Creating a Housing Prioritisation Profile

Log into SHIP and select the client you wish to add the Prioritisation Profile record to.

in Ship	Darth Vader Mai	e, DOB: 10/11/1966 (Age 45 yr	s)		
Home	Search Details Notes	Payments Accommodation	Status Alerts Referrals Plan	ns Tasks Documents Memo	
Persons	Search By: [⊙] Name [○] Identi	fier			
Days	Given name:	Family name: Vader	O Male O Female 🗆 Fuz	zy GO Clear	
Reports	Search Results				
	Given Name	Family Name	Sex	DOB	Alias?
Admin	Darth	Vader	Male	10/11/1966	
G Recent List: Darth Vader Super Man Bugs Buppy	Add new Client				

灩 SHIP	Darth Vader Male, DOB: 10/11/1966 (Age 45 yrs)	
Home	Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Docu	ments Memo
Persons	Person / Alias: Create new alias	Edit Primary Details: 📳 🔞
Days	Darth Vader Primary Name	Given Name Darth
Reports	Relationships: Create new relationship No relationship exists Create new relationship	Middle Name
Admin	Support Periods: New support period	*Sex © Male © Female
🗆 😋 Recent List:	No existing support periods	Date of Birth 10 11 1966
Darth Vader Super Man	Profiles Create new profile No profiles exist	year estimated Identifies as Aboriginal
Bugs Bunny Max Thompson	Address	C Torres Strait Islander
Dylan Adams	No address exists	© Both © Neither
Cooper Miller Noah Wilson	Phone & other contacts: Create new econtact	Country of birth United States of America
Hannah Watson	No contacts exist	Year of arrival 1980
Tahlia Hayes	Key Workers: Create new key worker	Language at Home English
	This person has no assigned key workers	Conturning and Linguistically Diverse
	New Unassisted Record Export Details Refresh	Comments
		Alpha Code ARADR
		Date of Death (dd/mm/yyyy)
		Last update Michael Veenvliet, DHS UAT 2 A 28/06/2012 11:25:30 EST
		Save

Click on the button Create new profile

Select the Profile Type "Prioritisation Profile"

Create new profile				
Profile type		•	I	
	Client Profile Family Violence Risk Assessment Housing Application			
	Needs Assessment Prioritisation Profile			
i				

Click on the Save button.

Create new p	orofile	8)
Profile typ	e Prioritisation Profile		
	Save		

You have	just created a New	Client F	Prioriti	sation Profile Recor	d.
	Prioritisation	Profile	5		8
	*Date	C reated	29/06/2	2012	
	Date	Closed			
	Living Arrang	ements	Unknow	wn	•
	OoH Application	ı Status	Unkno	wn	
	No in Present	ing Unit	0		
	Last Conta	ict Date			
	Last Contact Upd	ated by			
	Family Violence	Profile	Unkno	wn	
	Indigenous	s Status	Neithe Strait I	r Aboriginal nor Torres slander	
	Interpreter R	equired	No		
		Youth	No		
	Youth Refuge R	equired	O Yes	C No	
	Need for Tran	sitional Housing	O Yes	C No	
	Need for s	Support	O Yes	O No	
	Need for Crisis Su Accomm	pported odation	O Yes	O No	
	Bedro	om Size			
	Preferr	ed Area			
	Housir	ng Need	Please	select	•
	Suppo	rt Need	Please	select	•
	Assessment of P Vulner	ersonal abilities	Please	select	-
	Is Interim Re R	esponse equired	O Yes	C No	
	Interim Response P	rovided	Please	select	•
	Interim Response Provided By				^
	Support Drouidad				
	Support Provided By				
	Adhoc 1				-
					-
	Adhoc 2	, 			-
					-
	Adhoc 3				
					-
	Comments				^
					-
	May be viewed by:	• Work	group	O Cluster	
	Last update	Michael 29/06/2	Veenvli 012 14:	et, DHS UAT 1 A 28:11 EST	
		Save [Delete		
	Print View				

How to create a SHIP Prioritisation Record cont.



