



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



The National Opioid Pharmacotherapy Statistics Annual Data (NOPSAD) collection

Validata™ User Manual

Collection: NOPSAD – Client, Prescriber and Dosing Point

2026



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1. Validata™ overview

1.1 Background

Good quality data leads to better quality analysis and reporting resulting in improved decision making. The quality of input data also has a marked bearing on the cost of processing and analysis both in terms of time and resources; the better the quality, the lower the costs.

Data collected by organisations may well be fit for purpose for their own operational requirements, but this may not align to a data collection's specifications for which they are obliged to report. As different organisations will collect and store their data in different ways, the quality of input data has the potential to be seriously compromised.

To address these issues, the Australian Institute of Health and Welfare (AIHW) developed a data validation tool, Validata™, to help ensure data standards are met and data quality is improved. Data providers upload their data to Validata™ which applies a range of checks and provides feedback on quality and validity.

1.2 What is Validata™?

Validata™ is a secure web portal that applies pre-configured validation conditions to incoming data submission in order to provide data quality information. The web portal allows data providers to securely validate and send their data to the AIHW with agreed quality standards. External data providers receive fast, automated feedback on any data quality issues that need to be addressed. Data submissions generate reports about the data's interaction with the collection's rules which can then be downloaded by data providers and used to amend the data prior to its resubmission.

1.3 Validata™ and NOPSAD

The AIHW has endorsed the use of Validata as the preferred method of inbound transfer of data sets and collections. The AIHW investigated the option of utilising the AIHW secure Validata tool to streamline and secure the data cleaning process for the NOPSAD Collection.

The main purpose of the current NOPSAD collection is to report jurisdictional data on clients accessing pharmacotherapy for the treatment of opioid dependence, prescribers participating in the delivery of pharmacotherapy treatment, and the number of dosing points dispensing pharmacotherapy drugs. This data is collected on a 'Specified/snapshot' day or snapshot day is a particular day, usually in June, in which the number of clients is counted for the NOPSAD collection. This permits the number of clients to be estimated at a single point in time. The snapshot day varies slightly between states and territories, however is usually 30 June. From the collection, national information on pharmacotherapy can be reported. The NOPSAD collection is one of a number of data sources that provide a picture of alcohol and other drug treatment services in Australia. Data from the collection can also be considered along with information from other sources (the AODTS NMDS and the National Drug Strategy Household Survey) to inform debate, policy decisions and planning processes within the broader alcohol and other drug treatment sector.

In 2023, Validata™ was first implemented and used for the collection and validation of NOPSAD data for the first time to help enforce secure data storage, submission options, enforce data standards and improve quality for all NOPSAD data. The 2026 collection year continues to use Validata™ and AIHW staff will be available to provide further assistance and training where required.

Providing data in unit record form will allow the AIHW to conduct additional, more powerful analyses on data provided, improving the quality and policy relevance of the collection. Providing data in unit record form is the preferred method of data submission via the NOPSAD Validata system.

NOPSAD unit record data is required to be submitted via the Validata system. Aggregate NOPSAD data submissions will be required to be uploaded via the Validata system but will require a formal request (to the AIHW) to gain access to the aggregate NOPSAD collection.

This manual provides a guide to uploading, validating and submitting NOPSAD unit record data via the Validata™ system. A separate Validata™ user manual for NOPSAD aggregate data submission is available see *NOPSAD Validata user guide for aggregate data*.

If you have problems with any aspect of Validata™ through the submission process, please email the AIHW at aod@aihw.gov.au.

1.4 Important definitions

Before reading the manual, take a moment to review some terminology used in Validata™. A full **Glossary** of terms is available at the end of the manual for your convenience.

Term	Definition
Data collection	The collection that data is being submitted to, e.g. NOPSAD – Client
Data collection set	A grouping mechanism for similar data collections, e.g. NOPSAD
Data collection period	Time period for the collection of data. The NOPSAD collection is based on a snapshot day. A snapshot day is a particular day, in June, in which the number of clients is counted for the NOPSAD collection. This permits the number of clients to be estimated at a single point in time. The snapshot day varies slightly between states and territories, however is usually 30 June. e.g. 30 June 2026.
Organisation/state/territory	The organisation a user is submitting data on the behalf of.
Submission	A data file, and its recorded details, uploaded by a User to Validata™ for processing. A submission is created when a User uploads a data file to Validata™. When we talk about the system performing data operations, it is performing each operation on a submission. Each data file upload is assigned a unique Submission Id.

1.5 Validata™ Users and Roles

There are two types of Users defined in Validata™; General Users (**User**) and Collection Administrators (**Collection Admin**). This manual covers the perspective of **General Users** only.

1.5.1 Validata™ General users

General Users make up the bulk of Validata™ Users. These are the people responsible for submitting data on behalf of their organisations.

A General User assigned to the NOPSAD collection will be able to perform the following roles:

- **Upload**

The Upload role allows a User to access the 'Upload' tab within a data collection (**see Section 5 – Upload tab**). This tab contains functionality that allows a User to upload a

new unit record submission to the respective data collection, access validation results, initiate review process, and submit. Users with this role are also called **Data submitters**.

- **Report**

The Report role allows a User to access the 'Reports' tab within a data collection. This tab contains the summary reports generated by Validata™. **See Section 6.3 – Reports.**

1.5.2 Collection administrators

A Collection Admin is a subject specialist for their data collection. They are assigned additional privileges which allow them to administer the collection, such as the ability to update collection level news or description and data collection periods. The Collection Admin role is performed by AIHW staff.

1.6 Validata™ security

Validata™ has many measures in place to ensure the security of the data submitted to the NOPSAD Collection. Validata™ meets all AIHW security standards and policies. This includes:

- encrypted connections with data providers
- a high level of security associated with the IT infrastructure for the project
- databases stored in a secured partition on the AIHW's servers
- monitoring of all access to the system.

Users of Validata™ are carefully monitored. Users have a unique user ID, unique email address, and must maintain a personal password. They can only access information about the organisations for which they have been assigned a role by the Collection Admin.

2. Unit record data preparation for Validata™

Before a state/territory's unit record data is uploaded to the NOPSAD collection, it is important for Users to take some time to ensure the submission is to specification as much as possible. This helps reduce the overall validation time. Please see **Appendix A** for the full list of all data items in load order.

Important

Only pharmacotherapy data for clients, prescriber and dosing point sites for NOPSAD specific data items (See Appendix A) can be uploaded to Validata by NOPSAD data submitters. Submissions containing any additional data items not listed in Appendix A will fail the data load to the system.

File content

Each NOPSAD data supplier should submit the following files in CSV format via the Validata tool.

File name	Unit record file must contain	Number of variables	Additional info
Client file	Pharmacotherapy client based unit record information for all specified data items – for a snapshot day in 2026.	9 variables (columns)	<ul style="list-style-type: none"> • see Appendix A - Table 1 • Please ensure column descriptors are included
Prescriber file	Pharmacotherapy prescriber based unit record information for all specified data items – for a snapshot day in 2026.	4 variables (columns)	<ul style="list-style-type: none"> • see Appendix A -Table 2 • Please ensure column descriptors are included
Dosing point site file	Pharmacotherapy dosing point based unit record information for all specified data items – for a snapshot day in 2026.	4 variables (columns)	<ul style="list-style-type: none"> • see Appendix A - Table 3 • Please include column descriptors

File format

- The Validata tool is designed for coded data to be uploaded directly rather than text, if your jurisdiction has the capability to extract coded values in place of text this will streamline the loading onto the Validata system.
- The NOPSAD unit record (Excel) data entry sheet template has been set up with an option to use drop down menus providing text options in place of codes for data entry, such as Male/Female/Other instead of codes 1, 2, 3. In addition to the text option, a separate tab in the excel sheet has been created to automatically convert the text to the relevant code required for the data to load in .CSV format onto the Validata system.
- If your jurisdiction has a large amount of data to upload to the Validata tool and it requires conversion from text to code, please contact the AIHW for further advice.

The following data checks are recommended before upload to ensure minimal validation is required.

