SHIP E-LEARNING

How to add extra family members to an open support period
SHIP E-Learning module:
How to add extra family members to an open support period

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

• add extra family members to an open support period
• use various copy-over functions in SHIP
• enter data quickly and efficiently.
Adding an extra child
Adding an extra child

Adding children/extra clients who join the presenting unit/family after the support period has been opened:

We will use the following scenario to show how to add a baby born after the support period for the mother has been open for some time.

• Mary Allen is fleeing family violence. Your agency provides accommodation to Mary and her sons, Jacob and Martin. Mary was pregnant and had a baby after you began accommodating her family.

• We can add the baby to the presenting unit and open a support period for new baby, John, starting on the date that he was born or was first accommodated.
Adding an extra child

To add children/extra clients who join the presenting unit/family after the support period has been opened:

- Search for Mary Allen’s record (PUH record)
- Click on Create new relationship.
To add baby John after the support period has been opened:

- Search to see if baby John’s record exists
- Click on **Add new person**.
Adding baby John after the support period has been opened:

- Add John’s details and Save.
To add baby John after the support period has been opened:

• **Edit relationship** and **Save**.

• John is Mary Allen’s child.
To add baby John after the support period has been opened:

• Note that John is now listed under Relationships.
• Click on date that support period **Commenced** to access Mary’s family’s open support period.
To add baby John after the support period has been opened:

- Note that the box next to John’s name is not ticked
- Tick box and **Save** to open support period for John.
Entering support period data
Entering support period data

Entering baby John’s support period information

• Note that John’s name appears at the top of the record
• Do not copy over field values from the mother’s record – baby John’s situation will be different to his mother’s situation when her support period began.
Entering baby John’s support period information

• Manually enter data into tabs from left to right until all of the tabs are completed.
Admin tab – baby John’s support period information

• Update **Date assistance requested** and **Date support period commenced** – they will be different to dates for John’s mother.

• Select ‘No formal referral’ for **Referral Source**.
Reasons tab – baby John’s support period information

• Select ‘Other’ and enter ‘With parent’.
Entering support period data

History tab – baby John’s support period information

• Select ‘Not homeless’ in last month/last 12 months
• Select ‘Not applicable’ for Time since last permanent address
• Select ‘Don’t know’ for State of most recent permanent residential address and address where living last week
• Select ‘Hospital’ if baby John was born in a hospital.
Health tab – baby John’s support period information

- Select ‘Have no difficulty’ if the baby does not have a disability or long-term health condition.
Week before – baby John’s support period information

- Select ‘Don’t know’ for his living situation the week before.

- Select ‘No’ for Student or trainee, and ‘Not applicable for Enrolled in and Child protection order questions.'
Entering support period data

Presenting – baby John’s support period information

• Record the living situation of the family when the baby’s support period began

• It is not recommended that the hospital where the baby was born be selected for ‘Dwelling’.

![Image of data entry interface for entering support period data]
Recording accommodation
Recording accommodation

Entering baby John’s accommodation

Because John’s accommodation started after the rest of the family, the Note for his emergency accommodation will need to be dated on the day that his support period began.

• Go to the Notes tab on Mary’s record (PUH) and check that the date of the note for accommodation is the same as the start date of John’s support period.

• If the date is correct, you can tick the box to associate the existing note with John. If not, go to John’s record and create a separate note for his emergency accommodation.

<table>
<thead>
<tr>
<th>This note is also associated with (tick):</th>
<th>John Allen</th>
<th>Martin Allen</th>
<th>Jacob Allen</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Child</td>
<td>Child</td>
<td>Child</td>
</tr>
</tbody>
</table>

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**Entering baby John’s accommodation:**

Because John’s accommodation started after the rest of the family you will not be able to include John in the rest of the family’s accommodation record.

- Go to John’s record and create an accommodation period for him on his own.
Entering Status
Update data
**Entering baby John’s Status Update:**

- Go to Mary’s record (PUH) and complete her **Status Update** first.
- Then click on the edit pencil next to John’s name to edit his **Status Update** details.

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**SHS Status Update**

**Update for June 2014**

<table>
<thead>
<tr>
<th>Mary Allen (female 39 yrs)</th>
<th>Mary Allen</th>
<th>female</th>
<th>Self</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacob Allen</td>
<td>male</td>
<td>Child</td>
<td></td>
</tr>
<tr>
<td>Martin Allen</td>
<td>male</td>
<td>Child</td>
<td></td>
</tr>
<tr>
<td>John Allen</td>
<td>male</td>
<td>Child</td>
<td></td>
</tr>
</tbody>
</table>

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Admin | Plan | Housing | Work & Income | Study & Family | Services
To enter baby John’s Status Update:

• Go to Mary’s record (PUH) and complete her **Status Update** first.

• Then click on the edit pencil next to John’s name to edit his **Status Update** details.

• Complete all of the tabs, working from left to right.
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)


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