To take a client off the prioritisation list, you need to close the **Prioritisation Profile**. Enter a close date in the **Date Closed** field:

◀	Prioritisation Profile
	*Date Created 18/06/2012
	Date Closed 29/06/2012

Once a **Prioritisation Profile** record has a **Date Closed** entered, the linked fields will no longer update.

If the client re-presents to your agency at any time in the future and you need to place them back on the prioritisation list, create a new **Prioritisation Profile** for them.

Do not re-open the closed Prioritisation Profile. Look Up Fields (See page 5) will not update as SHIP keeps the history for all closed dated Prioritisation Profiles.



How to Access the Prioritisation List •

Click on the	Home	tab on the	e left hand	l side o	of the screen.
🔁 SHIP	Specialist Ho	melessnes	ss Inforn	nation	Platform
Home	My List Team List M	ly Actions Tea	am Actions	Profiles	Support Periods Lists Reception
Persons	UNASSISTED PERSO	NS			
Days	Between 03/05/2012	and 28/06/2012	🔝 Search	: Given Nar	me Family Name ALPHA Fuzzy: All: 🗆 GO Clear
Reports	No matches to your criter	ia.			
Admin					
G Recent List: Darth Vader Super Man Bugs Bunny Max Thompson Dylan Adams Cooper Miller Noah Wilson Hannah Watson Lucas Taylor Tahlia Hayes					

Now click on the Lists button to display the Housing Prioritisation List.

The Housing Prioritisation List should now be displayed.

灩 SHIP	Specialist Homelessness Information Platform Test User two (DHS UAT 2 A) My Workgroups Logout My Workgroups Logout													
Home	My List Team I	y List Team List My Actions Team Actions Profiles Support Periods Lists Reception Menu							Menu					
Persons										Records 20 V	pply Filters	Clear Filters	Hide Filters	Select Columns
Days	Housing Prioriti	sation List	_	_										
Reports	Given Name †	Family Name	Date Created	Living Arrangements	No in Presenting Unit	Family Violence Profile	Youth	Housing Need	Support Need	Assessment Of Personal Vulnerabilities	Is Interim Response Required	Interim Response Provided	Sex	Date of Birth
Admin				•			•		•	•		•		
🖃 Ġ Recent List:	Betty	Boon	19/06/2012	Unknown	0	Unknown	No						female	01/01/1960
	Bugs	Bunny	01/06/2012	Group	1	Yes	No	High	High	High	Yes	On Waiting	male	05/06/1987
	Bugs	Bunny	26/06/2012	Lone person	1	Yes	No						male	05/06/1987
	Cooper	Miller	01/01/2012	Group	4	Yes	Yes						male	01/01/1995
	Darth	Vader	28/06/2012	Unknown	0	Unknown	No						male	10/11/1966
	Dylan	Adams	25/06/2012	Couple with child(ren)	1	Yes	No	Medium	Medium	Medium	Yes	Level 1	male	01/05/1952
	John	Hall	19/06/2012	Lone person	1	Unknown	Yes						male	20/10/1987
	Lara	Alexander	01/01/2012	Unknown	3	Unknown	No						female	08/09/1952
	Lucas	Taylor	01/03/2012	Group	4	Yes	Yes						male	01/01/1995
	Max	Thompson	01/01/2012	Unknown	0	Unknown	No						male	30/03/1975
	Max	Thompson	26/06/2012	Unknown	0	Unknown	No						male	30/03/1975
	Nathen	Roberts	27/06/2012	Unknown	4	Unknown	No						male	01/11/1966
	Noah	Wilson	01/02/2012	Group	4	Yes	Yes						male	01/01/1995
	Oscar	Baker	25/06/2012	Unknown	0	Unknown	Yes	High	Medium	High	Yes	Level 1	male	01/07/2005
	Super	Man	26/06/2012	Other family	1	Yes	No						male	01/10/1960
	Super	Man	01/01/2012	Lone person	1	Yes	No						male	01/10/1960
	Tahlia	Hayes	25/06/2012	Unknown	0	Unknown	No	High	Medium	High		Level 1	female	29/09/1979
														a, 📰

By default, first time users will have a standard number of default fields displayed. In order to select or unselect more, click on the Select Columns button.

