

SHIP Tips for Data Entry

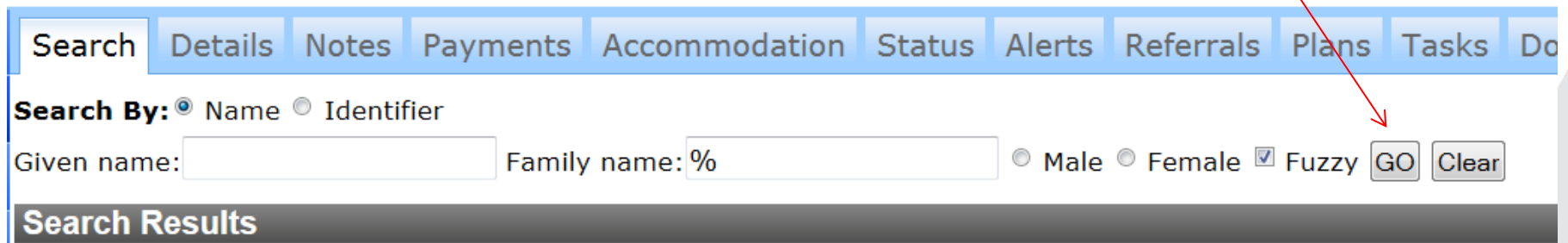


Australian Government

**Australian Institute of
Health and Welfare**

1. Person Client Search

- When searching for a client DO NOT enter both 'Given name' and 'Family name' (this can narrow the search too much). Select either one or the other.
- Use wildcard (percentage sign Shift + 5) to filter the search for client.
- Always leave the option 'Fuzzy' selected as this will bring up any name that is similar to the spelling you have entered i.e. **Smith** will also appear in the search if you enter **Smyth**.
- You can hit **Enter** on the keyboard instead of clicking on **GO**



Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Do

Search By: Name Identifier

Given name: Family name: Male Female Fuzzy

Search Results

2. Presenting Unit Head (PUH)

Entering information about a family that present together (Presenting Unit)

- PUH (Presenting Unit Head) is the first entered into SHIP
- You must tick a box for each client to include them in a Support Period

SHS Support Period

Susie Green (female 28 yrs)

Include in PU	Name	*Relationship to head	Consent	
			Yes	No
<input checked="" type="checkbox"/>	Susie Green	Self	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Gabby Green	Child	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Samuel Green	Child	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Christopher Green	Child	<input type="radio"/>	<input checked="" type="radio"/>



Admin | Reasons | History | Health | Week Before | Presenting | Close

- In the above example, Susie Green is the Presenting Unit Head. Gabby Green and Samuel Green are included in the support period.
- Christopher Green is not getting a service and will not be included in the support period.



3. Presenting Unit Head (PUH)

- As soon as you save the details of the Presenting Unit Head, an edit pencil appears next to the other members of the Presenting Unit.

◀ SHS Support Period

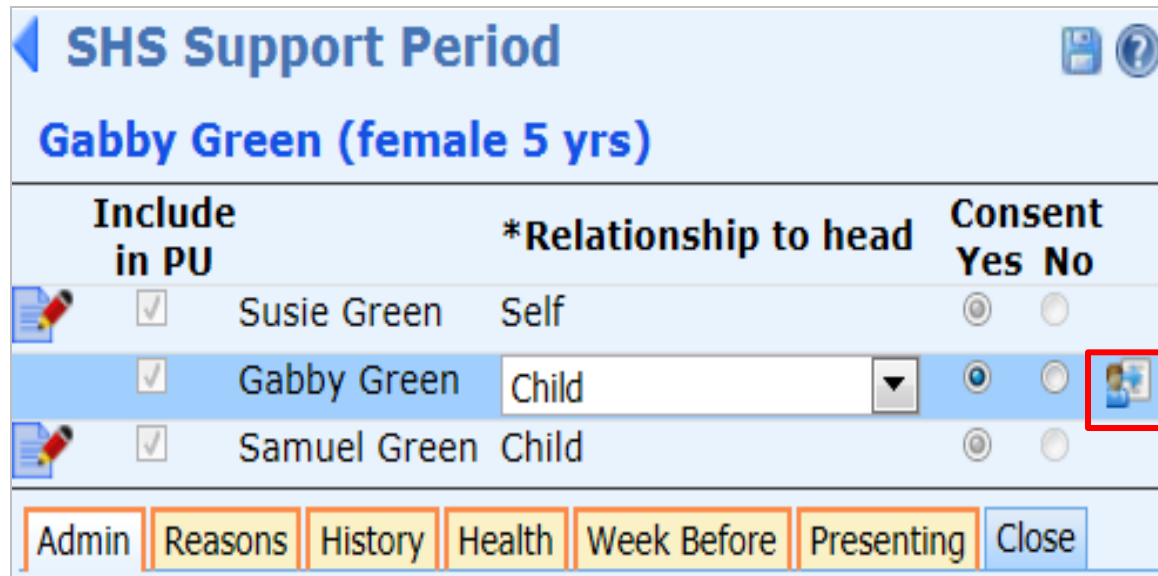
Susie Green (female 28 yrs)




