

Australian Institute of Health and Welfare

Data submission manual

Pilot data collection on specialist crisis family and domestic violence services

20 May 2026

Need help?

Get in touch at FDVPilot@aihw.gov.au

Data submission manual

Overview

Validata™ is an online portal for data submission. It was developed by the AIHW to ensure that data are submitted securely and meet appropriate data quality standards. For the pilot data collection on specialist crisis family and domestic violence (FDV) services, service outlets will upload .csv files to Validata, and Validata will perform data quality checks. If errors are found, outlets will be prompted to correct them and resubmit. Once error-free data files are submitted, the files will be transferred to the AIHW's secure network.

[Appendix A: Preparing data for upload](#) in this manual will help outlets prepare data to be uploaded into Validata.

Note

The instructions in this document specifically relate to the pilot data collection on specialist crisis FDV services.

General information about Validata can be found on the AIHW website at [Validata - Australian Institute of Health and Welfare](#).

Who should use Validata to submit files?

Participating service outlets will be asked to nominate one person to upload the .csv data file, so the AIHW can create a Validata 'Upload' account for them. This could be someone who completed the FDV Pilot template, or someone else from your organisation.

Ideally, only one person from each service outlet needs access to Validata to upload the completed .csv file. However, a second account for a backup person can be created if required.

Service outlets that already report data to the AIHW for the national Specialist Homelessness Services Collection (SHSC) may already have a staff member with a Validata account. If required, we can amend their Validata account to allow them to upload data for the pilot. This will not interfere with the staff member's existing ability to upload .xml data files for the SHSC.

Checklist before you log on to Validata

Before logging on to Validata to submit data:

1. You need to have finished entering your data in each pilot template for each service outlet. Check the Persons List for any service record with incomplete Parts. **Due to an error, the Part D Tracker will wrongly say 'Incomplete' for Unassisted persons. Part D only relates to Assisted persons.**
2. You must check that these 4 columns in your template's Data Report sheet do not contain any personal information, as outlined in [Appendix A: Preparing data for upload](#) at the end of this manual:
 - Column AO: Unique person identifier (Person_ID)
 - Column DN: Name Other service not included above 1

- Column DO: Name Other service not included above 2
- Column DP: Name Other service not included above 3

Note: Information in the data fields First Name, Last Name and Open Comments are not reported to the AIHW. It is OK for personal information to be in these fields.

3. You must change the format of the 3 timed activity columns in your template's Data Report sheet into General format, as outlined in [Appendix A: Preparing data for upload](#) at the end of this manual:
 - Column CB: Time_SP_Contact
 - Column CC: Time_SP_Casework
 - Column CD: Time_SP_Travel
4. You must prepare the data for upload by saving a .csv for each template, following the steps outlined in [Appendix A: Preparing data for upload](#).
 - When you have completed preparing the data for upload, you should have a separate DataReport .csv file for each template that you completed during the pilot.
5. You or someone at your outlet must have received an email from fdvpilot@aihw.gov.au confirming you or they have been set up with Upload permissions for the FDV pilot.
 - If you have never accessed Validata before (e.g. for any other collection), you also will need to have been set up with an account. The AIHW will have organised this, and you should have received an email from Validata containing the login details of your Validata account.

How to validate and submit data using Validata

Using Validata to validate and submit data involves the following steps:

- Accessing Validata
- File selection (i.e. upload file)
- Validation
- Submission.

Accessing Validata

You can access Validata through the following steps:

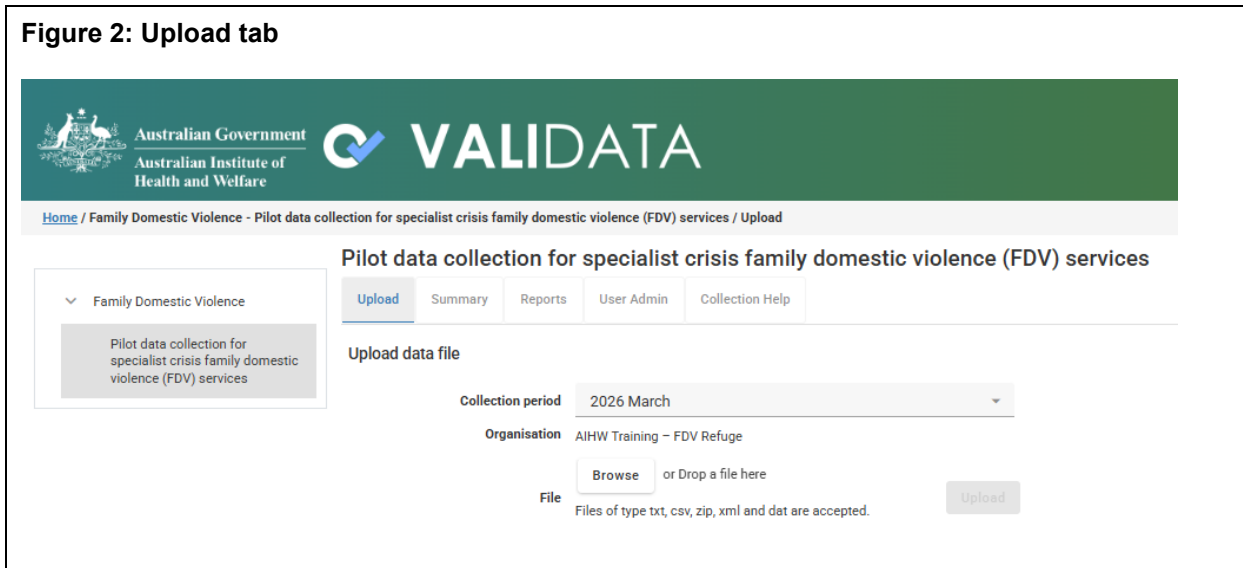
1. Log in to Validata at <https://www.validata.gov.au>.
2. In **My collections**, select the collection: *Pilot data collection for specialist crisis family domestic violence (FDV) services* (this may be the only collection shown).

Figure 1: Selecting the collection



3. Select the **Open Collection** button and then select the **Upload** Tab.
4. The collection period will default to **March 2026**. Don't change this unless you are submitting a .csv file for your outlet's second or third template.
5. If you are submitting data for more than one service outlet, select your first service outlet as the **organisation**.
6. If you are submitting data from a single outlet, check that the organisation displayed matches the name of your service outlet.

Figure 2: Upload tab

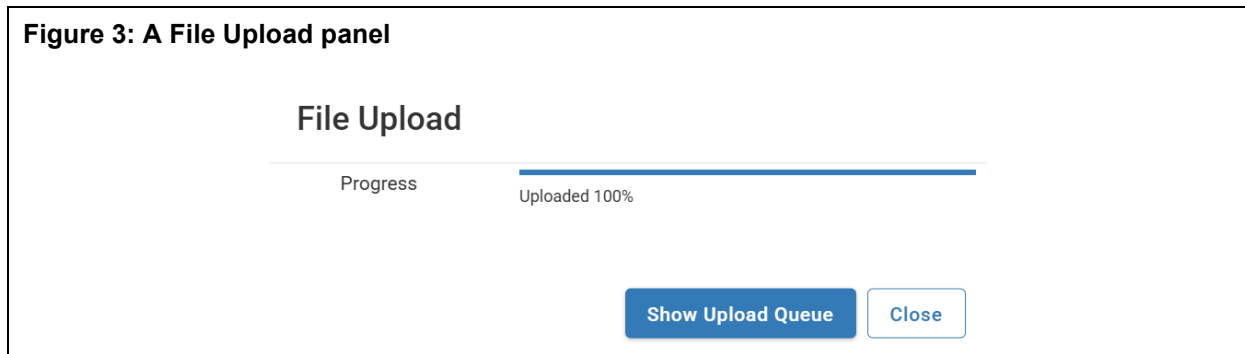


File selection

To select files:

- On the **Upload** tab, select the Browse button and use the navigator to locate one file to be uploaded (named for example '2136C_DataReport.csv') then select the button **Upload**. The system will check the selected file to ensure it is of the correct type (txt, csv, zip, xml, dat).
- A File Upload panel will be displayed to provide feedback on the progress of the data upload. When the progress shows Uploaded, press **Close**.