Online Help is available via the *interview* button on the top of the Housing Prioritisation List page.

You can also access the Help from the SHIP Web site itself on http://srssupport.infoxchangeapps.net.au/profile_lists



Summary of Look Up fields in Prioritisation Profile

This table summarises the areas from where the information for the Look Up fields in the Prioritisation Profile is taken from, in SHIP.

Living Arrangements	Taken from Status and/or Support period
OoH Application Status	Taken from Housing Application Profile
No in Presenting Unit	Taken from Status and/or Support period
Last Contact Date	Taken from Notes
Family Violence Profile	Taken from Family Violence Profile
Indigenous Status	Taken from Client profile
Youth	Taken from Client profile
Interpreter Required	Taken from Client profile

Living Arrangements

The value displayed in this field is sourced from the **Living Arrangements** field on the latest **Monthly Status** record.



If no living arrangements value has been recorded in the Monthly Status record then the value is sourced from the **Living Arrangements** field in the **Presenting** tab in the **Support Period** record.

SH9	SHS Support Period							
John	John Doe (male 32 yrs)							
Inclue in Pl	de U	*Relationship to h	ead Consent Yes No					
N	John Do	e Self	• •					
Admin	Reasons Hi	story Week Before Pres	enting Close					
ar	Living rangement	Lone person	_ ₽					

If no value is present for this field in either of these two locations then the **Living Arrangements** field in displays **Unknown**.



OoH Application Status

The information displayed in this field is sourced from the Application Status field in the **Housing Application Profile**. If there is no information recorded in this field then the **OoH Application Status** in the Prioritisation profile will display **Unknown**.

Note: If there is more than one Housing Application profile for the client then the information will be sourced from the most recent Housing Application Profile, i.e., the most recently saved profile.

Housing Appli	cation
Provider	
Phone No	
Eligibility Status	
*Application	on Date 18/06/2012
Application Number	
Application Status	Lodged

No in Presenting Unit

The number of people in the presenting unit is calculated from **Include in PU** checkbox in the most recent **Support Period** record.

SHS Support Period						
John D	John Doe (male 32 yrs)					
Include in PU		*Relationship to head	Co Ye			
	John Doe	Self	۲			

If there is no support period in place for a client then the **No in Presenting Unit** field in the Prioritisation profile displays zero.

Last Contact Date

This field displays the details (Date and username) of the most recent contact (note) in the **Notes** tab.

If there are no notes then the Last Contact Date field in the Prioritisation profile displays Unknown.

0011111		ige of	-) - (/	hhiov)	
Search Deta	ails Notes	Payr	nents	Accommodation	S
Notes:		F	ilter	Create New Note	
Date ↑	Worker / T	ype	Notes	;	
18/06/2012 1	A Trainer Client meetir	ng	Meetii	ng with John Doe	
Export Notes				1 to 1 o	of 1

John Doe Male, Age 32 yrs (Approx)



Family Violence Profile

The value displayed in this field (Yes/No) is calculated from the response to **Assessed Level** of **Risk** field in the most recent Family Violence Risk Assessment Profile.

Assessed Level of	O Requires immediate protection
Risk	C Elevated risk
	O At Risk
	O Not at risk
	O Not applicable

Response	Calculated value
Requires immediate protection	Yes
Elevated Risk	Yes
At Risk	Yes
Not at risk	No
Not applicable	No

If **Assessed Level of Risk** is left unanswered then the **Family Violence Profile** field displays **Unknown**.

Indigenous Status

The value is sourced from the Identifies as field in the client's Primary Details:

Edit Primary Details:						
Given Name	John					
Middle Name						
Family Name	Doe 📰					
*Sex	Male O Female					
Date of Birth	dd mm 1980					
	year estimated					
Identifies as	Aboriginal					
	🔿 Torres Strait Islander					
	O Both					
	• Neither					

If Identifies as is left unanswered then the Indigenous Status field displays Unknown.

