



Specialist Homelessness Services Collection e-Newsletter for homelessness agencies

1 February 2022



Validata™ is ready to receive January 2022 extracts

If your December 2021 extract has been submitted to Validata™, you can now upload and submit your January 2022 extract. Please remember to **submit** your extract once it has been validated and has zero critical errors.



Cut-off date for 2021-22 6 month data

The cut-off date for agencies to submit extracts for inclusion in the 6 month Statistical Summary report is Monday, 7 February 2022. Please ensure all extracts for July to December 2021 are submitted by this date.



Importance of regular user review to maintain Validata™ security

It is very important that managers and co-ordinators regularly review agency users of Validata™. In particular, it is vital to remove all access for staff who have left an agency.

A user's access can be removed via the *User Admin* tab in Validata™ without affecting their access to roles at other agencies where they may still be working.

More advice on how to deactivate user accounts is available on page 21 of the [SHS Validata™ Manual](#).



Preparations for Two Factor Authentication in SHIP

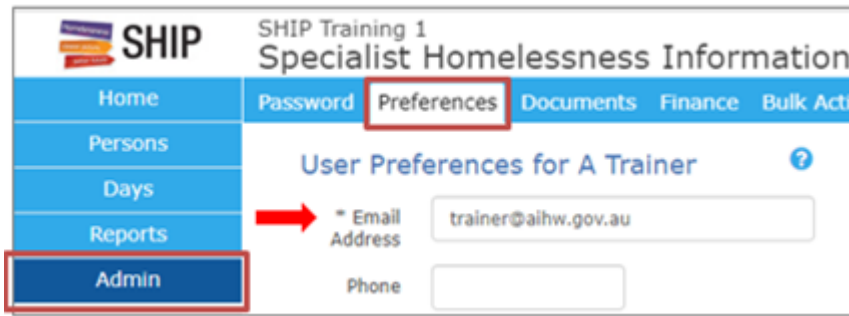
In preparation for the implementation of Two Factor Authentication (2FA), changes to the SHIP Terms and Conditions of Use were released in January 2022. These changes note that users' email addresses will be used for the purpose of 2FA and to communicate important security notices. The first time a user logs into SHIP they will be required to agree to the new Terms and Conditions to proceed with the SHIP login.

When 2FA is implemented, users must use a verification code, received via email, to complete their login to SHIP each day. Therefore, it is **vital** that emails attached to SHIP user accounts are correct to enable continued access to SHIP.

How to check and update SHIP user email addresses

- Coordinators can review accounts for all users at their organisation via the Admin>User tab. Please ensure users have access to unique (individual) email addresses
- All SHIP users can review their own email address via the Admin>Preferences tab – see screenshot below.





The AIHW will provide further information and detailed training material about 2FA prior to its implementation in April/May 2022.

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 Register here	22 February 2:00 to 4:00pm AEDT	15 February	Opening a client support period, SHSC concepts and definitions	Staff new to agency, staff requiring refresher training
	29 March 2:00 to 4:00pm AEDT	22 March		
Advanced Register here	23 February 2:00 to 4:00pm AEDT	15 February	SHIP Reports	Managers or anyone responsible for SHS reporting
	30 March 2:00 to 4:00pm AEDT	22 March	SHIP administrative functions	Managers or coordinators with basic SHIP experience
Validata™ Webinar Register here	24 March 2:00 to 3:00pm AEDT	17 March	Basic functions within Validata™ including uploading and submitting extracts, viewing reports & user admin	All Validata™ users



Links to training resources

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 2019-20 can be found [here](#).

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

