

SHIP E-LEARNING

Entering a family into SHIP using
SHIP copy-over functions



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SHIP E-Learning module:

Entering a family into SHIP using SHIP copy-over functions

This module is divided into sections and we recommend that you work your way through them all.

However, once completed, you can review a topic by clicking on the tabs at right to return directly to that section.

Use arrow keys or click your mouse to navigate through this presentation.

[How to correctly enter a family into SHIP](#)

[How to enter the family's support period](#)

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[How to enter services provided](#)

[SHIP E-Learning Quiz](#)

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Learning objectives

Homelessness:
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After you complete this module you will know how to:

- create a family (presenting unit) in SHIP
- open a support period for all members of a family
- create notes (services) for all family members
- add accommodation for all members of a family
- add services for an individual family member
- use various copy-over functions in SHIP
- enter data quickly and efficiently.

[How to correctly enter a family into SHIP](#)

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How to correctly enter a family into SHIP



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When is a child a client?

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Children are considered to be clients and will have a support period opened for them when they:

- receive emergency accommodation at your agency or purchased from a hotel/motel/etc.
- directly receive a service – for example, school liaison.

Children are NOT considered to be clients when they:

- present with a parent/guardian but do not directly receive services – for example, the parent receives assistance to sustain a tenancy and you are not working directly with the children.
- are only indirect beneficiaries – for example, when their parent is provided with a food voucher.

Note: if children are not clients, you can still enter their details into SHIP – but do not open a support period for them.



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How to correctly enter a family into SHIP

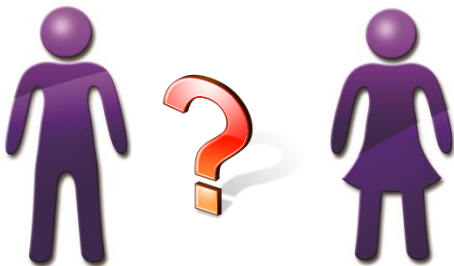
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We think some very young children reported as presenting alone might be entered into SHIP incorrectly.

- The support period for all family members **MUST** be created from **WITHIN** the presenting unit head's record.
- **Note:** Some agencies only support children and it is correct to create individual support periods for these children.





What is a Presenting Unit ?

- A presenting unit is a client or group of clients who request services from SHS agency, such as:

- a person or child alone

Include in PU	*Relationship to head	Consent	
		Yes	No
<input checked="" type="checkbox"/>	Mary Allen Self	<input checked="" type="radio"/>	<input type="radio"/>

- group of unrelated persons

Include in PU	*Relationship to head	Consent	
		Yes	No
<input checked="" type="checkbox"/>	Martin Allen Self	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Marry Allen Unrelated flatmate or c...	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Basil Allen Unrelated person	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Christopher Allison Other relationship	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Martin Allen Unrelated person	<input checked="" type="radio"/>	<input type="radio"/>

- person with child(ren)

Include in PU	*Relationship to head	Consent	
		Yes	No
<input checked="" type="checkbox"/>	Mary Allen Self	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Jacob Allen Child	<input checked="" type="radio"/>	<input type="radio"/>

- couple without child(ren)

Include in PU	*Relationship to head	Consent	
		Yes	No
<input checked="" type="checkbox"/>	Joan Adams Self	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Allen Adams Spouse/partner	<input checked="" type="radio"/>	<input type="radio"/>

- multi-generational family

Include in PU	*Relationship to head	Consent	
		Yes	No
<input checked="" type="checkbox"/>	Mary Allen Self	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Martin Allen Grandchild	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Christopher Allison Child	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Jacob Allen Grandparent	<input checked="" type="radio"/>	<input type="radio"/>

- couple with child(ren)

Include in PU	*Relationship to head	Consent	
		Yes	No
<input checked="" type="checkbox"/>	Mary Allen Self	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Jacob Allen Child	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Martin Allen Child	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Michael Allen Spouse/partner	<input checked="" type="radio"/>	<input type="radio"/>



