

2025 Data Collection Guide

# ETO Close Dates 2025

HIPPY Australia has strict government funding reporting requirements. In order to meet these, any activity that has occurred within the relevant quarter, needs to be entered into ETO prior to the relevant quarter close (cut-off) date in order to contribute towards reporting and advocacy of HIPPY.

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| **Activity period** | **Quarter close (cut off) date** |
| 1 January – 31 March | 14 April 2025 |
| 1 April – 30 June | 14 July 2025 |
| 1 July – 30 September | 14 October 2025 |
| 1 October – 31 December | 14 January 2026 |

# HIPPY Data Collection

HIPPY data is to be entered into ETO within 10 business days of the activity occurring. Please see the tables below for all relevant data entry requirements.

Contact the ETO Helpdesk at [HIPPYAustraliaETOSupport@bsl.org.au](mailto:HIPPYAustraliaETOSupport@bsl.org.au) if you require support to enter the form. In the tables below click the form name to be taken to the form in the HIPPY Online Library.

## Families

|  |  |  |
| --- | --- | --- |
| **Form/Touchpoint name** | **When** | **How often** |
| [**Enrolment form**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_306_EnrolmentForm.docx) **(including enrolment journey)** | When enrolling the family in HIPPY | Once |
| [**Pack delivery**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_266_PackDelivery.docx) | After each Home Visit or after pack delivery at a Gathering | Fortnightly (Age 3) or weekly (Age 4) |
| [**Gathering enrichment**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_75_GatheringEnrichment.docx) | After each Gathering | Monthly |
| [**End of Age 3 journey**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_838_EndofAge3Journey.docx) | At the end of Age 3 | Once |
| [**Family support**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_167_FamilySupport.docx) | When you have significant contact with a family (i.e. building relationships, home visit ‘no show’) | As required |
| [**Referral**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_354_Referral.docx) | When you refer a family to a service (but not as part of a Home Visit) | As required |
| [**Early exit**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_826_EarlyExit.docx) | When a family exits the program early | Once |
| [**Graduation journey**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_924_GraduationJourney.docx) | End of Age 4 | Once |
| **Family transfer (Touchpoint only)** | Complete for each child that has transferred to another HIPPY site | Once |

## Staff

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| **Form/Touchpoint name** | **When** | **How often** |
| **Add a new staff member (Touchpoint only)** | When a new staff member joins HIPPY | Any time a staff member joins HIPPY |
| [**Staff demographic information**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_55_StaffDemographicInformation.docx) | When a Tutor or Coordinator joins HIPPY and after being added to ETO, or uploaded during the **Add a New Staff Member** touchpoint | Once for each staff member |
| **WWCC/NPC renewal (Touchpoint only)** | When a staff member needs to renew their Working With Children Check and/or National Police Check | Any time a check needs to be renewed |
| [**Tutor training**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_131_TutorTraining.docx) | After a Tutor training session | Fortnightly (Age 3) or weekly (Age 4) |
| [**Professional development**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_30_ProfessionalDevelopment.docx) | When recording HIPPY Preservice training, child safeguarding training, or following participation in a professional development activity or course | When a Tutor starts a professional development activity, or a staff member completes safeguarding training |
| [**Supervised Home Visit**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/P2P-Forms/HIPPY_FM_843_P2PSupervisedHomeVisit.docx) | The first SHV must be done within the first four weeks of the Tutor’s first Home Visit. First-year Tutors are required to do 3 SHVs, and all subsequent years are required to do 2 SHVs. | First-year Tutors – 3 times per year  Second-year Tutors – 2 times per year |
| [**P2P - Skill Development Activity (1st Year)**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/P2P-Forms/HIPPY_FM_343_P2PYear1SkillDevelopmentActivity.docx) | Immediately after the first Supervised Home Visit for first year Tutors | Once |
| [**P2P – Plan (1st Year)**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/P2P-Forms/HIPPY_FM_433_P2PYear1Plan.docx) | Immediately after the Tutor’s First-year Skill Development Activity | Once |
| [**P2P – Review (1st Year)**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/P2P-Forms/HIPPY_FM_665_P2PYear1Review.docx) | At the **end** of a Tutor’s first year | Once |
| [**P2P - Skill Development Activity (2nd Year + Final)**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/P2P-Forms/HIPPY_FM_99_P2PYear2SkillDevelopmentActivity.docx) | At the **beginning** of a Tutor’s **second** year and just **before** a Tutor **leaves employment** at HIPPY | Twice |
| [**P2P – Plan (2nd Year)**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/P2P-Forms/HIPPY_FM_132_P2PYear2Plan.docx) | At the **start** of a Tutor’s second year, or the start of all subsequent years of employment | Once a year |
| [**P2P – Review (2nd Year)**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/P2P-Forms/HIPPY_FM_491_P2PYear2Review.docx) | At the **end** of a Tutor’s second year, or the end of all subsequent years of employment | Once a year |
| [**Staff exit**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_250_StaffExit.docx) | When a Tutor or Coordinator leaves HIPPY | Once for each staff member |

## Sublicence Reporting/Quality Assurance

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| **Form/Touchpoint name** | **When** | **How often** |
| [**HIPPY Story**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_683_HIPPYStory.docx) | When a family, Tutor or Coordinator shares a story about HIPPY’s impact | As required |
| **[Jan-Jun Line Manager report](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_291_LineManagerReportJan-Jun.docx)**  [**Jul-Dec Line Manager report**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_449_LineManagerReportJul-Dec.docx) | Jan-Jun: 14 July  Jul-Dec: 14 January | Twice a year |
| **[Jan-Jun Coordinator report](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_845_Coord_Rpt_Jan-Jun.docx)**  [**Jul-Dec Coordinator report**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/ETO-forms/HIPPY_FM_673_CoordinatorReportJul-Dec.docx) | Jan-Jun: 14 July  Jul-Dec: 14 January | Twice a year |
| [**Biannual Actuals**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/HIPPY_FM_952_FinancialReportingTemplate.xlsx) | Jul-Dec: 14 February  Jan-Jun: 14 August | Twice a year |
| [**Annual financial report (FY 24/25)**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/HIPPY_FM_952_FinancialReportingTemplate.xlsx) | 14 October 2025 | Annually |
| [**Budget (FY 25/26)**](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/HIPPY_FM_952_FinancialReportingTemplate.xlsx) | 14 May 2025 | Annually |

# Retention of Forms

HIPPY Australia is committed to ensuring the security of highly sensitive data collected on ETO forms and entered into ETO.

You should refer to your organisation's policies regarding document retention and data security. If your organisation does not have these policies in place, HIPPY Australia's recommendation is that:

* All enrolment forms are retained for the duration of a family's participation in HIPPY, either digitally or hard copy, in a secure location (that is, a locked filing cabinet for paper forms or a password-protected folder for digital copies)
* All other forms are securely destroyed once entered into ETO
* Any forms awaiting transfer to ETO should be stored in a secure location

Refer to the ETO Manual for more information on privacy and data security.