Youth

This value (**Yes/No**) is calculated based on whether the client is under or over 24 years of age. Age is calculated from the Date of Birth (DOB) field in the client's **Primary Details.**

Edit Primary Details:						
Given Name	John					
Middle Name						
Family Name	Doe	 #				
*Sex						
Date of Birth	dd mm 1980					
	🗹 year estimated					

Yes/No is calculated as follows:

- If under or equal 24 then Yes
- If over 24 then No
- If DOB not recorded then Unknown

Interpreter Required

This value (Yes/No) is sourced from the Interpreter Required field in the client's Primary Details.

Edit Primary Do	etails:
Given Name	John
Middle Name	
Family Name	Doe 📰
*Sex	Male ○ Female
Date of Birth	dd mm 1980
	🗹 year estimated
Identifies as	O Aboriginal
	O Torres Strait Islander
	Both Noithor
	© Neither
Country of birth	France
Year of arrival	1985
Language at Home	French
Interpreter Required	O Yes ⊙ No

Note: The **Interpreter Required** field is only displayed if the Language at Home is not English.



Data Migration – Options:

In relation to data migration (Moving clients off the CMS Prioritisation List and into the SHIP Housing Prioritisation List) we have two options.

Option A: If your client **is NOT** receiving direct support, you can create a **Prioritisation Profile** record. You must enter the required fields manually.

You also have the ability to create both **Family Violence Risk Assessment** and **Housing Application** profiles to populate the information within the Client's **Prioritisation Profile**.

You are allowed to create "**Notes**", "**Payments**", "**Accommodation**" and "**Support Periods**" before the 01/07/2012. You will only be required to complete a **Status Update** for services that have taken place during and after July 2012.

Example:

🚞 SHIP	Buzz Lightyear Male, DOB: 01/11/1985 (Age 26 yrs)	
Home	Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Docu	iments Memo
Persons	Person / Alias: Create new alias	Edit Primary Details: 📳 🔞
Days	Buzz Lightyear Primary Name	Given Name Buzz
Reports	Relationships: Create new relationship No relationship exists	Middle Name
Admin	Support Periods: New support period	*Sex © Male C Female
🖃 😋 Recent List:	No existing support periods	Date of Birth 01 11 1985
Buzz Lightyear Nathen Roberts	Profiles Create new profile No profiles exist	Identifies as O Aboriginal
Dylan Adams	Address: Create new address No address exists	C Torres Strait Islander O Both Neither
	Phone & other contacts: Create new econtact	Country of birth United States of America
	No contacts exist	Year of arrival 2000
	Key Workers: Create new key worker	Language at Home English
	This person has no assigned key workers	Comments
	New Unassisted Record Export Details Refresh	Comments
		Alpha Code UZIGT
		Date of Death (dd/mm/yyyy)
		Last update Michael Veenvliet, DHS UAT 2 A 28/06/2012 16:24:25 EST
		Save

Now create a Prioritisation Profile for this Client. Click on the **Create new profile** button and Select the **"Prioritisation Profile".** Then hit the **"Save"** button.

🚞 SHIP	Buz	zz Ligh	ntyear	Male, DOB	: 01/11/1985 (Age 2	?6 yrs)										
Home	Search	Details	Notes	Payments	Accommodation	Status	Alerts	Referrals	Plans	Tasks	Docum	nents	Memo			
Persons	Person	/ Alias:							Crea	ate new	alias (Creat	e new pi	rofile		8
Days	Buzz Light	iyear			P	rimary Nar	ne				_		Profile type			-
Reports	Relation Person	ships:		I	Relationship			Cre Comments	ate new	relation	iship			Client Profile	commont	
Admin	Darth Vad	er		E	Brother				Hamily Violence Risk Assessment Housing Application							
G Recent List: Buzz Lightyear	Support Periods: No current support period							New support	rt period	View	Prior			Prioritisation Profile		
John Doe Bugs Bunny Bat Man Noah Wilson	Profiles Profile Ty Prioritisat	pe tion Profil	e	1	Workgroup DHS UAT 2 A	Start 28/06	6/2012	29	Creat st Upda /06/201	e new pr te 2	ofile	>				
Darth Vader Super Man Max Thompson	Address No addres	: s exists							Create	new add	ress					
	Phone & other contacts: No current contacts exist						Create new	econtac	View	Prior						
	Key Wo This perso	rkers: in has no	assigned	l key workers				Cre	eate nev	v key wa	orker					
						New Una	ssisted F	Record Exp	ort Deta	ails Ref	resh					



Your Prioritisation Profile Record should now be displayed. Please update the fields displayed as per the information you have.