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Entering a family into SHIP

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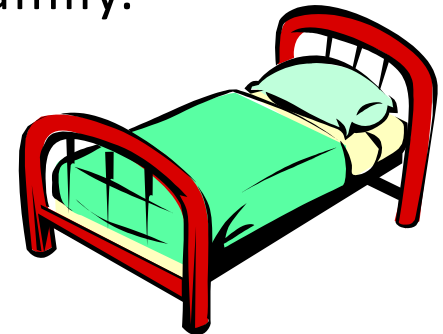
clearer picture,

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We will use the scenario below to show how to enter a family into SHIP and make use of SHIP's copy-over functions:

- Mary Allen is fleeing family violence. Your agency provides accommodation to Mary and her sons, Jacob and Martin. You also provide Mary with some material aid.
- Mary is the presenting unit head.
- We will create all her relationships and start a support period for each member of her family.

Note: As soon as a person receives emergency accommodation they become a client and should have a support period opened for them.





The ONLY way to create a family

- Mary **MUST** be entered into SHIP first because she is the presenting unit head.
- Go to **Persons** page and search for Mary to see if she is already in the SHIP database.
- Enter either **Given** or **Family** name (not both).
- If no record exists, click on **Add new client**.

The screenshot shows the SHIP system interface. On the left is a navigation menu with 'Persons' highlighted in red. The main area has a search bar with 'Search By: Name' selected and 'Family name: Allen' entered. Below the search bar, the results show 'No matches to your search.' A yellow callout box contains a tip: 'Note this handy tip: Tip: If you are not sure about the spelling try using the % symbol as a wildcard. For example, johns% would return both johnstone and johnson.' At the bottom left, the 'Add new Client' button is highlighted in red.

Note: Always do a thorough search to prevent creating duplicate clients.



Creating a new client in SHIP

To create a client record:

- click on **Add new Client**

Add new Client

- **Edit Primary Details** form will appear (pictured)

- enter Mary's details and click on **Save**.

Note: Only questions in bold font are exported to AIHW.

Edit Primary Details

Given Name

Middle Name

Family Name

*Sex Male Female

Date of Birth
 year estimated

Identifies as Aboriginal
 Torres Strait Islander
 Both
 Neither

Country of birth

Language at home
 Culturally and Linguistically Diverse

Comments

Alpha Code

Date of Death (dd/mm/yyyy)

Last Updated

Save



Adding the children - *Create new relationship*

After Mary's client record is saved, new links appear on her **Details** tab:

- now enter her children from within Mary's record by creating relationships – click on **Create new relationship**.

The screenshot shows the 'Details' tab of a client record for Mary Allen. The interface includes a navigation bar with tabs: Search, Details, Notes, Payments, Accommodation, Status, Alerts, Referrals, Plans, Tasks, Documents, and Memo. The 'Details' tab is active, showing various sections for the client's information:

- Person / Alias:** Mary Allen (Primary Name). A 'Create new alias' button is visible.
- Relationships:** No relationship exists. A 'Create new relationship' button is highlighted with a red box.
- Support Periods:** No existing support periods. A 'New support period' button is visible.
- Profiles:** No profiles exist. A 'Create new profile' button is visible.
- Address:** No address exists. A 'Create new address' button is visible.
- Phone & other contacts:** No contacts exist. A 'Create new econtact' button is visible.
- Key Workers:** This person has no assigned key workers. A 'Create new key worker' button is visible.

