

Specialist Homelessness Services Collection

Validata Enhancements June 2021



Content

This information pack provides details on enhancements being applied to Validata™ in June 2021.

- Overview of ValidataTM enhancements
- New validation 'status' types
- Why are these enhancements being made
- Trying to load extracts out of order
- Example of 'Paused validation' status in Validata™
- Cancel validation for an extract
- Resubmitting a prior month's extract
- Example of 'Invalidated' status in ValidataTM
- Summary
- AIHW support





Overview of ValidataTM enhancements

From June 2021, the following enhancements will be introduced to ValidataTM:

- Validata[™] will only validate an extract IF the extract for the previous month has been submitted (i.e.
 the status for the previous month is 'Submitted'). An extract that cannot be validated for this reason
 will be given a status of 'Paused validation'.
- 2. If you resubmit a different extract for a previous month, Validata[™] will automatically change the status of submitted extracts for months subsequent to the resubmitted month. The new status for these extracts will be 'Invalidated'.
- 3. An extract with a status of 'Paused validation' (see point 1) can be cancelled. This may be appropriate if you know that the extract for the previous month is going to be changed.

These following page indicates the new values for the validation status that an extract can have.



New validation 'status' types

Home

Status (Red indicates a new status)	Reasons
Scanning	Preliminary system checks to confirm that the extract is in the correct file structure.
Loading	The file structure is correct and is in the process of being loaded to the system.
Validating	The extract has passed further system checks and is undergoing the validation.
Paused Validation	This indicates that the validation of this extract is awaiting a submission for the previous month and will be validated automatically once the file for the previous month is submitted.
Invalidated	This indicates that the extract has been withdrawn because it is validated against a submission that has been replaced.
Validated	The validation process has completed and validation results are available to view and act upon.
Cancelled	This indicates that the extract is no longer required. This may be used to remove an extract that is in a Paused validation state.
Failed	The extract has failed to commence the validation process.
Submitted	The submission process is complete. Validation results have been checked and the extract has no critical errors and has been submitted to Validata™.



Why are these enhancements being made

These enhancements mean that Validata[™] will ensure extracts are loaded, validated and submitted in sequential order and that extracts are correctly validated against the most recently submitted extract for the previous month.

Previously:

- Extracts could be loaded out of sequence but caused a large number of critical errors.
- If a prior month was resubmitted the AIHW had to manually check that the subsequent months had also been resubmitted when required. The SHS Hotline had to follow-up any issues with agencies. This caused delays in correcting data.

These enhancements will:

- Stop extracts being validated out of sequence and therefore the critical errors this causes.
- Enable agencies to quickly identify extracts that need to be resubmitted if an extract for a previous month was changed then resubmitted.





Trying to load extracts out of order

If you load an extract and the validation process stops with a status of 'Paused validation' this means you have tried to load the extract before the extract for the previous collection month has been submitted.

- 1. Check the extract for the previous collection month.
- 2. This extract needs to be submitted before the next month's extract can be validated. Remember, critical errors must be resolved before an extract can be submitted.
- 3. When the previous month's extract has been submitted, the extract with 'Paused validation' will automatically complete the validation process. You will still need to check for critical errors and then submit the extract.

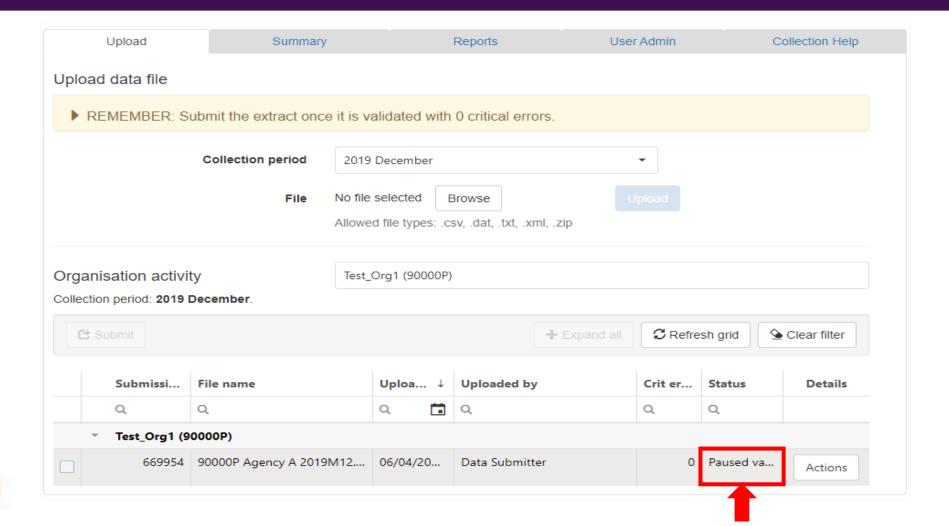
If the previous month's extract has a status of 'Invalidated' then you need to check the section 'Resubmitting a prior month's extract'.





Example of 'Paused validation' status in Validata™

Home







'Cancelled validation' status in Validata™

If an extract has a status of 'Paused validation' it is possible to 'Cancel validation' for this extract.

You may wish to do this if you know that you have to reload this extract and therefore do not wish to continue validating the current extract when the previous month's extract has been submitted.