🚞 SHIP	Buzz Lightyear Male, DOB: 01/11/1985 (Age 26 yrs)	
Home	Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Docu	ments Memo
Persons	Person / Alias: Create new alias Buzz Lightyear Primary Name	Prioritisation Profile
Days	Polationshing	*Date Created 28/06/2012
Reports	Person Relationship Comments	Date Closed
Admin	Darth Vader Brother	Living Arrangements Unknown
🖃 😘 Recent List:	Support Periods: New support period View Prior No current support period	No in Presenting Unit
Buzz Lightyear Darth Vader	Drofiles Create new profile	Last Contact Date 29/06/2012
Bugs Bunny Super Man	Profile Type Workgroup Start Last Update	Last Contact Updated by Michael Veenvliet, DHS UAT 2 A
Max Thompson	Prioritisation Profile DHS UAT 2 A 28/06/2012 29/06/2012	Family Violence Profile Unknown
Dylan Adams Cooper Miller	Address: Create new address	Indigenous Status Netrier Aborgina nor rorres Strait Islander
Noah Wilson Hannah Watson	Rhone 9, other contacts	Youth Refuge Required CYes, ON0
Lucas Taylor	No current contacts exist	Need for Transitional O Yes O No
	Key Workers: Create new key worker	Housing
	This person has no assigned key workers	Need for Support C Yes C No
	New Unassisted Record Export Details Refresh	Accommodation
		Interpreter Required No
		Bedroom Size
		Preferred Area
		Housing Need Please select
		Support Need Please select
		Vulnerabilities
		Is Interim Response C Yes C No Required
		Interim Response Provided Please select
		Interim Response Provided By
		Support Provided
		Ву
		Adhoc 1
		v
		Adhoc 2
		Adhoc 3
		Addite 5
		Comments
		May be viewed by: Workgroup C Cluster
Family name search:		Last update Michael Veenvliet, DHS UAT 2 A 29/06/2012 09:12:06 EST
GO		Save Delete
		Print View

Please make sure you Save this record.

human services

Option B: If your client **IS** receiving direct support or is receiving ongoing support at the end of June 2012, you can create a **Support Period** with the **Date Commenced** being the actual date support was first given to the client.

You can create **"Notes"**, **"Payments"**, **"Accommodation"** and **"Support Periods"** records for any date. You will only be required to complete a **Status Update** for services that have taken place during and after July 2012.

Example:

🚞 SHIP	Buzz Lightyear Male, DOB: 01/11/1985 (Age 26 yrs)	
Home	Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Docu	ments Memo
Persons	Person / Alias: Create new alias	Edit Primary Details: 📳 🔞
Days	Buzz Lightyear Primary Name	Given Name Buzz
Reports	Relationships: Create new relationship No relationship exists	Middle Name
Admin	Support Periods: New support period	*Sex © Male © Female
🖃 😋 Recent List:	No existing support periods	Date of Birth 01 11 1985
Buzz Lightyear Nathen Roberts	Profiles Create new profile	vear estimated
Dylan Adams	Addracel Create new addrace	C Torres Strait Islander
	No address exists	O Both Neither
	Phone & other contacts: Create new econtact	Country of birth United States of America
	No contacts exist	Year of arrival 2000
	Key Workers: Create new key worker	Language at Home English
	This person has no assigned key workers	Culturally and Linguistically Diverse
	New Unassisted Record Export Details Refresh	Comments
		Alpha Code UZIGT
		Date of Death (dd/mm/yyyy)
		Last update Michael Veenvliet, DHS UAT 2 A 28/06/2012 16:24:25 EST
		Save

Add a Support Period. Click on the New support period button.