Figure 3: A File Upload panel



Validation – checking the data

Once the file has been uploaded, Validata runs a quick validation (i.e. checking) process.

You will receive an automatic email from no-reply@aihw.gov.au to confirm that you have uploaded a file.

The email will tell you whether your data is:

- Validated - this means it has been checked and you can now view whether there are any errors.
- Failed - with further action required before it can be validated.

Checking Validation status within Validata

In Validata, while on the Upload tab, scroll down to **Organisation Activity**.

Expand the arrow symbol (>) next your service outlet name in the Organisation Activity grid (Figure 4a) to see the status and results of your uploaded file.

Check the Status column – in Figure 4b the status is 'Uploaded'.

Figure 4a: Expand the arrow (in orange box) next to your service outlet name, to see validation details.

Organisation activity

Collection period: 2026 March.

Submit Expand Refresh Grid Clear Filter


Submission ID	File name	Uploaded	↓	Uploaded by	Crit error	Status
🔍	🔍	🔍	📅	🔍	🔍	🔍
> AIHW Training – FDV Refuge (undefined)						

Figure 4b: The file name, time stamp, number of errors, file status and blue Submission Actions button appear. This example is of a file with status of ‘Uploaded’.

Organisation activity

Collection period: 2026 March.

Submit Expand Refresh Grid Clear Filter

Submission ID	File name	Uploaded	↓	Uploaded by	Crit error	Status	Details
🔍	🔍	🔍	📅	🔍	🔍	🔍	
AIHW Training – FDV Refuge (undefined)							
<input type="checkbox"/>	844116	FQ1234_DataReport_2.csv	01/05/2026 04:33:51 PM	Kate Kennedy	0	Uploaded	

Possible Statuses:

- 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 to transfer to SAS server for validation processing.
- Validating/Validated – file is passed to the SAS server for validation against the validation sets. **This is when the results are ready to be checked.**
- Failed – file cannot be processed. Make sure you have uploaded a file which is a .csv not .xlsx. You should upload your .csv file again to see if it will process. If you get the same message again, contact the FDV Pilot team.

When you upload a file, Validata will validate (i.e. ‘check’) the data file fairly quickly. We recommend selecting ‘Refresh Grid’ to see the results faster. When the Status is ‘Validated’, the results are ready to view. This is when you will receive the automated email.

Viewing your validated results

Follow these steps when the Status of your file is ‘Validated’:

- For each uploaded file, select the blue **Submissions Actions** button in the Details column (see Figure 4b above). If you have a critical error in your upload, under **Validation Summary** you will see 'Critical (1)'.
- If there is a critical error, press the blue Expand All button to see a description. See Table 1 for the error description.

Table 1: Possible error found in .csv files for the FDV Pilot data collection

Rule	Error name	Error message
02.01	Missing service_outlet_ID	This data report is missing the Service Outlet ID. Please enter this ID on the Outlet information page, and then upload a new csv file.

Figure 5: Validation Details screen showing one critical error in the uploaded file

File Validation Details

[Validation Summary](#) [Comments](#)

Validation results [Collapse All](#)

Critical (1)

Rule 02.01 Missing service_outlet_ID (1)

This data report is missing the service outlet ID. Please enter this on the Outlet information page, and then upload a new csv file.

Top Level ID	Top Level Type	Variables of Interest
SE_2500	Service_Episode_ID	organisationid=

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

The Top Level ID, Top Level Type and Variables of Interest fields shown in Figure 5 can be ignored.