At the bottom of the main content area, there are buttons for 'New Unassisted Record', 'Export Details', and 'Refresh'. To the right, the 'Edit Primary Details' section is visible, containing fields for:

- Given Name: Mary
- Middle Name: (empty)
- Family Name: Allen
- *Sex: Male Female
- Date of Birth: 01 / 01 / 1975
- Identifies as: Aboriginal Torres Strait Islander Both Neither
- Country of birth: Australia
- Language at Home: (empty)
- Comments: (empty)
- Alpha Code: ARLLN
- Date of Death: (empty) (dd/mm/yyyy)
- Last update: Shivani Sharma, UAT 4 B 25/11/2013 13:52:32 EST


A 'Save' button is located at the bottom of the 'Edit Primary Details' section.



Adding Mary's first child

After **Create new relationship** is selected:

- **search** to check that Jacob is not already in the database
- enter either **Given** or **Family** name (not both)
- if no record exists, click on **Add new person**.

Search for related person: 

Given name

Family name

Sex Male Female

Fuzzy

Results

No matches to your search.

Tip: If you are not sure about the spelling try using the % symbol as a wildcard.
For example, johns% would return both johnstone and johnson.

[Add new person](#)



Entering child's client details

- enter Jacob's details and click **Save**.

Edit Primary Details:

Given Name

Middle Name

Family Name

*Sex Male Female

Date of Birth
 year estimated

Identifies as Aboriginal
 Torres Strait Islander
 Both
 Neither

Country of birth

Language at Home
 Culturally and Linguistically Diverse

Comments

Alpha Code

Date of Death (dd/mm/yyyy)

Last update Shivani Sharma, UAT 4 B
24/10/2013 09:42:39 EST



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Edit Relationship

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Edit relationship screen will appear:

- select the relationship – either **Child** or **Son** for this example
- click on **Save**.

Edit Relationship

Related person Jacob Allen

is Mary Allen's Child

Start Date 25/09/2013

End Date

Comments

Last update

Save

Print View

Note: It is not necessary to complete the start and end date fields. You can complete them if a relationship ends.



Adding the second child

Now enter Martin's record by creating a new relationship from within his mother's record:

- enter the same steps you followed to add his brother Jacob.

Make sure you are inside the presenting unit head's record (Mary's record)

Click on *Create new relationship*

Search for child's previous record — click *Add new person* if no record exists

Enter all of child's client details and Save

Edit Relationship to show that Martin is Mary's child and Save.

How to enter the family's support period



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Opening the support periods

To open support periods for the entire family:

- check that the children are now both listed under Mary's name
- click on **New Support Period**.

Search	Details	Notes	Payments	Accommodation	Status	Alerts	Referrals	Plans	Tasks	Docu
Person / Alias: Create new alias										
Mary Allen		Primary Name								
Relationships: Create new relationship										
Person		Relationship			Comments					
Jacob Allen		Child								
Martin Allen		Child								
Support Periods: New support period										
No existing support periods										



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Opening the family's support periods

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To open support periods for the entire family:

- tick boxes under **Include in PU** to open support periods for all family members
- click on **Save**.

Note: Mary's name is displayed under **SHS support period** – this shows that we are entering data into Mary's support period.

SHS Support Period
Mary Allen (female 38 yrs)

	Include in PU	Name	*Relationship to head	Consent Yes	Consent No
	<input checked="" type="checkbox"/>	Mary Allen	Self	<input checked="" type="radio"/>	<input type="radio"/>
	<input checked="" type="checkbox"/>	Jacob Allen	Child	<input checked="" type="radio"/>	<input type="radio"/>
	<input checked="" type="checkbox"/>	Martin Allen	Child	<input checked="" type="radio"/>	<input type="radio"/>

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

Support Period Worker: ship Uat

Date assistance requested: 10/09/2013

Date support period commenced: 15/09/2013

New Client? Yes No Not sure

Referral Source: Police

Referral Details: [Empty text area]

May be viewed by: Workgroup Cluster

Last update: Shivani Sharma, UAT 4 B
25/11/2013 14:00:47 EST

Save Delete



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Entering Mary's support period data

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- Move through tabs from **left to right** to enter Mary's support period information.