Quality check	Process
Missing data	Jurisdictions should investigate missing data to ensure all NOPSAD data items are reported. A reasonable attempt should be made to resolve missing data issues, at both aggregate and unit record level.
Incorrect codes	Jurisdictions should ensure that the correct codes are entered for all data items. This may involve mapping codes from raw data before sending data to the AIHW. Coding errors that cannot be corrected should be coded to the appropriate default value (e.g. inadequately described/not stated). Alpha characters should be removed and replaced with numerical values where appropriate.
Duplicate records	<p>Jurisdictions should check for duplicate unit records. When records are identified as possible duplicates, jurisdictions are to ensure that unit records have not been mistakenly submitted on more than one occasion.</p> <p>The following data items are used by AIHW to check for duplicates:</p> <ul style="list-style-type: none"> • Client Identifier • Dosing Point Site • Pharmacotherapy Drug Type • Age in Years • Prescriber Type • Opioid Drug of Dependence • Status
Logic checks	Logic checks are used to ensure internal consistency between responses within individual unit records. For example, records where Prescriber is coded = 4 (Correctional facility) but Dosing point does not equal = 4 (Correctional facility) and may be another location like hospital/pharmacy – this will be identified as requiring further information or correction.
Reporting period	'Specified/snapshot' day or snapshot day is a particular day, in June, in which the number of clients is counted for the NOPSAD collection. This permits the number of clients to be estimated at a single point in time. The snapshot day varies slightly between states and territories, however is usually 30 June.
Data inclusion	Users should ensure that data outside the scope of NOPSAD and prescribed data items are excluded from the collated data set sent to the AIHW (e.g. treatments that do not involve opioid pharmacotherapy treatment). The scope statements are detailed in Section 2 of the NOPSAD Data Guide.
File format	All files will fail to load if it is not provided or converted to CSV format, for loading into the AIHW Validata load system. CSV is the required file format.
Data element load order	The required order of the data items for the NOPSAD client, prescriber and dosing point unit record files are outlined in Appendix A . The data will fail to load if the order is incorrect.

3. Unit record validation process

Once the NOPSAD collection opens, Users upload their data to Validata™.

A report is generated containing the records that have failed each edit check. All data that trigger a *Critical error* will need to be amended, while *Warnings* are to be reviewed to ensure data is correct. Amended data is then re-uploaded by the User and checked against the latest edit errors. It is common for Users to resubmit multiple times.

Once the submission no longer triggers any *Critical errors*, the data contained in the submission is considered 'clean' and can be reviewed by the AIHW.

Users send the submission for AIHW review. The AIHW will review the file and may fail or approve the submission during review. The AIHW will fail any submission that still contains *Critical errors*, if the submission has failed the AIHW will document the reasons so the jurisdiction can finalise any outstanding issues

4. Accessing Validata™

Validata™ is a web based portal available to Users via a user name and password.

Before you can use the Validata™ you will be sent an email containing your username and a link to set your password. It is recommended that your password is at least 10 characters long and contain a mix of letters, special characters and numbers. Once set, this password will never expire, but you will be able to change it at any time.



Note: The screenshots displayed for reference reflect the current version of Validata™. Screenshots may vary slightly in newer releases of Validata™.

4.1 Accessing the application

4.1.1 Logging in

If your account is new, you will have been sent an email containing a link to set your initial password. Follow the instructions and then select the login option.


Please note that if you don't activate your account within 2 weeks it will be deleted (if this happens, please contact aod@aihw.gov.au and we can create a new one).

Your password will expire every 90 days and you may also change it at any time (no more than once per 24 hours).

Accessing Validata™ is easy; enter the following address into your web browser:

<https://www.validata.gov.au>

This will display the Validata™ login page where you can enter your username and password.

 **Note:** Avoid using the % character when creating your password.

4.1.2 Validata™ conditions of use

The first time you log on to the Validata™, you will be asked to agree to the conditions of use. Read them carefully and click on *'I agree to the conditions of use'* when you are ready.

Home

Conditions of use

By continuing you are agreeing to the Validata conditions of use.

You agree:

- to keep your login credentials secure.
- not to share your login credentials with any other person.
- to inform your **Collection Administrator** immediately if you believe you have seen information that you are not authorised to see.
- that your name and email address will be available to **Validata user managers** for the purpose of managing user access

You acknowledge that:

- access to and use of Validata using your log-in credentials will be monitored
- any breach or suspected breach of these conditions of use, or any suspicious activity, will be reported to your **Collection Administrator** and may result in your access to Validata being permanently removed.

4.1.3 Forgotten account details

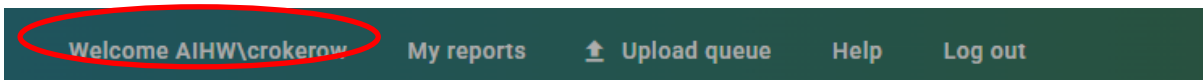
If you have forgotten your password or username there is an option on the log in page to resolve that issue. The *'Forgot password?'* link will send an email containing a link for accessing the password reset page to your nominated email account. The *'Forgot username?'* link will send an email to your nominated email account containing the username details associated with that email address. You may not change your password more than once per 24 hours.

You can also contact aod@aihw.gov.au if you require further assistance.

4.1.4 Change your details

If your personal details change (that is, email, phone number or name) you can edit your profile.

At the top of the screen, click on your name to open the 'My Profile' page.



Click on *Edit my details*, update and save as required.



Note: no other user (including the Collection admin) is able to modify your personal details

4.1.5 Logging out

Once you have finished your Validata™ session, logout using the menu option at the top right of the screen. If your Validata™ session is inactive for more than 30 minutes, the system will automatically log you out for security reasons.



4.1.6 Account locking

If you fail to enter the correct authentication details 5 times in a row your account will be locked for 30 minutes.

Changing your password **WILL NOT** unlock your account. After 30 minutes have passed you can attempt to log in with correct authentication credentials **OR** reset your password.

4.2 Main collection page - Unit record data

A successful log in will open the Main Collection Page.

Welcome AIHW\crokerow My reports Upload queue Help Log out

Australian Government
Australian Institute of Health and Welfare

VALIDATA

Home / NOPSAD - Client

Client Open collection

Current collection period: 2024

Collection description News

NOPSAD 2024 Collection

Validata is a secure web portal that enables the secure upload of data for the purposes of applying pre-configured validation conditions.

Please see the Help page for further information regarding Validata

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Features of the Main Collection Page:

- **Menu ribbon**

The menu ribbon is located in the top right hand corner of the screen and consists of 5 links.

- *Welcome*

The *Welcome [Username]* link allows a User to view and edit parts of their profile.

- *My reports*

This link will take you to a page that contains a searchable grid containing every report to which you have permission. If your collection has no reports then you will not see anything in the grid.

- *Upload queue*

This link allows the User to view the upload status of their own submissions. This refreshes per browser session and is specific per user. For example, you are not able to see what uploads are in progress for other users.

- *Help*

This link takes the User to the Validata™ Help Page, which provides information about the application. This page is curated by the Application Admin.

- *Logout*

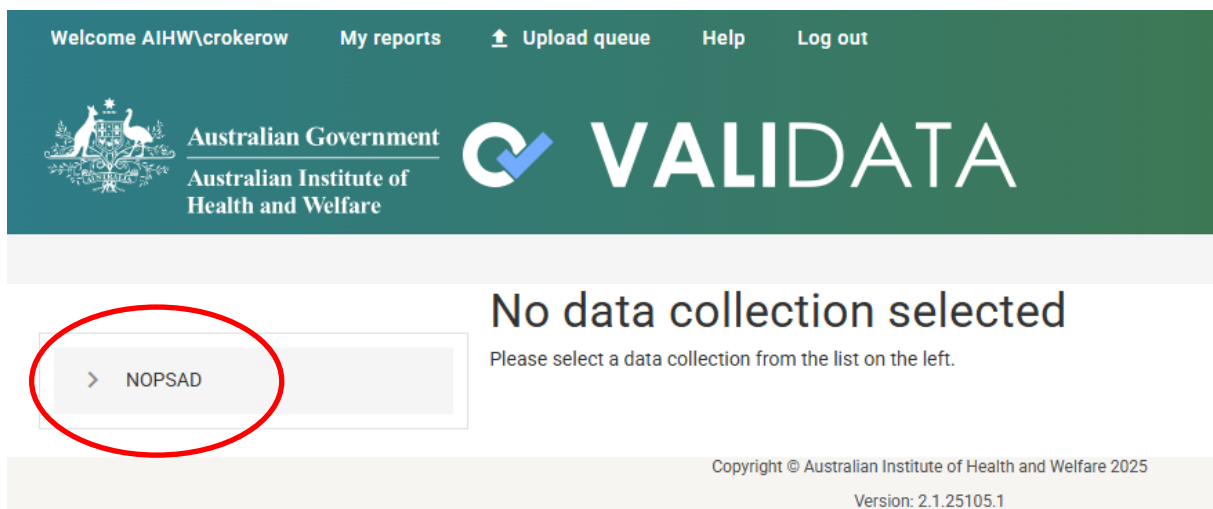
This link logs the User out of Validata™ and returns them to the login page.