灩 SHIP	Buzz Lightyear Male, DOB: 01/11/1985 (Age 26 yrs)
Home	Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Documents Memo
Persons	Person / Alias: Create new alias 4 SHS Support Period 😭 🔞
Days	Buzz Lightyear (male 26 yrs)
Reports	Relationships: Create new relationship Include * Relationship to head Consent Yes No
Admin	Support Periods: New support period
G Recent List: Buzz Lightyear	Commenced Last Updated Admini Reasons History Week Before Presenting Close 01/06/2012 DHS UAT 2 A 28/06/2012 Support Period Worker Test User Image: Close Close Presenting Close
Nathen Roberts Dylan Adams	Profiles Create new profile Date assistance requested 01/06/2012 III No profiles exist Date support period commenced 01/06/2012 III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
	Address: Create new address New Client? Yes C No C Not sure No address exists Referral Source Specialist Homelessness Agency/outree Specialist Homelessness Agency/outree
	Phone & other contacts: Create new econtact No contacts exist No contacts exist No contacts exist
	Key Workers: Create new key worker Last update Test User, DHS UAT 2.A 28/06/2012 16:26:46 EST
	New Unassisted Record Export Details Refresh Save Delete

Update all the required fields on the **Support Period** pages/tabs. When you update the "**Living Arrangement**" field, it will also be updated on your Prioritisation Profile record as well.

Please "Save	" the Support Period.			
🚞 SHIP	Buzz Lightyear Male, DOB: 01/11/1985 (Age 2	26 yrs)		
Home	Search Details Notes Payments Accommodation	Status Alerts Referrals Plans Tasks Docu	uments Memo	
Persons	Person / Alias:	Create new alias	SHS Support Period	8
Days	uzz Ligntyear P	rimary Name	Buzz Lightyear (male 26 yrs)	
Reports	Relationships: Jo relationship exists	Create new relationship	Include *Relationship to head	Consent Yes No
Admin	Support Periods:	New support period	M Buzz Lightyear Self	• •
🖃 😘 Recent List:	Commenced 01/06/2012 DHS UAT 2 A	Last Updated 28/06/2012	Living	
Buzz Lightyear Nathen Roberts Dylan Adams	Profiles Io profiles exist	Create new profile	arrangements Dwelling One parent with child(ren) Tenure Couple with child(ren)	5 5
	Address: Jo address exists	Create new address	Conditions of occupancy Group	ъ
	Phone & other contacts: No contacts exist	Create new econtact	Labour force Don't know status	®
	Key Workers: his person has no assigned key workers	Create new key worker	Employment status Main income source	• •
		New Unassisted Record Export Details Refresh	Awaiting benefit	<u> </u>
			Student or trainee C Yes C No C Don't know	
			School enrolment	
			Child protection Not applicable arrangements	• b
			Last update Test User, DHS UAT 2 A 28/06/2012 16:26:46 EST	
			Save Delete	

Now create a **Prioritisation Profile** for this Client. Click on the **Create new profile** button and Select the **"Prioritisation Profile"**.

Then hit the	" Save " bu	tton.											
🔁 SHIP	Buzz Ligh	ntyear	Male, DOB	: 01/11/1985 (Age	26 yrs)								
Home	Search Details	Notes	Payments	Accommodation	Status	Alerts	Referrals	Plans	Tasks [Documents	Memo		
Persons	Person / Alias:				Duine an . N.a.			Crea	ate new ali	ias Crea	te new pr	ofile	8
Days	buzz Ligntyear		Primary Name						_	Profile type	/ре	-	
Reports	Relationships: Create new relationship Client Profile No relationship exists English Vielance Birk Assessment English Vielance Birk Assessment									Client Profile Family Violence Risk Assessment			
Admin	Support Periods	5:						New su	ipport peri	iod		Housing Application Needs Assessment	
G Recent List: Buzz Lightyear	Commenced 01/06/2012		DHS	5 UAT 2 A		Last 28/0	t Updated 06/2012					Prioritisation Profile	
Nathen Roberts Dylan Adams	Profiles No profiles exist						<	Create	e new prof	file	•		
	Address: No address exists							Create	new addre	255			
	Phone & other of No contacts exist		Create new econtact					act					
	Key Workers: This person has no	assigned	key workers	3			C	reate nev	v key work	ker			
					New Una	ssisted (Record Ex	port Deta	ails Refre	esh			