SHS Support Period
Mary Allen (female 38 yrs)

Include in PU	Name	*Relationship to head	Consent	
			Yes	No
<input checked="" type="checkbox"/>	Mary Allen	Self	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Jacob Allen	Child	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Martin Allen	Child	<input checked="" type="radio"/>	<input type="radio"/>

Admin Reasons History Health Week Before Presenting Close

Support Period Worker: ship Uat

Date assistance requested: 10/09/2013

Date support period commenced: 15/09/2013

New Client? Yes No Not sure

Referral Source: Police

Referral Details: [Empty text area]

May be viewed by: Workgroup Cluster

Last update: Shivani Sharma, UAT 4 B
25/11/2013 14:00:47 EST

Save Delete

[Home Page](#)

SHIP's copy-over functions



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


SHIP's copy-over functions

- If the situation is unchanged, data recorded on **Week before** tab can be copied over to **Presenting** tab by using  copy-over icons.

Week Before

Admin	Reasons	History	Health	Week Before	Presenting	Close
Living arrangements	Couple with child(ren)					
Dwelling	House/townhouse/flat					
Tenure	Renter - private housing					
Conditions of occupancy	Leased tenure - nominated on lease					
Labour force status	Unemployed					
Employment status	Not applicable					
Main income source	Nil income					
Awaiting benefit	Yes					
Student or trainee	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't know					
Enrolled in	Not applicable					
Child protection arrangements	Not applicable					
Last update	Shivani Sharma, UAT 4 B 25/10/2013 15:38:47 EST					
<input type="button" value="Save"/> <input type="button" value="Delete"/>						

Presenting

Admin	Reasons	History	Health	Week Before	Presenting	Close
Living arrangements	One parent with child(ren)					
Dwelling	House/townhouse/flat					
Tenure	Renter - private housing					
Conditions of occupancy	Leased tenure - nominated on lease					
Labour force status	Unemployed					
Employment status	Not applicable					
Main income source	Nil income					
Awaiting benefit	Yes					
Student or trainee	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't know					
Enrolled in	Not applicable					
School enrolment	Not applicable					
Child protection arrangements	Not applicable					
Last update	Shivani Sharma, UAT 4 B 25/10/2013 15:38:47 EST					
<input type="button" value="Save"/> <input type="button" value="Delete"/>						

Don't forget to enter *School enrolment* details



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Entering support periods for children


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To enter Jacob's support period information:

- save Mary's record
- click on the small edit icon  next to the Jacob's name.

Note: The paper and pencil indicates that these records can be edited. We can enter the children's support period information from within Mary's record by clicking on the edit icon  next to their names, one at a time.

Click here
to enter
Jacob's
support
period
information

SHS Support Period			
Mary Allen (female 38 yrs)			
Include in PU		*Relationship to head	Consent Yes No
<input checked="" type="checkbox"/>	Mary Allen	Self	<input checked="" type="radio"/> <input type="radio"/>
	<input checked="" type="checkbox"/>	Jacob Allen	Child <input type="text"/>
	<input checked="" type="checkbox"/>	Martin Allen	Child <input type="text"/>

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



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Entering support periods for children

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To enter Jacob's support period information:

- note that Jacob's name now appears under **SHS Support Period** to show that we are editing his record.
- note a new icon which appears at right of Jacob's record 
- click on this icon to copy over field values from Mary's record (head of presenting unit) to her children's records.

