



Specialist Homelessness Services Collection e-Newsletter for homelessness agencies

1 August 2025



Data cut-off date for 2024-25 annual report

The cut-off date for agencies to load extracts for inclusion in the annual report on Specialist Homelessness Services is this coming **Monday, 4 August 2025**. To continue the high submission rates achieved in previous reports, please ensure all extracts for the period July 2024 to June 2025 are uploaded and submitted to Validata™ by this deadline.



Validata™ is ready to receive July 2025 extracts

If your June 2025 extract has been submitted to Validata™, you can now upload and submit your July 2025 extract. Please remember to submit your extract after it has been validated and contains zero critical errors.

To submit your extract, click on the blue circle icon in the 'Details' column.

0 | Validated |

This will open a window with validation details. Finally, click on the blue "Submit" button at the bottom right-hand corner of this window.



Have you forgotten your password for SHIP?

Anyone in your agency with "coordinator" access can unlock your account, reset your password, and update your details in SHIP. Simply ask your coordinator to login and update any of the above from the Admin/Users tab.

You can also reset your own password by clicking the '*forgot password*' link on the login page. To ensure you can use this function you will first need to answer the security question in the Admin/Preferences tab – make sure you do this the next time you login!



Identifying blank fields using a Summary Report

The *Summary Report* is a feature within SHIP designed to help managers identify missing or incomplete data within an extract. While completing a *Summary Report* is not mandatory, it can be a valuable tool, as many fields within SHIP are optional. As a result, agency staff may need reminders to complete all required fields. A high number of "Don't know" responses typically indicates missing information, which can lead to errors when uploading an extract in Validata™. Running a *Summary Report* before extracting data allows you to identify and address any gaps, ensuring the extract is as error-free as possible before submission to Validata™. There are, however, some additional validation rules that are applied in Validata™ upon uploading your monthly extract that may identify critical errors that must be addressed before your extract can be submitted.





Home Reports Lists Financial SHS Referrals Reception Custom Custom

Persons Workgroup UAT 5 A

Days SHS Agency Name UAT 5 A

Reports SHS Agency ID 99931A

Admin Collection Period August 2025

Validate Data Summary Report

Extract Data



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?
Basic Register here	26 August 2:00 to 4:00pm AEST	19 August	Opening a client support period, SHSC concepts and definitions	Staff new to agency, staff requiring refresher training
	23 September 2:00 to 4:00pm AEST	19 August		
Advanced Register here	27 August 2:00 to 4:00pm AEST	20 August	Data quality and fixing errors	Managers or coordinators with basic SHIP experience
	24 September 2:00 to 4:00pm AEST	20 August	SHIP administrative functions	Staff new to agency. Managers or coordinators with basic SHIP experience.
Validata™ Webinar Register here	14 August 2:00 to 3:00pm AEST	7 August	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 can be found [here](#).

Fact sheets and Infographics for your state or territory can be found [here](#).