Create new profile 🛛 🗎								
Profile type	Prioritisation Profile	-	[
	Save							



Your **Prioritisation Profile** record should now be displayed. Please notice that the **"Living Arrangements"** field now has the "Lone Person" populated from the current **Support Period**.

🚞 SHIP	Buzz Lightyear Male, DOB: 01/11/1985 (Age 26 yrs)	
Home	Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Doc	cuments Memo
Persons	Person / Alias: Create new alias	🖣 Prioritisation Profile 🛛 😁 🕲
Days	Buzz Lightyear Primary Name	*Date Created 28/06/2012
Reports	Relationships: Create new relationship Dercon Relationship Comments	Date Closed
Admin	Darth Vader Brother	Living Arrangements Lone person
 O Recent List: Buzz Lightyear Darth Vader Bugs Bunny Super Man 	Support Periods: New support period View Prior Commenced Last Updated 29/06/2012 DHS UAT 2 A 29/06/2012 Profiles Create new profile	No in Presenting Unit 1 Last Contact Date 29/06/2012 Last Contact Updated by Michael Veenvliet, DHS UAT 2 A Family Violence Profile Unknown
Max Thompson Dylan Adams Cooper Miller	Profile Type Workgroup Start Last Update Prioritisation Profile DHS UAT 2 A 28/06/2012 29/06/2012	Indigenous Status Neither Aboriginal nor Torres Strait Islander
Noah Wilson	Address: Create new address	Youth No
Lucas Taylor	Phone & other contacts: Create new econtact View Prior	Need for Transitional C Yes C No Housing
	Key Workers: Create new key worker	Need for Support C Yes C No
	This person has no assigned key workers New Unassisted Record Export Details Refresh	Accommodation
		Bedroom Size
		Preferred Area
		Housing Need Please select
		Support Need Please select
		Vulnerabilities Is Interim Response C Yes C No
		Required
		Interim Response Provided Please select
		Support Provided
		Adhoc 1
		Adhoc 2
		Adhoc 3
		Comments
		May be viewed by: Workgroup Cluster
Family name search:		Last update Michael Veenvliet, DHS UAT 2 A 29/06/2012 09:12:06 EST
		Print View

Please make sure you now Save this record.

This **Support Period** will now stay open and services can be entered.

Use of the prioritisation grid to record Interim Response 1 and 2 clients supported by homelessness support services in the North & West Metropolitan Region

In order to create a prioritisation list for IR 1 and 2 clients, click on 'select columns' and select the list items identified below. This will create a consistent IR data set across the LASN.

Records 20 Apply Filters Clear Filters Hide Filters Select Columns Image: Select All Image: Select All Select All Image: Select All Image: Select All Image: Select All Select All Image: Select All Image: Select All Image: Select All Image: Select All Select All Image: Select All Image: Select All Image: Select All Image: Select All Select All Image: Select All Image: Select All Image: Select All Image: Select All Select All Image: Select All Image: Select All Image: Select All Image: Select All Select All Image: Select All Image: Select All Image: Select All Image: Select All Select All Image: Select All Image: Select All Image: Select All Image: Select All Select All Image: Select All Image: Select All Image: Select All Image: Date Created Image: Select All Image: Select All Image: Select All Image: Select All Image: Provided By Image: Select All Image: Select All Image: Select All Image: Select All Image: Provided By Image: Select All<						ME
Vecd Personal Assessment Of Response Required Interim Provided Sex Date of Birth vulnerabilities Required Provided Sex Date of Birth ielect Columns Image: Column Second Colum Second Column Second Colum Second Column	Rec	cords 20	Apply Filte	rs Clear Filte	ers Hide Fil	ters Select Columns
Assessment Of Personal Is Interim Response Sex Date of Birth Birth Required Sex Date of Birth Ima Select All Ima Ima Select All Ima Ima Ima Ima Select All Ima Ima Ima Ima		20100 120				
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Use of ad hoc fields to record key information about IR assistance