SHS Support Period
Jacob Allen (male 6 yrs)

	Include in PU	*Relationship to head		Consent		
				Yes	No	
	<input checked="" type="checkbox"/>	Mary Allen	Self	<input type="radio"/>	<input type="radio"/>	
	<input checked="" type="checkbox"/>	Martin Allen	Child	<input type="radio"/>	<input type="radio"/>	
	<input checked="" type="checkbox"/>	Jacob Allen	Child	<input checked="" type="radio"/>	<input type="radio"/>	

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



Click here to copy over fields from PUH



How the field values are copied over

Details on Mary's Presenting tab

Admin	Reasons	History	Health	Week Before	Presenting	Close
Living arrangements	One parent with child(ren)					
Dwelling	House/townhouse/flat					
Tenure	Renter - private housing					
Conditions of occupancy	Leased tenure - nominated on lease					
Labour force status	Unemployed					
Employment status	Not applicable					
Main income source	Nil income					
Awaiting benefit	Yes					
Student or trainee	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't know					
Enrolled in	Not applicable					
School enrolment	Not applicable					
Child protection arrangements	Not applicable					

Details that copied from Mary to her child's record

Admin	Reasons	History	Health	Week Before	Presenting	Close
Living arrangements	One parent with child(ren)					
Dwelling	House/townhouse/flat					
Tenure	Rent free - private housing					
Conditions of occupancy	Living with relative fee free					
Labour force status	Not applicable					
Employment status	Not applicable					
Main income source	Nil income					
Awaiting benefit	Not applicable					
Student or trainee	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't know					
Enrolled in						
School enrolment						
Child protection arrangements						

Note for children: Employment and income fields are auto-filled but child specific items need to be completed.



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Entering support period for second child



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To enter second child's support period information:

- click on the edit icon in front of Martin's name 
- his name and age will appear under **SHS Support Period**
- copy data from mother's record using copy field values icon 
- work through tabs from left to right
- add information that could not be copied and **Save**.

SHS Support Period  

Martin Allen (male 8 yrs)

	Include in PU	*Relationship to head		Consent	
		Name	Relationship	Yes	No
	<input checked="" type="checkbox"/>	Mary Allen	Self	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="checkbox"/>	Martin Allen	Child	<input checked="" type="radio"/>	<input type="radio"/>
	<input checked="" type="checkbox"/>	Jacob Allen	Child	<input type="radio"/>	<input type="radio"/>

[Admin](#) [Reasons](#) [History](#) [Health](#) [Week Before](#) [Presenting](#) [Close](#)



Click here to copy over fields from PUH

[Home Page](#)

How to enter services provided



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Services and assistance



Recording services and assistance for Mary's family:

- We have just completed support period tabs for all family members. It is now time to record what services they received on the Notes tab.
- In this scenario, Mary and her children were all accommodated and received exactly the same services.
- This means we can record all services related to their accommodation on Mary's record and associate them with her children – saving valuable data entry time.
- If any family members receive a different service, a separate Note must be created from within their own client record.



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Services and assistance

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Recording accommodation support for Mary's family:

- make sure you are in Mary's (PUH) record
- go to the **Notes** tab
- click on **Create New Note**.

Mary Allen Female, DOB: 01/01/1975 (Age 38 yrs)

Search

Details

Notes

Payments

Accommodation

Status

Notes:

No Notes exist

Create New Note





Services and assistance

Recording accommodation support for Mary's family:

- Select the correct **Date** for the note
- select a **Contact type**
- go to **Housing** tab and tick Needs Identified and Support Provided for 'Short term or emergency accommodation'
- **associate** this note with the children by ticking the boxes next to their names.

Note: This will create notes for each child and save on data entry time.

Edit Note Details

Date: 25/09/2013

* Worker/s: A Trainer, SHIP Training 12 X

* Contact type: Accommodation support

Notes: Mary and her family have settled into their accommodation well.

Housing | General | Specialised

Needs Identified	Support Provided	Referral Arranged	Housing / Accommodation
<input checked="" type="checkbox"/>	<input checked="" 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

This note is also associated with (tick):

Jacob Allen	Child	<input checked="" type="checkbox"/>
Martin Allen	Child	<input checked="" type="checkbox"/>

May be viewed by: Workgroup Cluster

Contact length: Contact Case Work Travel mins

May be edited to: 22/01/2014

Last update

Save Save Final



Services and assistance



Services are listed on three tabs:

- 1. Housing
- 2. General
- 3. Specialised

Note: Remember to go through all three tabs to record services your clients received.

