



Specialist Homelessness Services Collection e-Newsletter for homelessness agencies

1 February 2021



Cut-off date for 2020-21 6 month data

The cut-off date for agencies to submit extracts for inclusion in the 6 month Statistical Summary report is **Monday, 8 February 2021**. Please ensure all extracts for July to December 2020 are submitted 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 phone 1800 627 191 (opt. 2).



Validata™ is ready to receive January extracts

If your November and December extracts have been uploaded to Validata™, you can now upload your January 2021 extract. Please remember to **submit** your extract once it has been validated and has 0 critical errors.



Rules to remember in Validata™

Validata™ has some basic rules that must be followed to eliminate the possibility of encountering submission issues and to minimise the chances of uploading duplicate extracts multiple times.

Rule 1 – If a previous collection period is re-submitted then all subsequent months' extracts up to the current collection period, will also need to be re-submitted to ensure data quality is maintained.

Rule 2 – The upload process is not complete until the extract is submitted by pressing 'Submit' via the 'Actions' button in Validata™.

Rule 3 – The 'Refresh grid' button must be pressed every time an extract is uploaded to Validata™. This is necessary for the transaction to appear in the Organisation activity table on the Upload tab. Please be patient with this process as at times, the updates do not appear immediately.



Support Periods for Families

It is important that a Support Period is opened for each member of a supported family or presenting unit who is receiving a **direct** service from your agency. Each of the questions must be answered from the perspective of the individual, rather than the family as a whole. For example, a parent may report 'Financial Difficulties' or 'Unemployment' as a reason for seeking assistance, but these options will not apply when responding from the perspective of young children.

Refer to the [e-Learning](#) modules at the AIHW website for further information about how to add Support Periods for family members in SHIP.





SHS webinar training

Register for a webinar now by clicking 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?
Validata™ Webinar Register here	16 March 2:00 to 3:00pm AEDT	9 March	Basic functions within Validata™ including uploading and submitting extracts, viewing reports & user admin.	All Validata™ users
Basic Register here	23 February 2:00 to 4:00pm AEDT	16 February	Opening a client support period, SHSC concepts and definitions.	Staff new to agency, staff not able to attend face to face training, new to CMS
	23 March 2:00 to 4:00pm AEDT	16 March		
Advanced Register here	24 February 2:00 to 4:00pm AEDT	16 February	SHIP administrative functions	Managers or coordinators with basic SHIP experience
	24 March 2:00 to 4:00pm AEDT	16 March	SHIP case management functions	Managers or coordinators with basic SHIP experience

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

Additional eLearning modules and resources can be found on the [AIHW website](#)