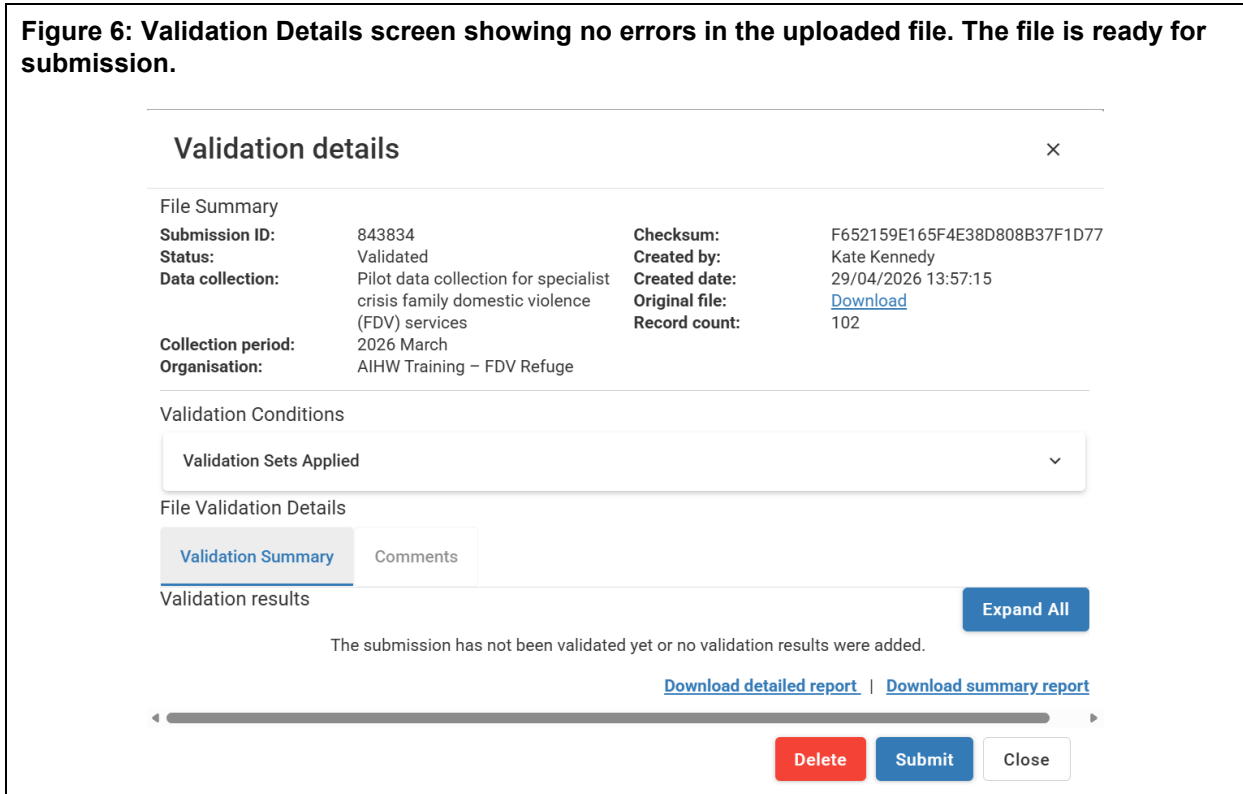
A detailed or summary report of the error/s can be downloaded in a zip file by clicking the links shown in Figure 5.

If an error is found, you must go back to the FDV Pilot Excel template, fix the error and save a new .csv file. You can then upload the corrected .csv data report file to Validata. This can be repeated until the .csv data file passes the validation (checking) process, no critical errors are found.

Submission

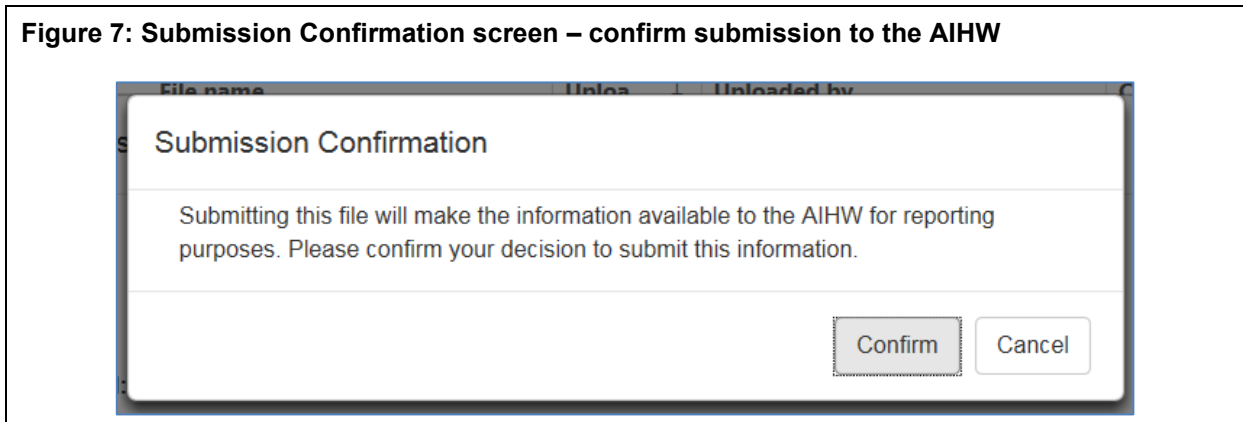
Once a .csv file with no errors has been uploaded and validated, the screen will look like Figure 6. The file can be submitted by selecting the **Submit** button at the bottom right of the Validation Details screen.