- For example, in this scenario the family received services such as meals, and laundry and shower facilities.

Note: Don't forget to show unmet need – these are services identified as needed but could not be provided or referred.

Housing			General	Specialised
Needs Identified	Support Provided	Referral Arranged		
General assistance and support				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assertive outreach	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assistance to obtain/maintain government allowance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employment assistance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training assistance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Educational assistance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial information	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material aid/brokerage	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assistance for incest/sexual assault	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assistance for domestic/family violence	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family/relationship assistance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assistance for trauma	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assistance with challenging social/behavioural problems	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Living skills/personal development	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal information	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Court support	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advice/information	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retrieval/storage/removal of personal belongings	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advocacy/liaison on behalf of client	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School liaison	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child care	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structured play/skills development	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child contact and residence arrangements	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meals	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Laundry/shower facilities	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recreation	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transport	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other basic assistance	
This note is also associated with (tick):				
Jacob Allen		Child	<input checked="" type="checkbox"/>	
Martin Allen		Child	<input checked="" type="checkbox"/>	



Entering Accommodation



Recording Mary's family's accommodation:

After services are entered, enter information on corresponding tabs, such as **Payments** and **Accommodation**.

To enter accommodation dates for Mary and her two children:

- go to **Accommodation** tab
- click on **Create New Stay**.

Mary Allen Female, DOB: 01/01/1975 (Age 38 yrs)

Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Docs

Stays:
No Stays exist

Create New Stay ▶



Entering Accommodation

Recording Mary's family's accommodation:

- select **Accommodation Start Date**
- enter **Accommodation Exit Date** if known
- select accommodation **Type** – this MUST match type recorded on the **Notes** tab
- tick the boxes next to the children's name to **associate** their accommodation with Mary - this saves on data entry
- click on **Save**.

Note: Record accommodation like a hotel – with entry and exit dates.

Edit Stay Details

* **Accommodation Start Date** 25/09/2013

Accommodation Exit Date

* **Worker/s** Shivani Sharma, UAT 4 A ✕

* **Type** Short term or emergency accommodation

Notes

This note is also associated with (tick):

Jacob Allen	Child	<input checked="" type="checkbox"/>
Martin Allen	Child	<input checked="" type="checkbox"/>

May be viewed by Workgroup Cluster

Last update Shivani Sharma, UAT 4 A
28/10/2013 14:06:35

Save Delete

Print View



Services for individual clients



Recording services only provided to Mary:

- The PUH or other members of presenting unit may receive some services that are not linked with other members of the family/unit.
- In these cases, individual notes **MUST** be created for the client.
- In this case 'Material aid/brokerage' has been provided to Mary. You also provided some assistance for domestic violence which was not directly provided to the children.
- In this case other members of family(presenting unit) will **NOT** be associated with the Note.

Housing			General			Specialised		
Needs Identified	Support Provided	Referral Arranged	General assistance and support					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assertive outreach					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assistance to obtain/maintain government allowance					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employment assistance					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training assistance					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Educational assistance					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial information					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Material aid/brokerage					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assistance for incest/sexual assault					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assistance for domestic/family violence					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family/relationship assistance					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assistance for trauma					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assistance with challenging social/behavioural problems					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Living skills/personal development					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal information					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Court support					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advice/information					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retrieval/storage/removal of personal belongings					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advocacy/liason on behalf of client					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School liaison					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child care					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structured play/skills development					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child contact and residence arrangements					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meals					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laundry/shower facilities					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recreation					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transport					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other basic assistance					
This note is also associated with (tick):								
Jacob Allen			Child					<input type="checkbox"/>
Martin Allen			Child					<input type="checkbox"/>



Entering Payments

In this scenario, Mary received some 'Material aid/brokerage'

To record the type and amount:

- go to **Payments** tab
- click on **Create New Payment**.