- **Validata™ notification banner**

The Validata™ notification banner will display critical messages about the Validata™ tool and its operational status posted by the AIHW. This may include scheduled maintenance or emergency outages.

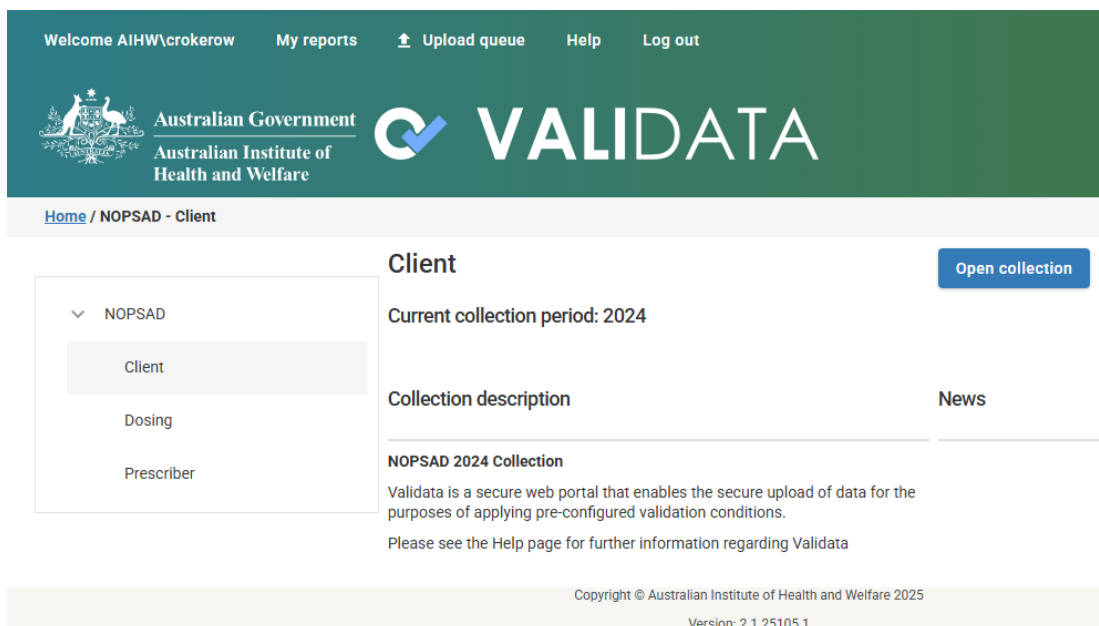
- **My collections**

The 'My collections' panel will display all Data Collection Sets that group Data Collections for which the User has a Role assigned, for example NOPSAD (Client). If User has access to only a single Collection, that Collection Home Page will display by default. If User has access to multiple Data Collection Sets, selecting one will redirect the User to that Collection Home Page.



4.3 Unit record data collection home page

Once you select a collection from your list you will then see the Collection Home Page.



Features of the Data Collection Home Page:

- **Open collection button**

Takes user to the first tab to which they have access (usually the Upload tab).

- **Collection description**

A brief description of the Data Collection, managed by the Collection Administrator.

- **News**

A display of news, announcements and messages specific to the Data Collection as administered by the Collection Administrator.

When a User opens the NOSPAD collection page they are presented with the Tabs page. The main portion of the screen displays a series of tabs based on the Roles held by the current User. Only tabs for which a User has a Role will appear. For General Users of the NOSPAD collection, these are Upload, Reports and Collection Help. When navigating to this page, the Upload tab will be displayed.

- Upload – where Users upload unit record data submissions, generate validation results, and conduct actions.
- Reports – displays a grid of reports that have been generated from validation of data submitted under an Organisation.
- Collection Help – links to helpful documentation relevant to NOSPAD and Validata™.



Note: Click on the 'Home' link located under the Australian Government logo to return to the Data Collection Home Page.

5. Unit record upload tab

The Upload Tab comprises three sections for each Collection:

- **Upload data file**

Specifies details of the data to be loaded.

- **Organisation activity**

Displays details about existing files that have already been uploaded for the collection period selected.

- **Comments per submission**

Displays any comments made about existing files that have already been uploaded for the collection period selected.

Home / NOPSAD - Client / Upload

NOPSAD

- Client
- Dosing
- Prescriber

Client

Upload
Reports
Help

Upload data file

Collection periods: 2024

Organisation: Test (TEST)

File: Select a file or Drop a file here

Files of type txt, csv, zip, xml and dat are accepted.

Upload

Organisation activity

Collection period: 2024.

Submit
+ Expand
Refresh Grid
Clear Filter

Submission ID	File name	Uploaded	↓	Uploaded by	Crit error	Status	Details
🔍	🔍	🔍	📅	🔍	🔍	🔍	

5.1 Unit record upload data file

- **Collection period**

The User will see all available Collection Periods that they may upload unit record data for. This should default to the current Collection Period, however you should check this before uploading a file.

- **Organisation/state/territory**

The User will see a list of organisations for which they have an upload role and can choose one from that list. If the User has access to only one organisation it will appear as a text display.

- **File selection**

- Select the *Browse* button and use the navigator to locate the unit record file to be uploaded. The file should be in .csv format. **Upload**

Select the *Upload* button to load the selected unit record data file. Validata™ will display a notification to acknowledge the commencement of the upload process.

Upload data file

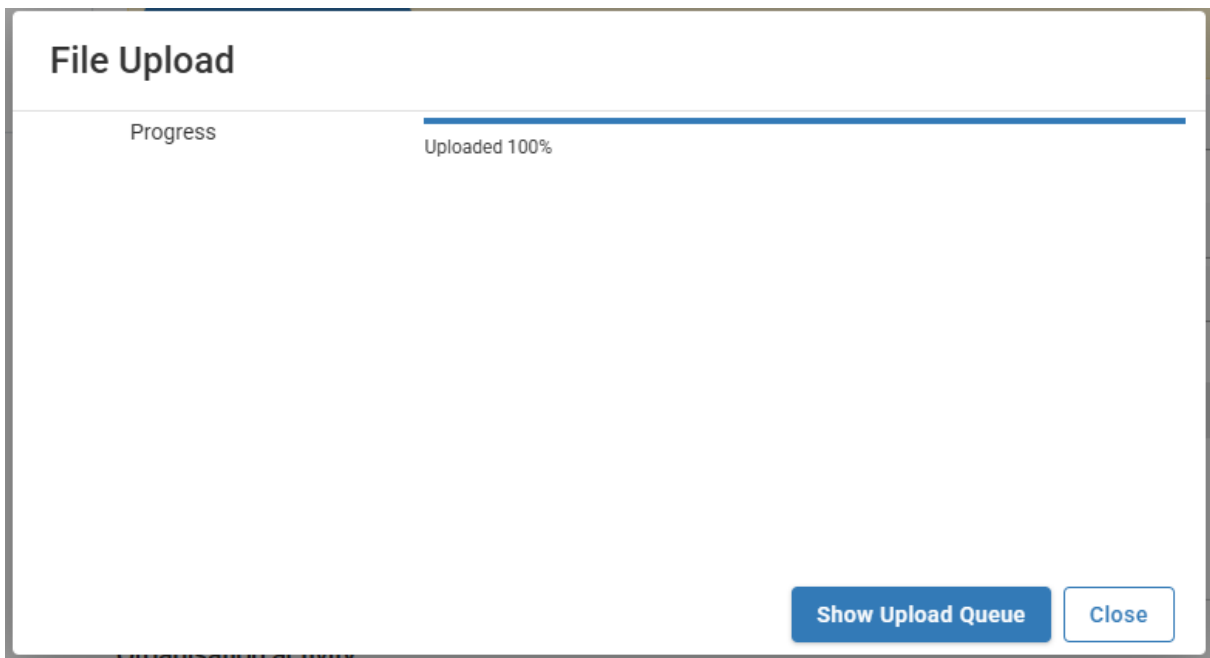
Collection periods

Organisation

File or Drop a file here

Files of type txt, csv, zip, xml and dat are accepted.

