



Specialist Homelessness Services Collection e-Newsletter for homelessness agencies

1 April 2021



Validata™ is ready to receive March extracts

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



Cut-off date for 2020-21 9 month data

The cut-off date for agencies to load extracts for inclusion in the 9 month Statistical Summaries is **Monday, 10 May 2021**. All data for the period July 2020 to March 2021 must be uploaded and 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 or phone 1800 627 191 (opt. 2).



Updating contact details in Validata™

Please take a moment to check that the contact details in your Validata™ user account are current. The SHS Hotline team uses these details to contact agency workers and managers.



Recording the labour force status of a client for the SHS collection

Labour force status is an important indicator of the socio-economic status of a client and is a key element in assessing the circumstances and needs of individuals and families. It is important to properly record a client's labour force status using the definitions below as a guide:

- **Employed** – working for 1 hour or more per week. The SHS collection does not distinguish between whether a client is a permanent or casual employee, it only identifies clients that were employed.
- **Unemployed** – not employed, but has actively looked for work in the last 4 weeks, is waiting to start a new job within 4 weeks or is waiting to be called back to a job from which they had been stood down without pay for less than 4 weeks.
- **Not in the labour force** - not employed or unemployed, as defined above. This includes clients who were keeping house (unpaid), retired, doing unpaid voluntary work for a charitable organisation.

Further information about recording the labour force status of a client is detailed in the [SHS Collection Manual](#) (pg. 67-68).





Have you noticed table 5.7a and 5.7b of your SHS Statistical Summary Reports?

These tables compare clients' housing situation on **presentation** and at the **end of support** (or the last reported housing situation for support periods that are ongoing at the end of the reporting period).

[Select here for information on how to interpret table 5.7](#)

Please note that only Validata™ users with 'Reports role' can access the SHS Statistical Summary Reports.



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	27 May 2:00 to 3:00pm AEST	20 May	Basic functions within Validata™ including uploading and submitting extracts, viewing reports & user admin.	All Validata™ users
Basic Register here	27 April 2:00 to 4:00pm AEST	20 April	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
	25 May 2:00 to 4:00pm AEST	18 May		
Advanced Register here	28 April 2:00 to 4:00pm AEST	20 April	SHIP Reports	Managers or anyone responsible for SHS reporting
	26 May 2:00 to 4:00pm AEST	18 May	Data quality and fixing errors	Managers or anyone responsible for SHS reporting

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](#).

