# Specialist Homelessness Services Collection
## e-Newsletter for homelessness agencies

*1 February 2024*

### Cut-off date for 2023-24 6-month data

The cut-off date for agencies to submit extracts for inclusion in the 6-month Statistical Summary report is Monday, 5 February 2024. Please ensure all monthly extracts for July to December 2023 are 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 calling 1800 627 191 (opt. 2).

### Validata™ is ready to receive January 2024 extracts

If your December 2023 extract has been submitted to Validata™, you can now upload and submit your January 2024 extract. Please remember to submit your extract once it has been validated and contains zero critical errors.

### Important information in Validata™ for manager contact details

It is important that the manager contact details for each agency are reviewed and updated on a regular basis. The AIHW uses this information to contact the nominated agency manager to assist them when new users are seeking access to Validata™.

Manager details for each agency can be found on the **Summary** tab in Validata™.

| Upload | Summary | Reports | User Admin |
|---|---|---|---|
| Organisation activity | | | |
| Collection period | 2022 January | | |

Select the 'information' icon next to the name of the agency to view the manager's contact details:

| | | | | |
|---|---|---|---|---|
| ☐ | ▸ SHS Training Youth Support Service | ⓘ | 99912G | 99901X |
| ☐ | ▸ SHS Training Crisis Accommodation Service | ⓘ | 99910K | 99901X |

If the manager's details require updating, for example, a new manager has taken over this role, please contact the SHS Hotline on 1800 627 191 (option 2) or homelessness@aihw.gov.au for assistance to update these details.
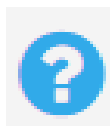
**Where can I look for help in SHIP?**

1. The book icon is located on the support period, notes and status tabs and will take you to SHSC data definitions page on the AIHW website. This link can assist with definition related enquiries. You can also download the SHS collection manual from this link.

2. The question mark symbol is on every page and tab in SHIP. It provides a step-by-step guide on how to enter data in SHIP. This link also contains information about frequently asked questions on SHIP.

3. A link to the AIHW website is available on the support period **Situation** tab and it will take you to a page with detailed information about questions relating to a client's long term health condition.

AIHW website

## 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**<br>Register<br>here | **20 February 2:00 to 4:00pm AEDT** | 13 February | Opening a client support period, SHSC concepts and definitions | Staff new to agency, staff requiring refresher training |
| | **26 March 2:00 to 4:00pm AEDT** | 19 March | | |
| **Advanced**<br>Register<br>here | **21 February 2:00 to 4:00pm AEDT** | 13 February | SHIP administrative functions | Managers or coordinators with basic SHIP experience |
| | **27 March 2:00 to 4:00pm AEDT** | 19 March | SHIP Reports | Managers or anyone responsible for SHS reporting |
| **Validata™ Webinar**<br>Register<br>here | **16 April 2:00 to 3:00pm AEST** | 9 April | 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 2022-23 can be found here.

Fact sheets and Infographics for your state or territory can be found here.