A File Upload panel will also be displayed to provide feedback on the progress of the data upload.

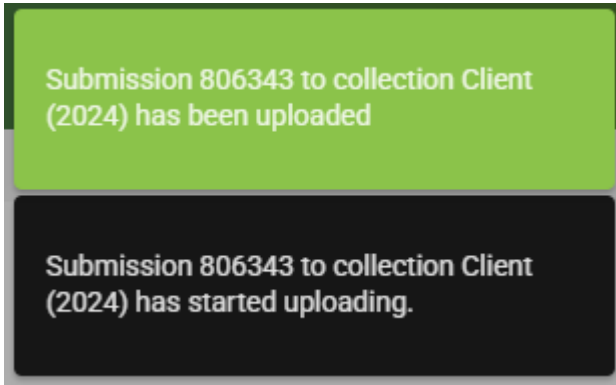


The *Show Upload Queue* button will open a page that lists recent upload submissions and includes details of:

- File name
- File size
- Data Collection
- Collection Period
- Organisation/state/territory
- Status

There are buttons available to clear information for individual uploads, *Clear*, or all finished uploads, *Clear Finished Uploads*.

Once complete, Validata™ will display a panel notifying the User of the upload completion.



A system generated email from no-reply@aihw.gov.au will also be sent to the User's email account notifying of the submissions updated status.

An entry for the uploaded data file will be added to the *Organisation/state/territory Activity* section at the bottom of the page, including a link via *Actions* to the validation results for the upload.

Organisation activity

Collection period: 2024.

<input type="button" value="Submit"/> <input type="button" value="+ Expand"/> <input type="button" value="Refresh Grid"/> <input type="button" value="Clear Filter"/>								
	Submission ID	File name	Uploaded	↓	Uploaded by	Crit error	Status	Details
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Test (TEST)								
<input type="checkbox"/>	806343	Comparison_Report_Test .csv	23/06/2025 01:13:16 PM		Owen Croker	0	Validated	<input type="button" value="⋮"/>

5.2 Organisation/state/territory activity grid

The Organisation Activity section displays a table containing details of submissions for the collection period selected in the Upload data file section, including their current status.


5.2.1 Automated file states (*Status*)

As files are processed they move through states that describe the activity. The current state of a file will be reflected in the organisation activity grid under the *Status* field, which would need to be manually refreshed to update. Options are:

- **Adding/Added** – metadata for the file is being generated in the database.
- **Uploading/Uploaded** – file itself is being uploaded to the database.
- **Scanning/Scanned** – file is scanned for viruses and malicious code.
- **Preparing/Prepared** - file is readied for validation processing.
- **Validating/Validated** – file is passed for validation against the validation sets.
- **Failed** – file cannot be processed.

Organisation activity

Collection period: 2024.

	Submission ID	File name	Uploaded	Uploaded by	Crit error	Status	Details
	🔍	🔍	🔍 📅	🔍	🔍	🔍	
▼ Test (TEST)							
<input type="checkbox"/>	806343	Comparison_Report_Test.csv	23/06/2025 01:13:16 PM	Owen Croker	0	Validated	

5.2.2 User generated file status

In addition to the above, there are 2 other options that may be triggered from user activity.

- **Reviewing/reviewed:**
 - **Reviewing** is triggered when the User is ready for their file to be reviewed by the AIHW (collection admin)
 - **Reviewed** is triggered when the AIHW has confirmed that the file is of acceptable quality to submit to AIHW
- **Submitted:** this status is triggered when the User selects the *Submit* button for a file. In the NOPSAD collection, a submitted file indicates that the submission has been reviewed and officially signed off by the submitting organisation. The file is deemed to be correct by the organisation and is to be added to the NOPSAD master file, which is added to the NOPSAD.

5.3 Organisation activity grid display

This table contains a number of columns, each of which can be filtered to reduce the size of the information displayed. Column widths can be manually adjusted as required.

- **Submission Id**

Unique identifier per submission.

- **File name**

The name of data file uploaded by a User.

- **Uploaded**

The date the file was uploaded to Validata™. This column has an attached calendar that can be used to select specific dates.

- **Uploaded by**

The name of the User who uploaded the file.

- **Crit error**

Displays a count of critical errors in the file.

- **Status**

The status of the submission as described in **Section 5.2.1 – Automated file states (Status)** and **5.2.2 – User generated file states**.












- **Details**

Select the Actions button to open the detailed validation results page. This is covered in **Section 6 – Detailed validation results**.

5.4 Comments per submission list

This section will display all comments for all Submissions made by your organisation. This grid is sortable and searchable.

- **File Name**
The name of data file uploaded by a User.
- **Comment**
The text of the comment.
- **Created by**
The date the comment was made.
- **Created at**
The name of the User who created the comment.
- **Submission Id**
Unique identifier per submission.
- **Details**
Select the View button to open the Validation details pop up page. This page is covered in **Section 6 – Detailed Validation Results**.

 Submit	 Expand	 Refresh Grid	 Clear Filter					
Submission ID	File name	Uploaded	↓	Uploaded by	Crit error	Status	Details	
								

6. Unit record detailed validation results

Once an uploaded file has been passed to the *Validated* state, the User will receive a system generated email from no-reply@aihw.gov.au. Information about a particular submission can be found in the Organisation Activity grid of the Upload Tab.

The screen may need to be refreshed (select the *Refresh grid* button) to see the updated Status of the upload. In the grid row per submission, select the *Actions* button in the Details column to view the detailed validation results.

Organisation activity

Collection period: 2024.

Submission ID	File name	Uploaded	Uploaded by	Crit error	Status	Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
▼ Test (TEST)						
<input type="checkbox"/>	806343	Comparison_Report_Test .csv	23/06/2025 01:13:16 PM	Owen Croker	0	Validated

Note: Files are listed in chronological order of their **upload** time. Therefore, the file that was most recently uploaded will appear on top.

This will open the validation details page which is comprised of the following sections:

- **File summary**

This section contains metadata about the uploaded file as well as the automatically generated submission id.

- **Validation conditions**

This includes a view and download option for the input definition, rule set and validation set that applied for this file validation process.

- **Reports**

This will show the descriptor reports for the submission which can be downloaded by the User. This associated file reports the frequencies in the submission.

- **File validation details:**

This section has two pages

- Validation Summary

This contains the details of all edit rule violations. If none occurred then no validation results will be found. The headings are expandable to show specific instances of each type of error and display the first 10 instances of that rule being violated.

- Comments

This is where Users can view and create comments regarding the submission. The User can include additional email addresses of contacts they wish to receive the comment. The comment is sent via a system generated email. Files can be attached to comments.

6.1 Unit record file summary

The File Summary section contains a summary of attributes of the selected submission. This includes the file upload metadata with the submission ID.

Validation details ×

File Summary

This file cannot be submitted without being reviewed by your Collection Admin. Select "Review" button to notify Collection Admin that you are ready for this file to be reviewed.

Submission ID:	806343	Checksum:	B80DE375BDA6D7FFEC4477D8F764AAC3
Status:	Validated	Created by:	Owen Croker
Data collection:	Client	Created date:	23/06/2025 13:13:16
Collection period:	2024	Original file:	Download
Organisation:	Test	Record count:	182

The File Summary section may also display a banner with a message relevant to the data file upload.

The following message will be displayed if the file:

- has not finished validating, or
- has critical errors.

A data file that has not completed validation or which has critical validation errors cannot be submitted.

