



Specialist Homelessness Services Collection e-Newsletter for homelessness agencies

1 March 2022



Validata™ is ready to receive February 2022 extracts

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



6-month SHS Statistical Summary reports

The 2021-22 6-month snapshot has been successfully taken. The submission rate was 100% for the September quarter and 99.8% for the December 2021 quarter. Thank you all for your great cooperation.

Statistical Summaries are scheduled for release to Validata™ in early March 2022.

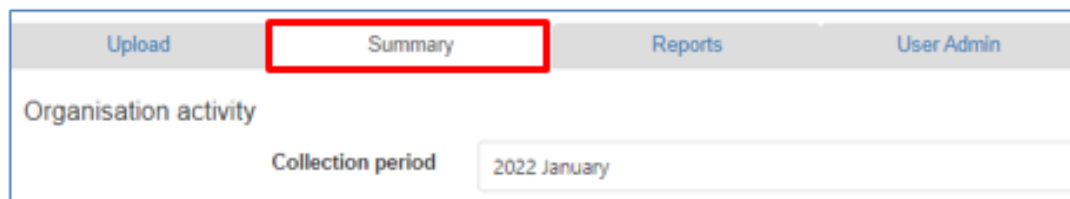
You can access these reports in Validata™ by logging in and selecting the 'Reports' tab. The Validata™ manual provides information about the 'Reports' tab on pages 58-64 and can be accessed [here](#).



Important information in Validata™ for manager contact details

It is important that the manager contact details for each agency are reviewed and updated on a regular basis. This information is submitted to Validata™ monthly by each jurisdiction. The AIHW uses this information to contact the nominated agency manager for authorisation when new users are seeking access to Validata™.

Manager details for each agency can be found on the Summary tab in Validata™.



Select the 'information' icon next to the name of the agency to view the manager's contact details:

<input type="checkbox"/>	▶ SHS Training Youth Support Service		99912G	99901X
<input type="checkbox"/>	▶ SHS Training Crisis Accommodation Service		99910K	99901X

If the manager's details require updating, for example, a new manager has taken over this role, please contact the SHS Hotline on 1800 627 191 (option2) or homelessness@aihw.gov.au for assistance to update these details.





SHIP user reviews due soon

In December 2021, a new user review function was implemented in SHIP to ensure staff who no longer need access to sensitive client information are removed in a timely manner. The first 3 monthly review is due soon.

Managers with 'Coordinator' access will receive emails 4 and 2 weeks prior to the review date to inform them when they need to review user accounts. Each user **must** be reviewed to ensure they have continued access to SHIP.

Detailed instructions for reviewing user accounts are provided in the following link:

[Managing SHIP User Accounts](#)

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	29 March 2:00 to 4:00pm AEDT	22 March	Opening a client support period, SHSC concepts and definitions	Staff new to agency, staff requiring refresher training
	26 April 2:00 to 4:00pm AEST	19 April		
Advanced Register here	30 March 2:00 to 4:00pm AEDT	22 March	SHIP administrative functions	Managers or coordinators with basic SHIP experience
	27 April 2:00 to 4:00pm AEST	19 April	Data quality and fixing errors	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 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](#).

