



Specialist Homelessness Services Collection e-Newsletter for homelessness agencies

1 October 2021



Validata™ is ready to receive September extracts

If your August extract has been submitted to Validata™, you can now upload your September 2021 extract. Please remember to **submit** your extract once it has been validated and has 0 critical errors.



Cut-off date for 2021-22 3 month data submissions

The cut-off date for agencies to submit extracts for inclusion in the 2021-22 3 month Statistical Summaries is **Monday, 8 November 2021**. Please ensure all extracts for July to September 2021 are submitted before this date.



Importance of regular SHIP/Validata™ user reviews for data security

SHS agency managers and coordinators have responsibility to ensure that only users who need access to client information are provided access to SHIP and Validata™. All staff who no longer require access to client information or staff who have left/or are leaving your agency must have their access removed from both systems.

Managers with 'Coordinator' access can remove SHIP users via the Admin>Users tab in SHIP.

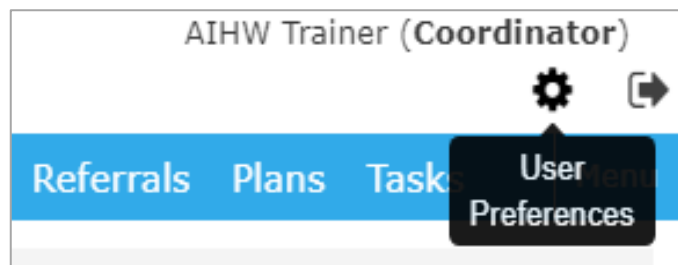
For details on how to de-activate Validata™ user access, view the SHS eLearning video: [How to Deactivate and Reactivate Roles in Validata™](#)



Keeping your SHIP user account secure

If you are a SHIP user, please ensure your email address is unique for you and it is not shared with other users. It is important to check the email address associated with your account and update, where necessary.

You can check and update your contact information via the Admin>Preferences tab **OR** by clicking on the **cog icon** on the top right of your screen – see below:





How managers can review SHIP user emails

To ensure email addresses are current and unique for each user:

- Go to the Users tab on the Admin page.
- Click on the user name to review their details.



Important notice for Internet Explorer users

Microsoft decided to end support for Internet Explorer (IE) from August 2021 in all Microsoft applications and online services such as Office 365, OneDrive and Outlook. Infoxchange has advised that from November 2021, they will no longer support the Microsoft IE web browser, which may result in some lost functionality.

If you currently access SHIP or SRS via Internet Explorer, you are encouraged to consider switching to a supported browser, such as Google Chrome, Mozilla Firefox, Microsoft Edge or Apple Safari. More information about Infoxchange support for Internet Explorer can be found [here](#).

Please ensure your IT department is aware of the need to transition to a supported browser. You can also request assistance via SHIP Support at Infoxchange.



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	26 October 2:00 to 4:00pm AEDT	19 October	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
	23 November 2:00 to 4:00pm AEDT	16 November		
Advanced Register here	27 October 2:00 to 4:00pm AEDT	19 October	SHIP reports	Managers or anyone responsible for SHS reporting
	24 November 2:00 to 4:00pm AEDT	16 November	SHIP administrative functions	Managers or coordinators with basic SHIP experience



Links to training resources and SHS 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 2019-20 can be found [here](#).

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