The following message will be displayed if the file has no *Critical errors* but the file has not completed the review process.

This file cannot be submitted without being reviewed by your Collection Admin. Select "Review" button to notify Collection Admin that you are ready for this file to be reviewed.

No banner will appear if the file is submitted (see **Section 9 – Submit**). Metadata regarding the submission is added instead.

Validation details ×

File Summary

This file cannot be submitted without being reviewed by your Collection Admin. Select "Review" button to notify Collection Admin that you are ready for this file to be reviewed.

Submission ID:	806343	Checksum:	B80DE375BDA6D7FFEC4477D8F764AAC3
Status:	Validated	Created by:	Owen Croker
Data collection:	Client	Created date:	23/06/2025 13:13:16
Collection period:	2024	Original file:	Download
Organisation:	Test	Record count:	182



Note: A status of **Validated** does not mean the file has no errors, it means that the file has passed through the validation system and the results are ready to be viewed.

6.2 Validation conditions

This includes a view and download option for the input definition, rule set and validation set that was applied to the data submission. These are set and managed by the Collection Admin (the AIHW).

Validation Conditions

Validation Sets Applied

Input definition Derivation set Rule set

Name: Client_Input_Definition
 Comment: Renaming Input defintion.
[Download](#)

6.3 Unit record reports

The Reports section displays a grid containing the descriptor reports that have been generated by the Validata™, which can be downloaded by selecting *Frequency report*.

Reports

Data Reports

Report name	Org name	Associated files	Report Id
ClientComparisonRep...	Test	806343	322571
FrequencyReport	Test	806343	322570

Page 1 of 1 (2 Items) < 1 >

Only one report is available to NOPSAD collection users:

- Frequency: frequency table of the count of records for key data item values for the submission.

6.4 Unit record file validation details

6.4.1 Unit record validation summary

The Validation Summary displays the results of the validation process. The results are sorted by severity (Critical error, Warning, Information) and each level of severity can be expanded to show a detailed view of these results. See **Section 7 – Working with validation results** for further information about interpreting validation results.

Results can be downloaded as a spreadsheet either in full or in summary.

File Validation Details

Validation Summary Comments

Validation results

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

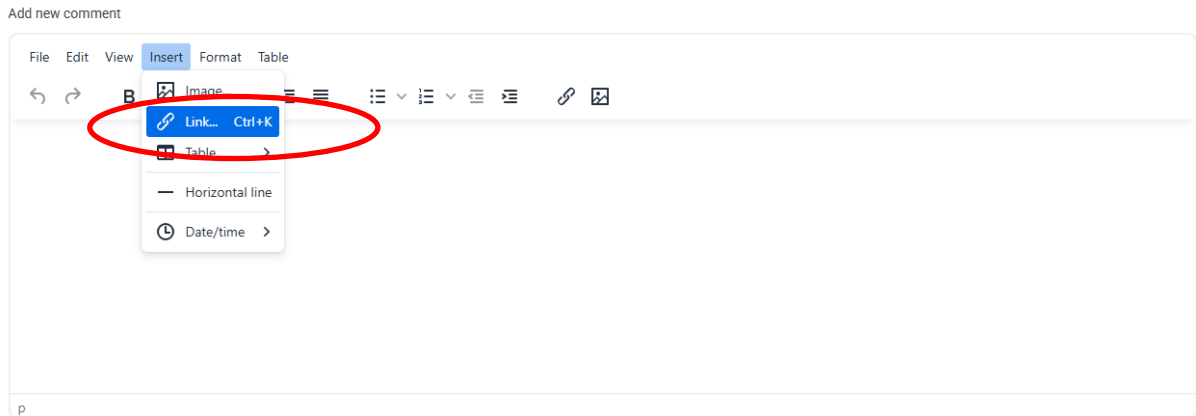
[Download detailed report](#) | [Download summary report](#)

Review Submit Close

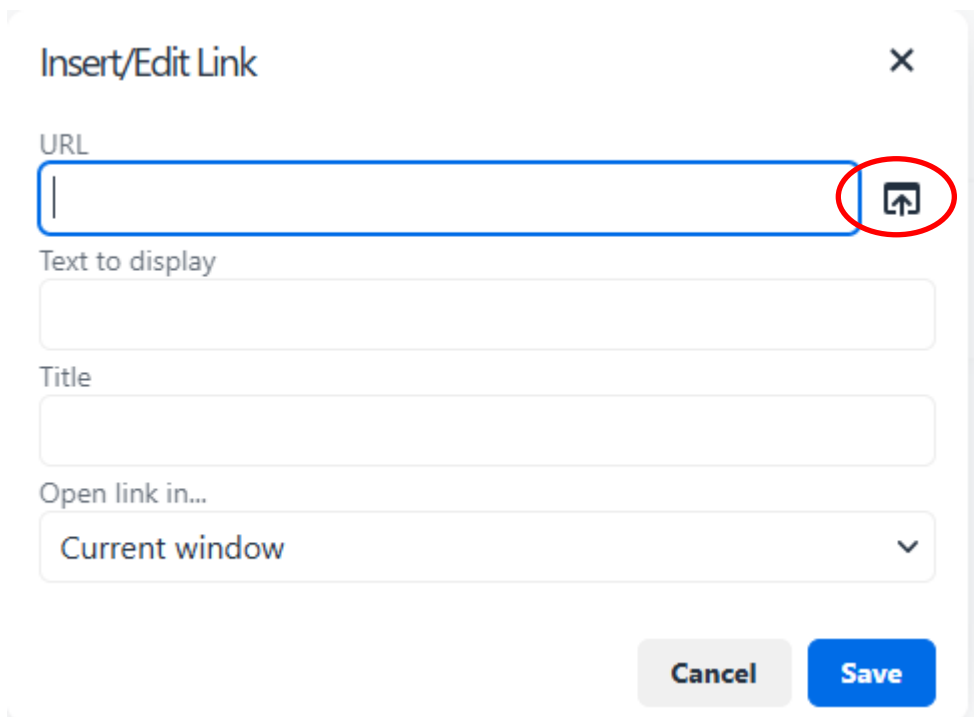
6.4.2 Comments

The Comments tab will display any existing comments regarding the Submission as well as allowing addition of new comments. When creating a comment, the emails of any additional recipients can be added. The comment is sent via a system generated email.

Files can be attached to comments by selecting Insert, then Link.



The User can then add a link to a document by selecting the file search icon to the right of the 'Url' field.



This will then insert a hyperlink to the file in the comment, which can be downloaded by any User with access to the organisation. This hyperlink is included in the system generated email for the comment.

7. Working with unit record validation results

The results of the validation process are made available on the Submission Details page and are presented in both a summary and detailed reports. Results are one of three severities:

- **Critical**
Data issues that **must** be fixed before the file can be submitted.
- **Warning**
Data issues that require review but data may not require changes.



Note: Validata™ does not correct data errors. The User must edit the original file and create a new Submission. The upload process can be repeated as often as required to remove all critical errors from the data.

7.1 Unit record validation summary

The default display for validation results is the summary format. Here, an overall count of errors is displayed, broken down by severity.

File Validation Details

Validation Summary | Comments

Validation results Expand All

Critical (3)	▼
Warning (1)	▼

[Download detailed report](#) | [Download summary report](#)

Selecting the expand icon (+) to the left of the error severity displays the error name and code triggered for the selected error type. The frequency of records that trigger that error are in parentheses.

Critical (3)		^
Rule 01	Invalid Sex	(1) ▼
Rule 02	Invalid Age in years of client	(1) ▼
Rule 08	Invalid Client dosing point site type	(1) ▼

A more detailed analysis of each error type is available by selecting the expand icon (+) to the left of the error code. This will display a description of the error and the following information:

- **Error name and identifier**
- **Description of the error**
- **Top Level ID**
- **Top Level Type**
- **Variables of Interest**

The Variables of Interest lists relevant data items and values that may be useful in resolving the data issue.