	Include in PU	*Relationship to head	Consent		
			Yes	No	
	<input checked="" type="checkbox"/>	Susie Green	Self		<input checked="" type="radio"/> <input type="radio"/>
	<input checked="" type="checkbox"/>	Samuel Green	Child	▼	<input checked="" type="radio"/> <input type="radio"/>
	<input checked="" type="checkbox"/>	Gabby Green	Child	▼	<input checked="" type="radio"/> <input type="radio"/>
	<input type="checkbox"/>	Christopher Green	Child	▼	<input checked="" type="radio"/> <input type="radio"/>

Admin
Reasons
History
Health
Week Before
Presenting
Close

4. Entering data for other members of the PU

- To enter the details of these other members, click the pencil edit icon.
- After you click on the pencil icon, you will notice a new icon on the right side of this client record.
- This is known as a copy-over icon.






Include in PU		*Relationship to head	Consent Yes No	
	<input checked="" type="checkbox"/>	Susie Green Self	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="checkbox"/>	Gabby Green Child	<input checked="" type="radio"/>	<input type="radio"/>
	<input checked="" type="checkbox"/>	Samuel Green Child	<input type="radio"/>	<input type="radio"/>

Admin Reason History Health Week Before Presenting Close

5. Copy-over Icon

- This icon can be used to copy many field values from the presenting unit head to the records of other members of the family/unit.

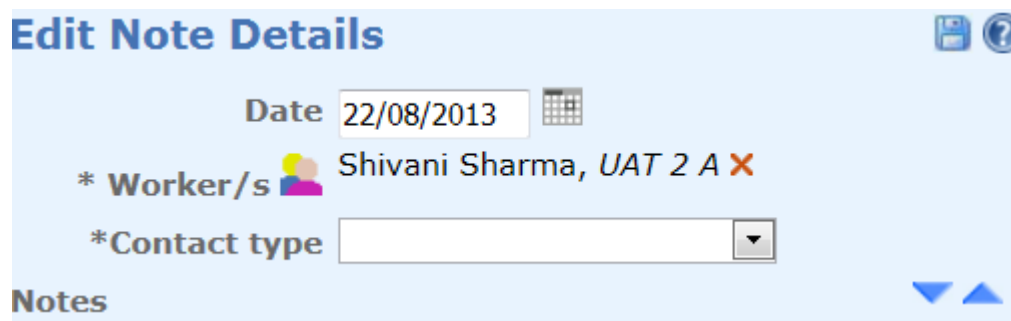
	Include in PU		*Relationship to head	Consent	
				Yes	No
	<input checked="" type="checkbox"/>	Susie Brown	Self	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="checkbox"/>	Samuel Brown	Child	<input checked="" type="radio"/>	<input type="radio"/>
	<input checked="" type="checkbox"/>	Gabby Brown	Child	<input type="radio"/>	<input type="radio"/>

 Copy field values from Head of Presenting Unit

- This saves on data entry.
- Some information is different, especially for children, so not all fields are copied over.
- Please complete all fields and check that data has been copied over correctly.

6. Notes Tab

- 'Contact Type' can be decided by your agency. The 'Contact Type' is mandatory; however, this information does not come to AIHW.



Edit Note Details

Date 22/08/2013

* Worker/s Shivani Sharma, UAT 2 A

* Contact type

Notes

- **Do Not** select 'File Note' if you are going to be ticking services provided as well.

Important: The services recorded in a File Note will not be reported in the SHS Status Update or SHS Extract unless there is a corresponding Accommodation record, Payment or (non File) Note within the month.

