



## Specialist Homelessness Services Collection e-Newsletter for homelessness agencies

1 June 2021



### 9 month SHS Statistical Summary reports available

The 2020-21 9-month Statistical Summaries for the period *July 2020 to March 2021*, are scheduled to be released on 3 June 2021.

Validata™ users with 'Reports' access can view their SHS agency Statistical Summary reports by selecting the 'Reports' tab in Validata™. An e-learning module providing information about the 'Reports' tab can be accessed via this [link](#) under the heading **Using Validata > How to navigate through Validata™**.



### Validata™ is ready to receive May extracts

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



### Enhancements to Validata™ submission process

From **17 June 2021**, the following enhancements will be introduced in Validata™ to 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:

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 an extract for a prior month is resubmitted, 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**'.

Learning material to support the above changes is now available on the AIHW website,

- A detailed description of the changes and how to upload and submit the extracts in sequential order is provided on the AIHW website and can be accessed via this [link](#).
- An e-learning video demonstrating the new values for the validation status and showing the upload process can be accessed via this [link](#) under the heading **Using Validata > Validata resubmissions**

If you have any queries or require assistance, please contact the SHS Hotline by emailing [homelessness@aihw.gov.au](mailto:homelessness@aihw.gov.au) or phone 1800 627 191 (opt. 2).





## Identifying information is not included in the SHS Collection

The AIHW does not collect SHS client names or any other identifying information. An **Alpha Code** made up of the **2<sup>nd</sup> and 3<sup>rd</sup> letters** of a client's first name, **2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> letters** of their family name is collected to form a part of a statistical linkage key used to report the number of clients receiving services.

To enable this, it is very important that when you record a client's name you record their formal name, e.g. the name listed on their Medicare or Centrelink card. Using shortened names or nicknames increases the likelihood that the same person could have different alpha codes for different support periods. For example, Elizabeth and Liz result in two different alpha codes.

Select [here](#) to review some of the AIHW SHS products produced using client-level data.



## 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?
<b>Validata™ Webinar</b> Register <a href="#">here</a>	<b>10 June</b> 11am to 12pm AEST	3 June	Basic functions within Validata™ including uploading and submitting extracts, viewing reports & user admin.	All Validata™ users
	<b>7 July</b> 2:00 to 3:00pm AEST	1 July		
<b>Basic</b> Register <a href="#">here</a>	<b>29 June</b> 2:00 to 4:00pm AEST	22 June	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
	<b>27 July</b> 2:00 to 4:00pm AEST	20 July		
<b>Advanced</b> Register <a href="#">here</a>	<b>30 June</b> 2:00 to 4:00pm AEST	22 June	SHIP case management functions	Managers or anyone with basic SHIP knowledge
	<b>28 July</b> 2:00 to 4:00pm AEST	20 July	Data quality and fixing errors	Coordinators responsible for SHS reporting

SHS concepts and basic data entry e-Learning modules can be found [here](#).

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