Rule 01	Invalid Sex	(1) ^
Records were found where Sex was not a valid code. Please ensure that all records use one of the following codes for Sex: 1 (Male), 2 (Female), 3 (Another term), 9 (Not stated/inadequately described).		
Top Level ID	Top Level Type	Variables of Interest
NT1C6	client_identifier	Client_identifier=NT1C6, Sex=as, Age_in_Years=40, Client_pharmacotherapy_drug_type=4, Client_prescriber_type=1
Rule 02	Invalid Age in years of client	(1) ▼
Rule 08	Invalid Client dosing point site type	(1) ▼

The Validation summary can also be downloaded as a report by selecting Download summary report on the bottom right corner of the File Validation Details section.

7.2 Unit record detailed validation report

Only the first 10 records of the error code will be displayed in the File Validation Details section. Where there are more than 10 records for an error code, the Detailed validation report is important for identifying all records with a particular error. Data contained in this report is at the unit record level, that is, each record corresponds to a specific error for a specific record. It is not uncommon to have multiple errors for the same record, generating multiple records in the Detailed validation report. Select the *Download detailed report* link for the Detailed validation report as an Excel spreadsheet (.csv).

File Validation Details

Validation Summary | Comments

Validation results Expand All

Critical (3) ▼

Warning (1) ▼

[Download detailed report](#) | [Download summary report](#)



Note: The size of this file may be large in which case you will be warned prior to downloading.

Information in the report are detailed under the headings:

- **TopLevelRecordId.** The value of the top level variable.
- **ValidationDesc.** A short description of the error triggered.
- **ErrorMessage.** Message detailing the error triggered.
- **Priority.** Critical, Warning, or Information.
- **SubmissionId.** The Validata™ generated submission Id.
- **ValidationCode.** The code for the error triggered.
- **VariablesOfInterest.** Values for relevant data items that aid in cross referencing to the submission. Presented in a string field delimited by a comma.

7.3 Correcting unit record errors

It is the responsibility of the User to cross reference the errors detailed in the validation report with the submission to amend all *Critical errors*, while confirming that all *Warnings* are correct. It is common for Users to resubmit multiple times. Errors are identified, data is amended and data is uploaded again to reapply the validation checks.

8. Unit record review

8.1 Sending the file to be reviewed

Once you are satisfied with the quality of your data, that is, **no Critical errors are triggered, all Warnings are checked, and the summary reports have been reviewed**, the file is ready to be reviewed by the AIHW.

Similar to looking at validation results, select the *Actions* button in the 'Details' column under the Organisation Activity grid of the Upload Tab. This will open the Validation details page. Select the *Review* button, in the bottom right of the Validation details pop-up page.

File Summary

This file cannot be submitted without being reviewed by your Collection Admin. Select "Review" button to notify Collection Admin that you are ready for this file to be reviewed.

Submission ID:	806343	Checksum:	B80DE375BDA6D7FFEC4477D8F764AAC3
Status:	Validated	Created by:	Owen Croker
Data collection:	Client	Created date:	23/06/2025 13:13:16
Collection period:	2024	Original file:	Download
Organisation:	Test	Record count:	182

Validation Conditions

Validation Sets Applied

Reports

Data Reports

File Validation Details

Validation Summary | Comments

Validation results

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

[Download detailed report](#) | [Download summary report](#)

[Review](#) [Submit](#) [Close](#)

Selecting the *Review* button will notify the AIHW you are ready for your data to be reviewed. You will have to confirm that action.

Reviewing Confirmation

Reviewing this file allows adding comments, attach files and exchange information with Collection Management. Please confirm your decision to review the file.

[Yes](#) [No](#)

While you can send a file with errors for review, you **cannot submit** a file with *Critical errors* (see **Section 9 – Submit**). All submissions sent for review with *Critical errors* will be **failed** by the AIHW. If you need help fixing these errors, contact the AIHW for assistance.

Once a file has been sent for review, you will receive a confirmation email stating that your file has been moved to a **reviewing** status. The AIHW will also be notified that a file is ready for review.

Note: You can only have one file in the **Reviewing** state at any one time during a collection period. A file will remain in this state until it is either **Failed** or **Reviewed** by the AIHW. You are however, still able to upload and validate as many files as you like.

8.2 The review process

While the file is being reviewed, the following message will appear on the Validation details pop-up page.

This file cannot be submitted while under review. To view details of ongoing review please select "Comments" tab below.

The AIHW will check for any validation issues and contact the User to discuss data quality issues by adding comments to the file under review or directly via email. The AIHW will also confirm with the User that the summary reports have been reviewed.

8.3 Cancelling the review process

A User may elect to cancel the review at any time by electing another file for review. A review might be cancelled because additional records have been received or an error needs to be corrected in the file. Alternatively, email the team at aod@aihw.gov.au to allow a user admin to cancel the review process.

This option returns the Submission to the state of **Validated**. It has neither passed nor failed and will still need to be reviewed if you want to submit it.

8.4 Completing the review process

Once the AIHW has reviewed your file, they can either approve or fail the review. You will receive an automated email notification of the result.

If the AIHW **approves** the review:

- The User who uploaded the file will receive an automated notification that the file has moved to a **reviewed** status.
- This indicates the AIHW has acknowledged that all errors have been addressed or, where *Warnings* cannot be resolved, a satisfactory response has been provided, and that the User has reviewed the summary reports. The AIHW has also checked the overall quality of the data and ensured it is consistent and fit for purpose.
- The AIHW will email users once the data is ready to be **submitted**. The Data Authoriser (and any other relevant Users) will receive an automated email notification that there is a comment to view in the Validata™.

If the AIHW **fails** the review:

- The User who uploaded the file will receive an automated notification that the file has moved to a **failed** status.
- The AIHW comment in the Comments tab the reasons the file has failed. The User who uploaded the file will receive an automated email notification that there is a comment to view in the Validata™.
- The User will be required to upload a new file after they have corrected the errors.

If the file is failed, the following message will appear on the Validation details pop-up page.

The data file has been marked as Failed by a Collection Admin. You may not submit this file.

9. Submit unit record files

Once the AIHW has reviewed and approved the submission, the User can submit. Similar to starting the review process, select the *Actions* button in the 'Details' column of the submission under the Organisation Activity. This will open the Validation details page. Select the now enabled *Submit* button, in the bottom right of the Validation details pop-up page.

Validation details



File Summary

Submission ID:	806342	Checksum:	B80DE375BDA6D7FFEC4477D8F764AAC3
Status:	Reviewed	Created by:	Owen Croker
Data collection:	Client	Created date:	23/06/2025 13:12:46
Collection period:	2024	Original file:	Download
Organisation:	Test	Record count:	182

Validation Conditions

Validation Sets Applied

Reports

Data Reports

File Validation Details

Validation Summary

Comments

Validation results

Expand All

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

[Download detailed report](#) | [Download summary report](#)



Note: Where a file still requires a review or has *Critical errors*, the *Submit* button will be disabled.

The User will be asked to confirm this selection.

Submission confirmation

Submitting this file will make the information available to the AIHW for reporting purposes. Please confirm your decision to submit this information.

Yes

No

Important information regarding submitting data

When your jurisdiction selects the Submit button, you are confirming the data are correct and giving permission for AIHW to append the data to the NOPSAD National file. This National file is subsequently used for the Annual NOPSAD report. When pressing Submit, this function ends the data validation and submission process for the collection year.

Only one submission per the pharmacotherapy client, prescriber, and dosing point files, per Collection Period may have a status of submitted. Once a file has been submitted you cannot actively change its status. However, it can be superseded by submitting a different file. Only files that have a status of submitted at the end of the validation process will be used for reporting.

10. Collection help

The Collection Help tab contains documentation added by the AIHW to help you with the validation process. Examples of such documentation include:

- manuals
- data quality information form
- relevant classifications and coding indexes

Client

Upload	Reports	Help
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Collection help

 Update help

Helpful Documentation:

[NOPSAD Validata User Manual_2024.docx](#)

[NOPSAD Validata unit record file -order of variables 2024.docx](#)

[NOPSAD Data guide 2024.docx](#)

Lookup tables:

[Australian Standard Classification of Drugs of Concern, 2011 | Australian Bureau of Statistics \(abs.gov.au\)](#)

All other queries can be forwarded to aod@aihw.gov.au.

Last updated by: Owen Croker

Last updated at: 02/09/2024 09:49 AM

For assistance regarding Validata™, contact the AIHW via aod@aihw.gov.au.