Figure 6: Validation Details screen showing no errors in the uploaded file. The file is ready for submission.



Selecting the **Submit** button is giving permission for AIHW to use your data. A confirmation screen will appear (Figure 7). Press **Confirm**.

Figure 7: Submission Confirmation screen – confirm submission to the AIHW



Please note: Once a file has been submitted, you can upload a new file and submit it for the same collection period. This will automatically change the status of the first file from 'Submitted' to 'Validated'. It does not delete the first file, however only the last file that was submitted for each collection period will be used for reporting.

If any personal or sensitive information is submitted in a file accidentally, please contact the FDV Pilot team urgently.

Submitting files for multiple outlets

If you are submitting files for multiple service outlets, once you have submitted a file for one service outlet, select your next service outlet from the Organisation drop down list on the Upload tab. Repeat the upload, validation and submission steps for each service outlet.

Submitting multiple files for the same outlet

If you have completed more than one pilot template for the same outlet, follow these steps:

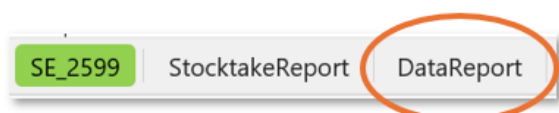
- Convert each one into a csv file.
- Add the template number to the name of each after 'DataReport'. For example, the first one will be '2136C_DataReport_1.csv', the second one will be '2136C_DataReport_2.csv' and the third will be '2136C_DataReport_3.csv'.
- Upload each .csv file in a different Collection period starting with March 2026, then April 2026 and May 2026. After uploading, follow the upload, validation and submission steps.
- If you have four or more .csv files to upload, please contact us at fdvpilot@aihw.gov.au, or call the Hotline on 02 6249 4866.

Appendix A: Preparing data for upload

Follow these steps for each completed template, then continue from point 5 in the [Checklist before you log on to Validata](#).

Finding the Data Report:

The **DataReport** sheet collects all the data you have entered into the template, and is the last sheet. This is the sheet you will turn into a.csv file at the end of the data collection period.



The quickest way to get to the Data Report is to click on the link in the Contents page.

Checking the Data Report for personal information

You must check that these 4 columns in your template's Data Report sheet do not contain any personal information:

- Column AO: Unique person identifier (Person_ID)
- Column DN: Name Other service not included above 1
- Column DO: Name Other service not included above 2
- Column DP: Name Other service not included above 3

Widen the columns if you need, to see the cells properly.

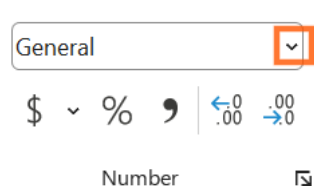
Note: Information in the data fields First Name, Last Name and Open Comments are not reported to the AIHW. It is OK for personal information to be in these fields.

Changing the format of the timed activity columns

Before you submit the pilot data, you need to update the format of the timed activity columns. This is due to a formatting issue that we have found in the template.

Please follow these instructions:

1. On the **Data Report** sheet, scroll across until you find the timed activity columns **CB, CC and CD**. Highlight all cells in each column by holding Shift and clicking on the letters CB, CC and CD. Release the Shift key.
2. Go to the top of the sheet, and click on the Home tab, then look across to the right. You will see this box in the Number group of buttons. The little window may say 'General' or 'Custom'. Here it says 'General'. Click on the arrow shown here in the orange box.