Mary Allen Female, DOB: 01/01/1975 (Age 38 yrs)

Search Details Notes **Payments** Accommodation Status Alerts Referrals Plans Tasks Doc

Payments:

No Payments exist

Create New Payment ▶



Entering Payments

Recording payment details:

- enter **Date** of payment
- select the type of payment.
- enter **Amount** and other details
- click on **Save**.

Other payment details:

- Information entered under **Details, Payee** and **Fund** fields is not exported to AIHW.
- However, this information can be used to generate financial reports, such as sources of different agency funding streams.

Edit Payment Details

Date: 11/11/2013

* Worker/s: Shivani Sharma, UAT 4 A

* Payment for: other purpose

Amount \$: 80.00

Details: Day to Day

Payee: Mary Allen

Fund: Emergency Relief

May be viewed by: Workgroup Cluster

Last update: Shivani Sharma, UAT 4 A
11/11/2013 14:24:11

Buttons: Save, Delete, Print View

SHIP E-Learning Quiz



Australian Government

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Health and Welfare**



Question 1: E-Learning Quiz

How do you add other family members to the presenting unit head's record?

- A. Click on *New Support Period*.
- B. Click on *Create new relationship*.
- C. Click on *Notes* tab.
- D. Click on *Status* tab.



Australian Government

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Question 2: E-Learning Quiz

Homelessness:

clearer picture,

better future

How do you add other family members to the presenting unit head's record?

- A. By ticking box next to name under *Include in PU* in SHS Support Period.
- B. By creating a separate support period for each new family member.
- C. By clicking on *Create new profile*.
- D. By clicking on *New Unassisted Record*.



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Question 3: E-Learning Quiz

Homelessness:

clearer picture,

better future

Question 3: When do you associate notes with other Presenting Unit members?

- A. When it is the same support period.
- B. When exactly the same service is provided to the other members of the presenting unit.
- C. Whenever you want.
- D. If the service is provided in the same month.



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Question 1: E-Learning Quiz

Homelessness:

clearer picture,

better future

Correct answer!

[Click here to go to the next question](#)



Question 1: E-Learning Quiz

X Incorrect!

Correct answer is B.

A. Click on *New Support Period*.

B. **Click on *Create new relationship*.**



C. Click on *Notes* tab.

D. Click on *Status* tab.

[Click here to go to the next question](#)



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Question 2: E-Learning Quiz

Homelessness:

clearer picture,

better future

Correct answer!

[Click here to go to the next question](#)



Question 2: E-Learning Quiz

X Incorrect!

Correct answer is A.

- A.** By ticking box next to name under *Include in PU* in **SHS Support Period.**
- B.** By creating a separate support period for each new family member.
- C.** By clicking on *Create new profile.*
- D.** By clicking on *New Unassisted Record.*



[Click here to go to the next question](#)



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Question 3: E-Learning Quiz

Homelessness:

clearer picture,

better future

Correct answer!

[Click here to go to the end
page](#)



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Question 3: E-Learning Quiz

Homelessness:

clearer picture,

better future

X Incorrect!

Correct answer is B.

- A. When it is the same support period.
- B. When exactly the same service is provided to the other members of the presenting unit.**
- C. Whenever you want.
- D. If the service is provided in the same month.



[End of Quiz](#)
[Go to end page](#)



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SHIP e-Learning presentation

Click on tabs on right to review
sections of this module

Please click on links below to learn more
about the SHS collection

[Specialist Homelessness Services
collection \(AIHW\)](#)

<http://www.aihw.gov.au/shsc-resources>

For more information:
AIHW Hotline: 1800 627 191
Email: homelessness@aihw.gov.au

[How to correctly enter a
family into SHIP](#)

[How to enter the family's
support period](#)

[SHIP's copy-over
functions](#)

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