Glossary

Term	Definition
AIHW	Australian Institute of Health and Welfare
NOPSAD	National Opioid Pharmacotherapy Statistics Annual Data
Data file	The file containing data extracted from a source database and which is uploaded to Validata™ for validation.
Collection admin	The administrative user who manages the data collection configuration and validation requirements. This is the AIHW for the NOPSAD collection.
Collection period	A time period for the collection of data. For example, some data collections collect data annually, while others collect data quarterly. 2022 could be defined as a collection period and 2022 Q1 could also be defined as a collection period.
Collection Set	A logical collection of related Data Collections. These are sometimes grouped together in Validata™.
.csv format	Comma-separated values—a delimited text file that uses a comma (,) to separate values.
Data submitter/the User	Person responsible for loading data to Validata™.
Data collection	The parent collection that data is being submitted to.
Data collection period	A data collection period is a combination of a data collection and a collection period that defines both the data collection for which the data is intended, and the time period in which the data was collected.
Derivation set	Formats the input data so it complies with the data editing tool.
Error type	Indicates the severity of errors (Critical, Warning, Information).
General User	Validata™ user with any role in a collection. This is used to distinguish between Collection admins and all other user types
Input definition	Describes the input dataset (name, order of the fields etc.).
Publish	Make a collection period available for use by Data submitters.
Rule set	Defines the rules that are applied to the input data.
Submission	A data file, and its recorded details, uploaded by a User to Validata™ for processing.
Validation Set	Validata™ components used to define and structure data.

Appendix A

Table 1: NOPSAD 2026 Client unit record file: Order of data items

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
1	Pharmacotherapy Client identifier	Pharmacotherapy client identifier is a unique identifier for the pharmacotherapy client used for data editing and analysis. Jurisdictions may use their own alphabetic, numeric or alphanumeric coding systems.	Format 'Unspecified' Jurisdiction specified range. The client identifier can be created by the following: <ul style="list-style-type: none"> • A two or three character jurisdictional name abbreviation followed by C for client followed by a unique number. • For states with two character abbreviation, the third character should be 1. • For example, a unique client identifier for NSW = NSWC1, or WA = WA1C1. • The pharmacotherapy client identifier must be unique to each client for that collection year. 	Not permitted
2	Pharmacotherapy drug type- Client	The type of pharmacotherapy drug that the client has been prescribed. This data item refers to the pharmacotherapy drug that a client was authorised to receive or received on the snapshot day.	Format 'N' <ol style="list-style-type: none"> 1 Methadone 2 Buprenorphine 3 Buprenorphine-naloxone 4 Buprenorphine LAI 	Not permitted
3	Pharmacotherapy prescriber type - Client	The sector (public or private) in which the prescriber is practising when prescribing pharmacotherapy drugs.	Format 'N' <ol style="list-style-type: none"> 1 Public prescriber 2 Private prescriber 3 Public/private prescriber 4 Correctional facilities 	Not permitted
4	Pharmacotherapy dosing point site type - Client	The dosing point at which the client was provided with pharmacotherapy medication in the context of client level data. This data item refers to the type of physical setting in which the pharmacotherapy drug was provided to a client, regardless of whether the dose was administered on site or taken away.	Format 'N' <ol style="list-style-type: none"> 1 Public clinic 2 Private clinic 3 Pharmacy 4 Correctional facilities 5 Hospital 6 Other 9 Not stated 	9

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
5	Person Sex*	<p>The term 'sex' refers to the biological differences between males and females, as represented by a code.</p> <p>*New code 'Another term 3': refers to persons who have mixed or non-binary biological characteristics (if known), or a non-binary sex assigned at birth. The value meaning of 'Another term' has replaced 'Intersex or indeterminate'. Terms such as 'indeterminate', 'intersex', 'non-binary', and 'unspecified' are variously used to describe the 'Another term' category of sex. The label 'Another term' is used because a more descriptive term has not been widely agreed within the general community.</p>	<p>Format 'N'</p> <p>1 Male</p> <p>2 Female</p> <p>3 Another term*</p> <p>9 Not stated</p> <p>The value meaning of "Another term" has been assigned to Code 3 replacing "Other" and "Intersex or indeterminate" in previous versions of this data item. The third option recognises that across Australian jurisdictions and elsewhere there are a range of terms used.</p>	9
6	Age in years	<p>The age of the client in years as at 30 June 2026.</p> <p>This data item is asking for the age group that the client fits into as at 30 June of the collection year, not the age or date of birth of the client. This is a derived data item based on the client's date of birth. The age of the client should be updated and translated into an age group each year.</p>	<p>Format 'NNN'</p> <p>Where the age is <u>not stated</u> the <u>default 101</u> should be used.</p> <p>The classification for the client's age corresponds to their age in years. For example, 0 should be used for a client aged less than 1. The age group 1 would be assigned for a client aged one year, the age group 2 for a client aged 2 years and so on for clients up to 99 years. For a client aged 100 years and over the classification age group would be 100.</p>	Not permitted
7	Indigenous status	<p>Whether a person identifies as being of Aboriginal or Torres Strait Islander origin, as represented by a code.</p>	<p>Format 'N'</p> <p>1 Aboriginal but not Torres Strait Islander origin</p> <p>2 Torres Strait Islander but not Aboriginal origin</p> <p>3 Both Aboriginal and Torres Strait Islander origin</p> <p>4 Neither Aboriginal nor Torres Strait Islander origin</p> <p>9 Not stated</p>	9
8	Opioid drug of dependence	<p>The opioid drug that led to a client receiving pharmacotherapy treatment for their opioid dependence.</p> <p>Only the most recent opioid drug of dependence should be reported. Therefore, only codes in the range 1100–1399 should be used.</p>	<p>Format 'NNNN'</p> <p>Valid range of opioid drug codes from 1100 to 1399 ASCDC (see classification below). Including codes;</p> <ul style="list-style-type: none"> • 0000 - Inadequately described • 0001 – Not stated • 0005 – Opioid analgesics, n.f.d. <p>A numeric 4-digit ABS code from the ABS Australian Standard Classification of Drugs of Concern (ABS cat. no. 1248.0, version 2011).</p>	Not permitted

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
9	Client Status	<p>An indicator of whether a client has entered or left pharmacotherapy treatment in the jurisdiction since the previous snapshot day.</p> <p>This data item refers to whether or not a client has entered or left pharmacotherapy treatment in a particular jurisdiction since the previous snapshot day (that is, in the previous 12 months).</p>	<p>Format 'N'</p> <p>1 New</p> <p>2 Readmission</p> <p>3 Interstate transfer</p> <p>4 Ongoing</p> <p>9 Not stated</p>	9

Table 2: NOPSAD 2026 Prescriber unit record file: Order of data items

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
1	Pharmacotherapy prescriber identifier	<p>A prescriber identifier is a unique identifier for the pharmacotherapy prescriber used for data editing and analysis.</p> <p>It is the responsibility of each jurisdiction's health authority to assign a unique prescriber identifier to each prescriber.</p>	<p>Format 'NNX[X]NNNNN' Jurisdiction specified range.</p> <p>The client identifier can be created by the following:</p> <ul style="list-style-type: none"> • A two or three character jurisdictional name abbreviation followed by P for prescriber followed by a unique number. • For states with a two character abbreviation, the third character should be 1. • For example, a unique prescriber identifier for NSW could be NSWP1, or for WA the identifier could be WA1P1. • The pharmacotherapy prescriber identifier must be unique to each prescriber for that collection year. 	Not permitted
2	Pharmacotherapy drug type - Prescriber	<p>The type of pharmacotherapy drug(s) that the prescriber is authorised to prescribe on the snapshot day. If the prescriber is authorised to prescribe more than one drug type this should be coded as 'more than one type of drug'.</p>	<p>Format 'N'</p> <p>1 Methadone only</p> <p>2 Buprenorphine only</p> <p>3 Buprenorphine-naloxone only</p> <p>4 More than one type of drug</p>	Not permitted
3	Pharmacotherapy Prescriber type	<p>The sector in which the prescriber is practising when prescribing pharmacotherapy drugs.</p> <p>This refers to prescribers who:</p> <ul style="list-style-type: none"> • held an authority to prescribe and a had a client who was receiving treatment on the snapshot day (for NSW, SA, ACT and NT) • held an authority to prescribe and had a client who was receiving treatment during the month of June (WA and Tas) 	<p>Format 'N'</p> <p>1 Public prescriber</p> <p>2 Private prescriber</p> <p>3 Public/private prescriber</p> <p>4 Correctional facilities</p>	9