3. Select the top format **'General'**. The times in the columns will now appear as decimals. This is how you need to submit the timed activity data.

Saving data as a .csv file

This section outlines how the Data Report can be saved as a .csv file before it is uploaded to Validata. A .csv file is a simplified version of a single Excel worksheet, without formatting.

Step-by-step instructions

Saving data as a .csv file

1. Ensure that all SE worksheets are completed. Use the [Persons List](#) sheet to track the status of the worksheets. All slicers on the Persons List sheet should be showing as 'Complete'.
2. Save your template to make sure that no changes will be lost. Then select the **"DataReport"** sheet. This will open the Data Report sheet as an active sheet.



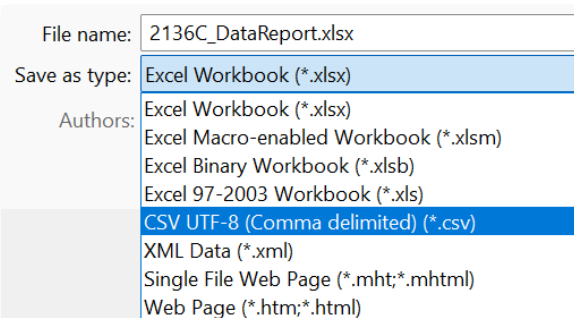
The green underline indicates that this is an active tab

3. Click **"File"**, and then either **"Save a Copy"** or **"Save As"** and choose a location where the .csv file will be saved.
4. Name your file after your Service Outlet Identifier + the name of the sheet you are saving, (e.g. **2136C_DataReport**).

File name: 2136C_DataReport.xlsx
Save as type: Excel Workbook (*.xlsx)

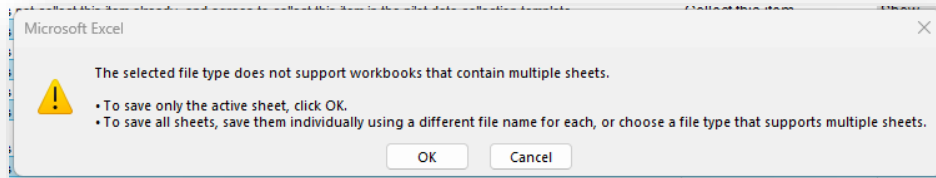
You can find your Service Outlet Identifier on the **Outlet Info and Stocktake** sheet.

5. For the file type, select **"CSV UTF-8 (Comma delimited) (*.csv)"** from the dropdown list.



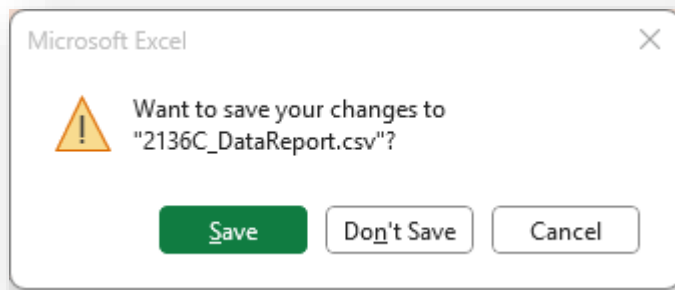
6. Select **“Save”**

7. You will likely receive a warning that 'The selected file type does not support workbooks that contain multiple sheets':



Select **‘OK’** on this screen.

8. Once you have created the new .csv file, you can Exit from Microsoft Excel. If it asks you whether you would like to save your changes, select **‘Save’**.



Your .csv file is now ready to upload. You can now repeat these steps for other templates if required. Continue from point 5 in the [Checklist before you log on to Validata.](#)

IMPORTANT

Do not re-open your newly saved .csv file before sending it to the AIHW. If you do so, it might prompt you to convert the text into data that may not be readable.

You can check the data before converting to .csv by navigating to the Data Report sheet in the template. If you want to change the data in this sheet, navigate to the relevant SE Worksheet and change it there, and the field will be updated on the Data Report sheet. Repeat steps above to create a new .csv file.