An example may be that to fix the previous month's extract you had to add a client. In this case
you may know that this client has also been added to the current month therefore requiring you
to reload the current extract.

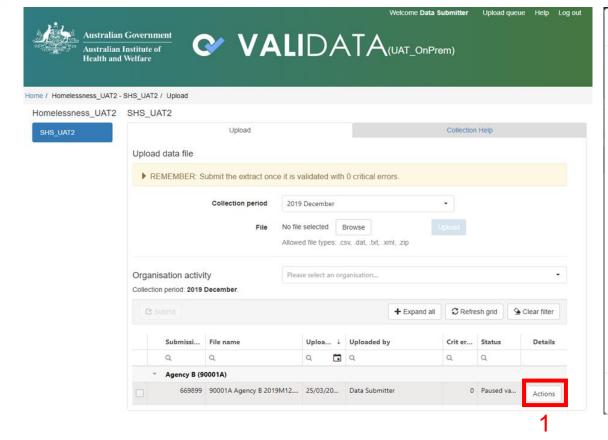
To 'Cancel validation' you need to:

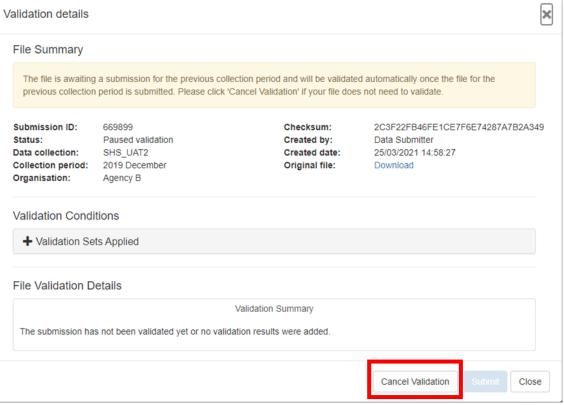
- 1) Click on 'Actions' button
- 2) On Validations details page you click on the 'Cancel validation' button.



Example of cancelling a submitted extract made to ValidataTM

Home







2

Resubmitting a prior month's extract

When you resubmit a month's extract, ValidataTM will automatically change the status of submitted extracts for the subsequent months to 'Invalidated'.

• In the example below, the September extract is resubmitted.



- Extracts for October and November will need to be reloaded, checked for errors and submitted in sequential order, i.e. October then November.
- If you try to upload the current month, December, without resubmitting October and November then the December extract will load but will then stop with a status of 'Paused validation'.
- The upload process for the December extract will not complete <u>until</u> the October and November extracts have been submitted.



Example of an email with an Invalidated status

Home

When a resubmission is made you will receive an email noting the subsequent months where the status for the extract has been changed to 'Invalidated'.

Note: Please DO NOT respond to this email. This is a system generated email

- Collection set name: Homelessness UAT2
- · Collection name: SHS UAT2
- · Collection period: 2019 September
- Filename: 90000P Agency A 2019M09 Checksum.xml
- File uploaded date/time: 4/6/2021 11:16:29 AM +10:00

Dear Data Submitter,

You have submitted a file to a previous collection period - Submission ID 669953.

As a result of this, the submissions (listed below) in the subsequent collection periods have been changed to an **Invalidated** status. Please return to ValidataTM to upload and submit the data files for these collection periods.

Invalidated submissions:

Collection period - 2019 October
 Id - 660051

Filename - 90000P Agency A 2019M10.xm1

Collection period - 2019 November

Id - 669947

Filename - 90000P_Training_2019M11.xm1

Collection period - 2019 November

Id - 669952

Filename - 90000P Agency A 2019M11.xm1

You can contact your collection administrator for assistance.

Specialist Homelessness Services (SHS) Agencies ONLY phone 1800 627 191 (opt. 2) or email homelessness@aihw.gov.au

Regards,

Validata Admin Team





Example of 'Invalidated' status in ValidataTM

Home

Extracts for months where the status is changed to 'Invalidated' will be displayed in ValidataTM as follows:

Upload Summary Reports User Admin Collection Help Upload data file REMEMBER: Submit the extract once it is validated with 0 critical errors. Collection period 2019 October File No file selected Browse Allowed file types: .csv, .dat, .txt, .xml, .zip Organisation activity Test_Org1 (90000P) Collection period: 2019 October. C Refresh grid C Submit + Expand all Submissi... File name Uploaded by Crit er... Status Details Q Q Test_Org1 (90000P) 669951 90000P Agency A 2019M10.... 06/04/20... Invalidated Data Submitter Actions





Summary

- Validata[™] will only validate an extract IF the extract for the previous month has been submitted
 (i.e. the status for the previous month is 'Submitted'). An extract that cannot be validated for
 this reason will be given a status of 'Paused validation'.
- When an extract is resubmitted in Validata[™], it will automatically change the status of submitted extracts for subsequent months – to 'Invalidated'. These extracts need to be reloaded, validated and submitted in sequential order.



AIHW Support

Please note that assistance with any Validata™ queries is available by contacting the AIHW SHSC Hotline.

AIHW SHSC Hotline:

- Email: <u>homelessness@aihw.gov.au</u>
- Phone: 1800 627 191 (option 2)
- Open 9:00am to 5:00pm weekdays (AEST/AEDT)
- Specialist Homelessness Services Collection at the AIHW website



