If you want to share your views, please take the survey here, it will take about 5 minutes.

Have you forgotten your password for SHIP?

Anyone in your agency with "coordinator" access can unblock your account, reset your password, and update your details in SHIP. Simply ask your coordinator to login and update any of the above from the Admin/Users tab.

You can also reset your own password by clicking the '*forgot password*' link on the login page. To ensure you can use this function you will first need to answer the security question in the Admin/Preferences tab – make sure you do this the next time you login!

Completing monthly status updates in SHIP

Status updates are completed once per month for each client. Status updates are where client outcomes are measured, by comparing the client's current situation to their situation at the start of the support period. This process must be undertaken each month to enable the SHS data to be extracted from SHIP.

When undertaking the status update:

- Work from the **Admin** through to the **Study & Family** tab.

- Refer to the **Services** tab to locate errors and missing data. This tab provides you an overview of the client's support for the month.

- It is important to remember that for a client to have an ongoing support period, there must be at least one **Service Provided** or **Referral Arranged** per month.

The **Status** tab is to be utilised when closing a support period for a client who is no longer receiving SHS services from your agency. To close a support period, you will need to select closed (support ended this month). When closing a support period, you will also need to select a 'Reason for closing'.

If you have prematurely closed a support period and need to re-open it, you must change the status from 'closed' to 'ongoing', before undertaking the status update. You will need to re-extract and re-submit the data for that month to Validata™, to accurately report on the services delivered by your agency.

Detailed instructions for undertaking a status update are provided in the following eLearning materials: Status Update and SHIP data quality enhancements (chapter 5 & 6).

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	**16 July 2:00 to 4:00pm AEST**	9 July	Opening a client support period, SHSC concepts and definitions	Staff new to agency, staff requiring refresher training
	20 August 2:00 to 4:00pm AEST	13 August		
Advanced Register here	**17 July 2:00 to 4:00pm AEST**	9 July	SHIP reports	Managers or anyone responsible for SHS reporting
	21 August 2:00 to 4:00pm AEST	13 August	Data quality and fixing errors	Managers or coordinators with basic SHIP experience
Validata™ Webinar Register here	**3 September 2:00 to 3:00pm AEST**	27 August	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 2022-23 can be found here.

Fact sheets and Infographics for your state or territory can be found here.