



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

1 April 2022



### Validata™ is ready to receive March 2022 extracts

If your February 2022 extract has been submitted to Validata™ you can now upload and submit your March 2022 extract. Please remember to **submit** your extract once it has been validated and has zero critical errors.



### Cut-off date for 2021-22 9 month data

The cut-off date for agencies to load extracts for inclusion in the 9 month Statistical Summaries is **Monday, 9 May 2022**. All data for the period July 2021 to March 2022 must be uploaded and 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](mailto:homelessness@aihw.gov.au), or calling 1800 627 191 (opt. 2).



### Two factor authentication in SHIP

2FA is currently being implemented to enhance system security and will require SHIP users to enter a verification code sent via email to complete their login once each day. If your SHIP email address is incorrect, you will not receive the code and will not be able to log into SHIP.

#### To ensure continued access to SHIP:

- check your own email address on the Admin>Preferences tab.
- Coordinators can check email addresses for all staff on the Admin>Users tab.

#### If you do not receive your verification code:

- ask a SHIP user at your agency with Coordinator access to check and update your email address, then try to log in again.
- contact SHIP Support for assistance if you are the only person at your agency with Coordinator access by emailing [apps@infoxchange.org](mailto:apps@infoxchange.org), or calling 1800 627 191 (opt. 1).

Please view [2FA enhancement](#) for more information.



### SHIP user account review

Coordinators have commenced receiving emails with details of user accounts that require review. Accounts **must** be reviewed by the due date to prevent users' access to SHIP being blocked.

This process commenced in December 2021 and will take place every 3 months to ensure that accounts have been removed for users who have left an organisation and no longer require access to SHIP.

Please view [Managing SHIP User Accounts](#) for more information.





## Infoxchange training via 'Connecting Up'

You may be interested in a range of free and/or heavily discounted online learning webinars and workshops provided by [Infoxchange](#) on their **Connecting Up** platform. Connecting Up aims to offer the sector new and innovative ways of reaching and helping people, with an aim to increase staff efficiency, improve service delivery, and save both time and money.

The current program includes online training in Cyber Security, Project Management, Website Design, Digital Marketing, and Microsoft products. Further details can be found at <https://www.connectingup.org/events>.

## 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?
<b>Basic</b> Register <a href="#">here</a>	<b>26 April</b> 2:00 to 4:00pm AEST	19 April	Opening a client support period, SHSC concepts and definitions	Staff new to agency, staff requiring refresher training
	<b>24 May</b> 2:00 to 4:00pm AEST	17 May		
<b>Advanced</b> Register <a href="#">here</a>	<b>27 April</b> 2:00 to 4:00pm AEST	19 April	Data quality and fixing errors	Managers or coordinators with basic SHIP experience
	<b>25 May</b> 2:00 to 4:00pm AEST	17 May	SHIP case management functions	Staff new to agency. Managers or coordinators with basic SHIP experience
<b>Validata™ Webinar</b> Register <a href="#">here</a>	<b>2 June</b> 2:00 to 3:00pm AEDT	26 May	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 2020-21 can be found [here](#).

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