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
		<ul style="list-style-type: none"> held an authority to prescribe and had a client who was receiving treatment during the collection year (for ACT) held an authority to prescribe whether or not they prescribed during the collection year (for Vic and Qld). 		
4	Number of clients per prescriber	Total number of pharmacotherapy clients receiving pharmacotherapy treatment on a snapshot day per pharmacotherapy prescriber identifier.	Format 'N' 11 – 0 Clients 1 – 1-5 Clients 2 – 6-10 Clients 3 – 11-15 Clients 4 – 16-20 Clients 5 – 21-25 Clients 6 – 26-50 Clients 7 – 51-100 Clients 8 – 101+ Clients	Not permitted

Table 3: NOPSAD 2026 Dosing point site unit record file: Order of data items

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
1	Pharmacotherapy dosing point site identifier	A unique identifier for the dosing point site used for data editing and analysis.	Format 'NNX[X]NNNNN' Jurisdiction specified range. The dosing point site identifier should be created in the following manner: <ul style="list-style-type: none"> The two or three character jurisdictional name abbreviation followed by D for dosing point followed by a unique number. For states with a two character abbreviation, the third character should be 1. For example, a unique dosing point site identifier for NSW could be NSW1D1, or for WA the identifier could be WA1D1. The dosing point site identifier must be unique to each dosing point site for that collection year. 	Not permitted
2	Dosing point site type	The dosing point at which the client was provided with pharmacotherapy medication in the context of the type of dosing point in the context of dosing point level data. This data item refers to the type of physical setting in which the pharmacotherapy drug was provided to a client, regardless of whether the dose was administered on site or taken away.	Format 'N' 1 Public clinic 2 Private clinic 3 Pharmacy 4 Correctional facilities 5 Hospital 6 Other 9 Not stated	9

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
3	Pharmacotherapy dosing point site locality - Statistical area level 2 (SA2)	<p>The location of the dosing point at the ASGS SA level 2.</p> <p>Geographical location of a site from which a health/community service is delivered, as represented by a code.</p> <p>The location of each pharmacotherapy dosing site where clients receive their pharmacotherapy drug during the collection year.</p>	<p>Format 'NNNNNNNNN'</p> <p>9-digit valid code as defined in the Australian Statistical Geography Standard (ASGS) Edition 3 (ABS 2021).</p> <p>Indicates the statistical local area of the service delivery outlet within a reporting state or territory</p>	Not permitted
4	Number of clients per dosing point site	<p>Total number of pharmacotherapy clients receiving pharmacotherapy treatment on a snapshot day per pharmacotherapy dosing point site identifier.</p>	<p>Format 'N'</p> <p>11 – 0 Clients</p> <p>1 – 1-5 Clients</p> <p>2 – 6-10 Clients</p> <p>3 – 11-20 Clients</p> <p>4 – 21-50 Clients</p> <p>5 – 51-85 Clients</p> <p>6 – 86-100 Clients</p> <p>7 – 101+ Clients</p>	Not permitted

Appendix B

NOPSAD unit record collection quick guide

This guide provides a summary outline of the validation process for the NOPSAD collection.

Before you start:

- Ensure you have Validata™ access. This would have been provided in a system generated email. If you require access, please email aod@aihw.gov.au.
- Ensure your NOPSAD unit record data submission is correctly formatted. All relevant data items are to be in the specified data item order (see Appendix A) and the submission is to be in comma-separated value (.csv) format. See **Section 2 – Data Preparation for Validata™**.

Uploading data:

1. Enter Validata™ via your web browser: <https://www.validata.gov.au>
2. enter your login details
3. select the collection *NOPSAD*, then *Client, Dosing, or Prescriber*
4. note any new News items
5. select *Open collection*
6. under the Upload tab, ensure that Collection period is 2026 and Organisation is correct
7. click *Browse* and select the data file you wish to submit
8. select *Upload*
9. the data file is now being validated, wait for the corresponding file under Organisation activity to return a status of *Validated* or *Failed*.
 - i. If file status is *Validated*, go to step 10.
 - ii. If file status is *Failed*, check data submission structure and format, make any necessary amendments, and return to step 7 to re-upload file.

Note: if submission status does not progress from *Added*, return to step 7 and re-upload the file. If problems persist, please email aod@aihw.gov.au.

Validating data:

10. the data has been processed by Validata™ successfully. Click *Actions* under Details of the corresponding submission. **If no *Critical errors* or *Warnings* are listed, go to step 13.**
11. For submissions with *Critical errors* or *Warnings*, download the detailed validation report by selecting *Download detailed report* under File Validation Details
12. amend all data errors and return to step 7 to upload the amended data file

Review and submission:

13. when no *Critical errors* exist and all *Warnings* are checked, select *SummaryReport* under File Validation Details>Reports>Data Reports and ensure the frequency table matches the data submitted
14. once data frequencies are confirmed, click *Review* to initiate the review process
15. the AIHW will approve or fail the review
 - i. if the file is failed, correct any outstanding data issues and return to step 7 to re-upload file
 - ii. if the file is approved, and no further information is required by the AIHW, go to step 16 when ready to submit
16. select the *Submit* button to submit the data, confirming the data are correct and can be added to NOPSAD master file, which is subsequently submitted to NOPSAD.

Remember: at any stage through the Validata™ process, you can email aod@aihw.gov.au for help.

Appendix C

Validata™ frequently asked questions

How long will it take to validate my file?

Validata™ can take up to 5 minutes to process a small file. Once your file has been validated you will receive an automated email notification.

Where do I find the collection materials?

These are located on the Collection Help tab.

Why did I get an email saying ‘Validated’?

That just means that the part of Validata™ that compares your file against all of the rules has done its job – and identified any errors. At that point you’ll be able to see all the errors, and take action as necessary.

Remember, you will also receive an email when you send the data to be reviewed, when the data is approved or failed, and after you have submitted the data.

My file won’t upload, what do I do?

Some reasons the file may have failed include:

- There is a problem with the contents of your file. Examples of this include: illegal character returns (if you have pressed ‘return’ a lot in an Excel file and then converted it to a CSV file this could happen), illegal character sets (e.g. non-English characters), or an improperly formatted CSV file.
- Something is physically wrong with the file itself. Examples include: a zipped file, the file is not in CSV format, a 0kb file, or a password-protected archive.

If you have problems uploading a file to the Validata™, email aod@aihw.gov.au.

I’ve been told to upload a CSV file, but my file is in Excel, can I just submit an Excel file?

No—but to turn an Excel file into a CSV file: in Excel, click **save as** and then select .csv from the **save as type** drop down menu.

It says I have a lot of records that contain a particular error, how do I see the details about this?

Download the detailed report to see all the records containing errors (see **Section 7.2**).

Validata™ is telling me a record has an error but it looks alright to me, what do I do?

Double check the error description and if problems persist, email the AIHW at aod@aihw.gov.au.

I want to submit a file, but the Submit button is greyed out—why?

Your file either has critical errors or it has not been successfully reviewed by the AIHW.

Ooops! I just found 10,000 extra records that I meant to send to you ...

Don’t worry, these things happen ... you will need to upload a new file with all of the records required for that collection though (i.e. the original amount + the 10,000 extra). If you have a file currently under review, cancel the review process before you proceed (see **Section 8.3 – Cancelling the review process**).

I got more than 2 million errors—what is going on?!

Yes, it happens. If you have a file with many rows of data then just getting a couple of fields consistently wrong can generate over 2 million errors. If this happens, it is recommended that you review the Summary validation report to identify any global errors.

I'm new, where do I even start?

Firstly, welcome aboard the Collection! Secondly, email aod@aihw.gov.au stating that you are a new Validata™ User and one of the friendly AIHW team will be in touch to help you through the validation and submission process.