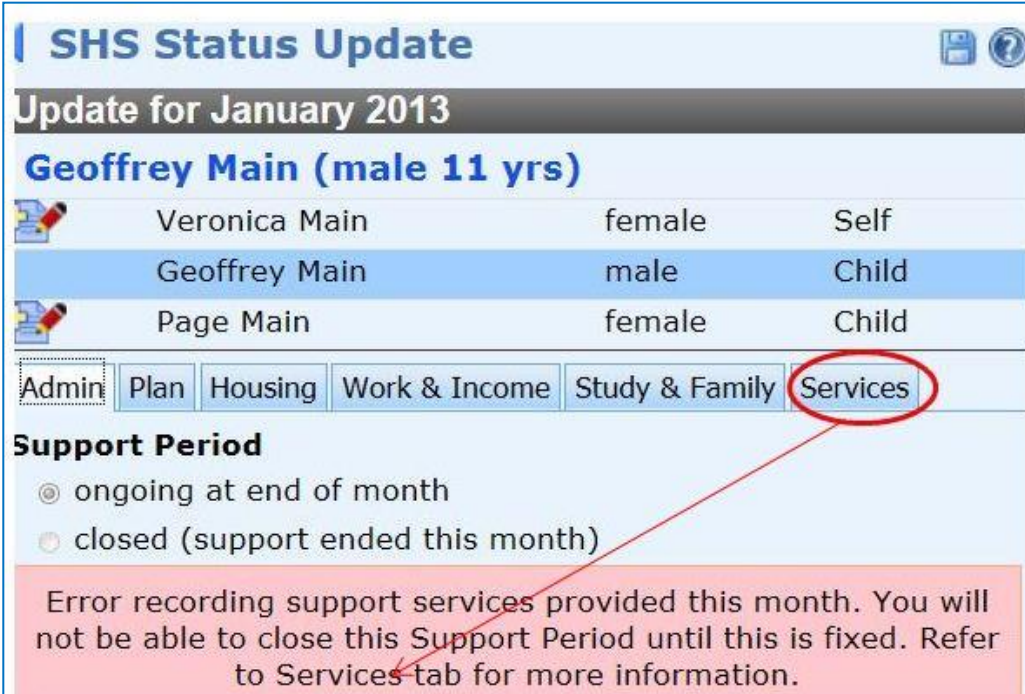
7. Notes Tab - Services and Assistance

- On the 'Housing' tab in Notes, if you select Support Provided, please ensure that you enter the corresponding information on the Accommodation/ Payments tab i.e. dates accommodation provided and payment made for accommodation.

Housing		General	Specialised	
Needs Identified	Support Provided	Referral Arranged	Housing / Accommodation	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short term or emergency accommodation	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medium term/transitional housing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Long term housing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assistance to sustain tenancy or prevent tenancy failure or eviction	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assistance to prevent foreclosures or for mortgage arrears	

8. Status Update error



- If you get a Status Update error, go to the 'Services' tab to get a clearer understanding of the error message.



SHS Status Update

Update for January 2013

Geoffrey Main (male 11 yrs)

	Veronica Main	female	Self
	Geoffrey Main	male	Child
	Page Main	female	Child

Admin | Plan | Housing | Work & Income | Study & Family | **Services**

Support Period

ongoing at end of month
 closed (support ended this month)

Error recording support services provided this month. You will not be able to close this Support Period until this is fixed. Refer to Services tab for more information.

9. Status Update: Services tab

- The 'Services Tab' is *read only* and is a useful summary of services provided in the collection month (this tab cannot be edited).
- It also provides additional information on the error message shown on the previous slide.

Admin	Plan	Housing	Work & Income	Study & Family	Services
Following is a summary of services provided this month based upon information recorded in the Notes, Payments and Accommodation tabs					
First day of service in month 04/01/2013					
Last day of service in month 04/01/2013					
	Needs Identified	Service Provided	Referral Arranged		
Housing / Accommodation					
Short term or emergency accommodation	✓	✓			
General assistance and support					
Financial information	✓	✓			
Material aid/brokerage	✓	✓			
Advice/information	✓	✓			
Short term or emergency accommodation ticked as a service provided but not recorded in Accommodation tab.					

10. Starting a Support period

- If you open a support period which started in a previous month(s) and receive the following warning, you **MUST** inform your coordinator.
- Your coordinator should then re-run and re-upload the extract for that month.
- This helps to prevent having a failed extract when the next extract is loaded to SHOR.

