



Specialist Homelessness Services collection e-Newsletter for homelessness agencies

1 February 2019



Validata™ is ready to receive January extracts

If your October, November and December extracts have been submitted to Validata™, you can now upload and submit your January extract.



Extract upload sequence

AIHW would like to remind agencies that all extracts must be uploaded, validated and submitted to Validata™ in sequential order. This means you must upload and submit for December before you can upload and submit for January to avoid validation issues. If you need to go back and re-upload an extract for a previous month, please ensure that you also re-upload and submit subsequent months extracts until the current collection period is completed.



6 month data now due!

The cut-off date for agencies to load extracts for inclusion in the 6 month Statistical Summaries is fast approaching. Please have your extracts uploaded and submitted to Validata™ by **Thursday 7 February 2019**. In order to continue the high submission rates achieved in the QTR1 reports, please ensure all extracts for July to December 2018 are uploaded and submitted as soon as possible.



Postcode table updates in Validata™

Validata™ has recently been updated with the current standard Australia Post Postcode list. The previous list was outdated and missing new postcodes, which resulted in a small number of failed submissions across the collection.



Updating contact details in Validata™

Please ensure that the contact details in your Validata™ user account are current. The AIHW collection support team use this information to contact agency workers and managers.



Validata™ password reminder

Just a friendly reminder not to save your Validata™ password in your web browser. This is creating issues when passwords expire every 90 days. Additionally make sure you clear your browser cache regularly to avoid a similar issue. For example, in Internet explorer (IE), this can be done by pressing **Ctrl+Shift+Delete** then selecting the top four checkboxes and pressing **Delete**.





SHS webinar training

Register for a webinar now by clicking the registration links in the table below.

	Register by	Webinar date	What is covered?	Who should attend?
Validata™ Webinars	14 February 2019	21 February 2pm AEDT	Basic functions within Validata™ including uploading and submitting extracts, viewing reports & user admin.	All Validata™ users
	Register here	20 March 2019		
Basic	6 February 2019	13 February 2pm AEDT	Opening a client support period, SHSC concepts and definitions.	Staff new to agency, staff not able to attend face to face training, new to CMS
	Register here	7 March 2019		
Advanced	6 February 2019	14 February 2pm AEDT	SHIP administrative and case management functions.	Managers or anyone responsible for SHS reporting
	Register here	7 March 2019	SHIP reports and lists	

SHS concepts and basic data entry eLearning modules can be found [here](#)

Additional eLearning modules and resources can be found on the [AIHW website](#)

