



## Specialist Homelessness Services Collection e-Newsletter for homelessness agencies

3 January 2024



### Validata™ is ready to receive December 2023 extracts

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



### Cut-off date for 2023-24 6-month data

The cut-off date for agencies to submit extracts for inclusion in the 6-month Statistical Summary report is Monday, 5 February 2024. Please ensure all monthly extracts for July to December 2023 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](mailto:homelessness@aihw.gov.au), or calling 1800 627 191 (opt. 2).



### 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 important 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](#).



### Online training via 'Connecting Up'

To complement the security within SHIP, it is also important that agency staff are aware of actions they can take to better protect themselves. Free cyber security awareness training can be accessed via the **Connecting Up** platform. Further details can be found [here](#).



### Specialist Homelessness Services 2022-23 Annual Report is out now

The Specialist Homelessness Services Annual report 2022-23 was released on 12 December 2023. Select links below to access these:

- [Specialist homelessness services annual report 2022–23](#)
- [Fact sheets by state and territory](#)
- [On any given day infographics](#)
- [Data Tables](#)





## SHIP Notes – Keyword search

An enhancement was added to SHIP to give users the ability to conduct a free text search and find specific information within case notes. Using the 'Filter' function, users can now search Note records using a key word.

Notes Filter Create New Note

From:

To:

Type:

Worker:

Program:

Workgroup:

Search Term:

Go Clear

Date	Worker / Notes Type	Notes
12/08/2022	AIHW Trainer Drop In	The client has been offered long term accommodation. He would like to accept the offer, and has stated that he would also like support at the beginning of the tenancy to ensure the property is appropriately maintained.
09/08/2022	AIHW Trainer Client meeting	The client has recently been evicted from their tenancy due to falling behind on rent and difficulties with managing property maintenance. The client has been housed in emergency accommodation, and has asked for assistance in obtaining long term housing.
26/07/2022	AIHW Trainer Client meeting	Client has been experiencing recurrent episodes of homelessness due to difficulties affording the rental payments and maintenance of their accommodation. At present the client is housed, however their tenancy is at risk and they require support with their next rental payment and ongoing property upkeep.

Export Notes 1 to 3 of 3



## 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?
<b>Basic</b> Register <a href="#">here</a>	<b>23 January</b> 2:00 to 4:00pm AEDT	16 January	Opening a client support period, SHSC concepts and definitions	Staff new to agency, staff requiring refresher training
	<b>20 February</b> 2:00 to 4:00pm AEDT	13 February		
<b>Advanced</b> Register <a href="#">here</a>	<b>24 January</b> 2:00 to 4:00pm AEDT	16 January	SHIP case management functions	Staff new to agency. Managers or coordinators with basic SHIP experience
	<b>21 February</b> 2:00 to 4:00pm AEDT	13 February	SHIP administrative functions	Managers or coordinators with basic SHIP experience
<b>Validata™ Webinar</b> Register <a href="#">here</a>	<b>30 January</b> 2:00 to 3:00pm AEDT	23 January	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](#).