Interim Interim Response Response Provided By Provided		Adhoc 1	Adhoc 2	Adhoc 3		
•						
Level 2	Sarah	Crisis intervention	Support to client in emergency accom	Active referral to mental health service Assistance to negotiate debts		
Level 2	Sarah	Diversion	Assistance to access income security	Finalised access to centrelink income		

The prioritisation profile contains three ad hoc fields. Please use the ad hoc fields as follows:

- Ad hoc 1: Identify whether diversion or crisis intervention
- Ad hoc 2: Record primary IR task (preferably in five words)
- Ad hoc 3: Record outcome (preferably in five to ten words).

Identifying and reporting on current and past IR 2 clients

The column 'current profile' provides the options of selecting:

- Yes this option provides a list of all current IR 2 clients
- No this option provides a list of past IR 2 clients
- Neither (blank) this option provides a list of all current and past clients. Clicking on the words 'current profile' will sort the list into current and past clients.

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Reports	Given Name	Family Name	Date Created	Current Profile 4	Living Arrangements	No in Presenting	Family Violence	Youth	Housing Nee	d Support Need	Assessment Of Personal	Is Interim Response	Interim Response	Sex	Date of Birth
Admin						Unit	Profile			×	Vulnerabilities	Required	Provided		
🖃 Ġ Recent List:	Amanda	Bowen	03/09/2012	Yes	One parent with child	1	Unknown	No	High	High	High	Yes	Level 2	female	01/02/1977
Elizabeth Foster	Amanda	Kirkwood	03/09/2012	Yes	(ren) One parent with child	1	No	No	High	High	High		Level 2	female	20/05/1985
Amanda Bowen Emma Gray	Annie	Ngo	07/08/2012	Yes	(ren)	1	Yes	No	Medium	Medium	Medium	No	On Waiting	female	14/02/1974
Annie Ngo	Dailey	Europe	05/07/2012	Vee	Liebeaue		Linkanawa	No					List	mala	14/08/1067
	Elizabeth	Evans	16/07/2012	Yes	Unknown	1	Ves	No					Level 1	female	14/08/1967
	Emma	Grav	04/07/2012	Yes	One parent with child	1	No	No	High	Medium	Low	Yes	Level 1	female	05/04/1969
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	Jackson	lones	04/07/2012	Yes	One parent with child	1	Unknown	No	Medium	Medium	Nedum	TES		male	22/04/1975
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	Amanda	BUCCO	28/06/2012	NO	Lone person	1	Unknown	NO	mign	eign	High	Tes	List	remale	11/03/19/4
	Amanda	Castellanos	28/06/2012	No	One parent with child (ren)	1	Yes	No	High	Medium	Medium	Yes	Level 1	female	01/02/1977
	Amanda	Hyde	28/06/2012	No	Lone person	1	No	No	High	High	High	Yes	Level 1	female	01/02/1977
	Amanda	Jewell	28/06/2012	No	One parent with child (rep)	1	Unknown	No	High	High	High	Yes	On Waiting	female	01/02/1977
	Amanda	Johnson	28/06/2012	No	Lone person	1	Unknown	No					Link.	female	01/02/1977
	Amanda	Kiprov	28/06/2012	No	One parent with child	1	No	No	High	Medium	Medium	Yes		female	31/08/1985
	Amanda	Kirkwood	28/06/2012	No	Lone person	1	No	No	High	High	High	No	On Waiting	female	20/05/1985
	Amanda	Skiba	28/06/2012	No	One parent with child	1	Unknown	No					List	female	01/02/1977
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In order to print a report of this list, click on the excel link at the bottom of the list:



