



Australian Government
**Australian Institute of
Health and Welfare**

Specialist Homelessness Services Collection

Validata Enhancements June 2021

The logo for the Australian Institute of Health and Welfare (AIHW), consisting of the letters 'AIHW' in a bold, sans-serif font. Each letter is a different color: 'A' is blue, 'I' is green, 'H' is purple, and 'W' is red.

Stronger evidence,
better decisions,
improved health and welfare

Content

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

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Overview of Validata™ enhancements

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

1. 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

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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Invalidated	This indicates that the extract has been withdrawn because it is validated against a submission that has been replaced.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

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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

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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™

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 December

File: No file selected Browse Upload

Allowed file types: .csv, .dat, .txt, .xml, .zip

Organisation activity: Test_Org1 (90000P)

Collection period: 2019 December.

Submit + Expand all Refresh grid Clear filter

Submissi...	File name	Uploa... ↓	Uploaded by	Crit er...	Status	Details
Test_Org1 (90000P)						
<input type="checkbox"/>	669954 90000P Agency A 2019M12....	06/04/20...	Data Submitter	0	Paused va...	Actions



'Cancelled validation' status in Validata™

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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 Validata™

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Welcome **Data Submitter** Upload queue Help Log out

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VALIDATA (UAT_OnPrem)

Home / Homelessness_UAT2 - SHS_UAT2 / Upload

Homelessness_UAT2 SHS_UAT2

SHS_UAT2

Upload Collection Help

Upload data file

REMEMBER: Submit the extract once it is validated with 0 critical errors.

Collection period: 2019 December

File: No file selected
Allowed file types: .csv, .dat, .txt, .xml, .zip

Organisation activity: Please select an organisation...

Collection period: 2019 December

Submissi...	File name	Uploa...	Uploaded by	Crit er...	Status	Details
- Agency B (90001A)						
<input type="checkbox"/>	669899 90001A Agency B 2019M12...	25/03/20...	Data Submitter	0	Paused va...	<input type="button" value="Actions"/>

1

Validation details

File Summary

The file is awaiting a submission for the previous collection period and will be validated automatically once the file for the previous collection period is submitted. Please click 'Cancel Validation' if your file does not need to validate.

Submission ID: 669899
Status: Paused validation
Data collection: SHS_UAT2
Collection period: 2019 December
Organisation: Agency B

Checksum: 2C3F22FB46FE1CE7F6E74287A7B2A349
Created by: Data Submitter
Created date: 25/03/2021 14:58:27
Original file: [Download](#)

Validation Conditions

+ Validation Sets Applied

File Validation Details

Validation Summary

The submission has not been validated yet or no validation results were added.

2

Resubmitting a prior month's extract

When you resubmit a month's extract, Validata™ 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 until the October and November extracts have been submitted.

Example of an email with an Invalidated status

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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 Validata™ to upload and submit the data files for these collection periods.

Invalidated submissions:

- Collection period - 2019 October
Id - 669951
Filename - 90000P_Agency A 2019M10.xml
- Collection period - 2019 November
Id - 669947
Filename - 90000P_Training_2019M11.xml
- Collection period - 2019 November
Id - 669952
Filename - 90000P_Agency A 2019M11.xml

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 Validata™

Extracts for months where the status is changed to 'Invalidated' will be displayed in Validata™ 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 Upload

Allowed file types: .csv, .dat, .txt, .xml, .zip

Organisation activity: Test_Org1 (90000P)

Collection period: 2019 October.

Submit Expand all Refresh grid Clear filter

Submissi...	File name	Uploa... ↓	Uploaded by	Crit er...	Status	Details
Test_Org1 (90000P)						
<input type="checkbox"/>	669951 90000P Agency A 2019M10...	06/04/20...	Data Submitter	0	Invalidated	Actions

Summary

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- 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

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

AIHW SHSC Hotline:

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