# Submitting your annual autumn rough sleeping data via DELTA

#### What is DELTA?

<u>DELTA</u> is the online system provided by MHCLG to collect all of the Department's statistical data and grant applications. To find out more about DELTA please click <u>here</u> for a list of Quick Guides.

This year, every local authority must submit their autumn rough sleeping count or estimate data via DELTA. You will be able to submit your rough sleeping data from Monday 1 October. The deadline for data submission is Friday 11 December.

#### How to register and login to DELTA

If you were responsible for submitting rough sleeping data to the Department last year, you should already have a DELTA account.

Please visit <a href="https://delta.communities.gov.uk/login">https://delta.communities.gov.uk/login</a> to login to DELTA using the username and password provided to you previously.

You will be required to change your password if you have been inactive for more than 3 months. This can be changed here: https://delta.communities.gov.uk/forgot-password

You may have previously registered on DELTA but not activated your account. Before the rough sleeping collection goes live, please contact the DELTA team via the <u>Service Desk portal</u> to request a new activation code. If you are unable to access the portal, email the team at <a href="mailto:mhclg.digital-services@communities.gov.uk">mhclg.digital-services@communities.gov.uk</a> or call 0203 829 0743.

If you have not previously registered on DELTA, you can register here <a href="https://delta.communities.gov.uk/register">https://delta.communities.gov.uk/register</a>. If you have an account but wish to add the rough sleeping collection you can update your details here <a href="https://delta.communities.gov.uk/my-account/my-profile">https://delta.communities.gov.uk/my-account/my-profile</a>. Please select the Annual Rough Sleeping Count (RS) under grants/data collections to request access for this collection. If you work for more than one authority you may not be able to register in this way – please contact the helpdesk. Further details on registration and logging in can be found here <a href="https://delta.communities.gov.uk/document-repository/public/download?uri=/document-repository/delta-guide-user-setup-and-login.pdf">https://delta.communities.gov.uk/document-repository/public/download?uri=/document-repository/delta-guide-user-setup-and-login.pdf</a>.

All registered users will receive an email alert from the DELTA team the day the form goes live.

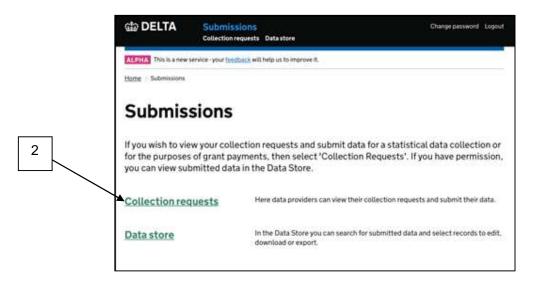
## How to submit rough sleeping data via DELTA

Once you have signed into DELTA you will arrive at the welcome page. To navigate to the Rough Sleeping collection request please follow the steps below:

1. Click on 'Submissions' to submit data.



2. Click on 'Collection Requests'.



3. Navigate to the rough sleeping collection you are providing data for, e.g. rs-2021-oct.

The name of the collection request will have been emailed to you previously. You can also sort by the Availability date or Submission deadline or using the search field. Please contact <a href="mailto:RoughSleepingStatistics@communities.gsi.gov.uk">RoughSleepingStatistics@communities.gsi.gov.uk</a> if you have any queries.

### **Technical support**

The DELTA helpdesk can be contacted via the <u>Service Desk portal</u> regarding any technical issues with the DELTA system. If you are unable to access the portal, email the team at <u>mhclg.digital-services@communities.gov.uk</u> or call 0203 829 0743.