Validata™ enhancements

October 2023

Contents

Purpose of document

This document is intended to be a reference document to help provide additional context for error messages in Validata™. It also outlines why these changes were required, how they have been implemented, and how to view error messages in Validata™. If you have errors in Validata™ that you are not able to resolve, please check the list in section 5 for additional information, otherwise please contact the SHS Hotline as detailed in section 4.

1. Overview and background of changes

The Australian Institute of Health and Welfare (AIHW) has an ongoing program of reviewing the Specialist Homelessness Services Collection (SHSC) to ensure that good quality data is collected, and privacy and confidentiality measures are correctly implemented.

As a result of this ongoing program of continuous improvement, the AIHW has created new edit rules within Validata™, which will be active from 1 October 2023.

Overview of data quality enhancements

The new edit rules will improve the quality of the data collected in the SHSC by ensuring the data collected is valid for the age of the client. Analysis of data collected for the SHSC shows that some responses have not been entered correctly, given the age of the client. Some examples of invalid responses in the collection include:

- 112,295 children under the age of 15 were receiving assistance to obtain/maintain a government allowance.

- 781 children under the age of 12 were receiving employment assistance.

The new edits will be introduced on 1 October 2023, and will be applied to data being submitted through Validata™ for the September 2023 collection period onwards. Any breaches of the new rules will result in critical errors, and the relevant data will need to be amended before submission is allowed. Any data being re-submitted for collection periods before September 2023 will not have the new edits applied.

A summary of the new edit rules is provided in a table in Section 4 of this document.

2. How have the new edit rules been implemented?

Some validation relating to age may have already been implemented in your client management system (CMS). Other age-related errors may be picked up when your monthly SHS extract is loaded to Validata™ and undergoes the validation process.

In the new edit rules, the client's age has been calculated according to the point in time at which the information has been collected.

Age at episode start date

Edits will reference age at support period start for information collected when you first start working with your client, such as:

- Reasons for seeking assistance.

- Client situation (Week before and when Presenting).

Age at last service provision date

Edits calculated at age of last service provision date are applied to:

- Questions completed at the end of each Collection Period relating to the client's situation after they receive their last service for the month.

- SHS services needed, provided or referred during the entire Collection Period.

This means that some clients, particularly those who have longer support periods, will have a birthday that may cause edits applied to an older age group to be triggered for the above types of questions.

3. How to locate errors in Validata™

To view errors in Validata™ and access information on how to fix them:

- Go to the Upload tab.

- Select the required Collection Period.

- Locate the most recent file that contains critical errors.

- Click on the '**Actions'** button to view the errors.
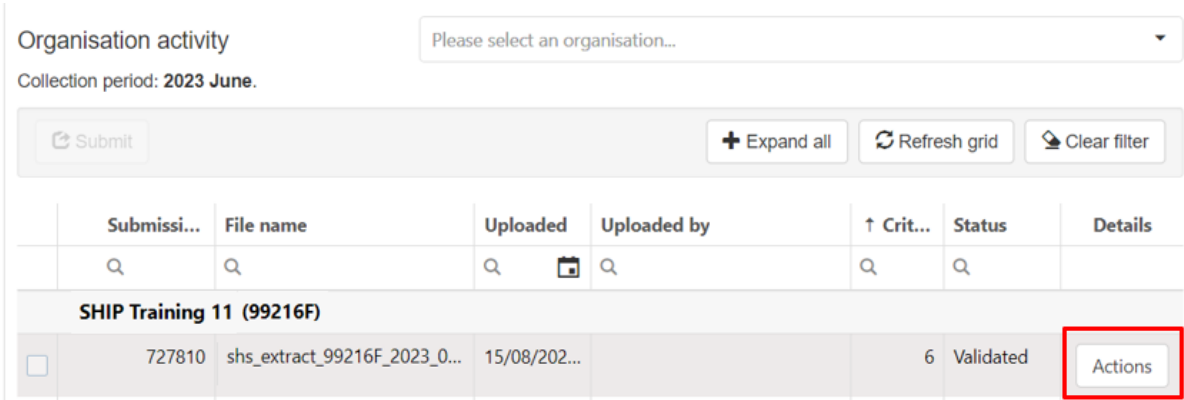
- Click on the '**+ Critical'** button to view details of the errors.

TIP: You can also click on **Download detailed report** link to download error information for future reference.
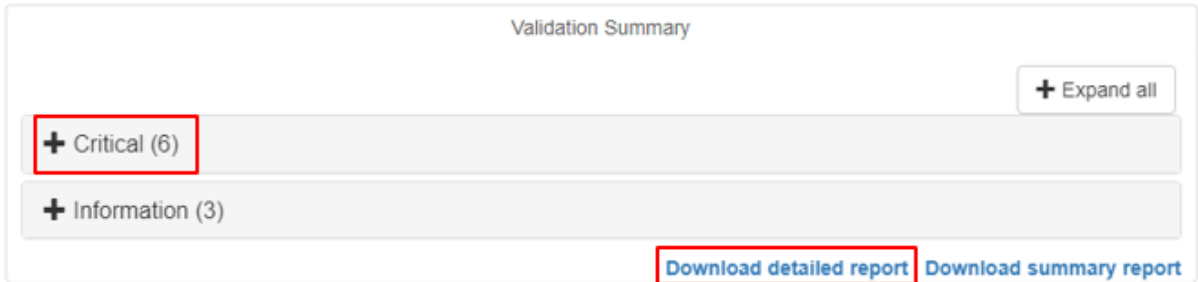
There is also an 'Expand all' button to enable details of all errors to be viewed.

When expanded, Validata™ identifies the error code and provides a description of the error. This description identifies the data item(s) that triggered the error and why the error was triggered. This information will direct you how to amend the data and resolve the error.

Details of the first critical error have been expanded in the example below by clicking on the '+' next to the error code. This expanded message provides further information relating to the record that has triggered the error.

- Refer to the client's Date of birth, Age and Alpha code to assist you to find the client record which contains the error (Validata™ does not receive any client names). The episode start date can also help you to locate the correct support period if the client has multiple entries.

This error message shows that a response of 'Not applicable' for Labour force status has triggered an error due to the client's age being over 15. As long as the client's age has been

entered correctly, the response for Labour force status must be changed to a valid response, i.e., 'Employed', 'Unemployed', 'Not in the labour force' or 'Don't know'.

4. Further information and support

Online help and training material

SHS Collection Manual

SHS Data Definitions page

SHS Hotline

- Open 9am to 5pm weekdays (AEST/AEDT)
- Phone: 1800 627 191

  Option 2: Help with data definitions, concepts, and errors in Validata™.
- SHS Hotline: homelessness@aihw.gov.au

5. List of new error codes and how to resolve

This table contains supplementary information to help you to resolve errors related to the new edit rules in Validata™. It contains the following information:

- **Error code** – The code displayed in Validata™ for the associated error.
- **Location of error** – this column contains the data item(s) that have triggered the error. The time period at which the error is located is also included in brackets for some items. This can be 'Week before', 'Presenting' or 'End of collection period'.
- **Resolution of error** – further information to assist you to resolve the error. The resolutions provided in this table assume that the age of the client has been entered correctly, but you should check this as well.

Error code	Location of error	Resolution of error
C04.010.05	Relationship to presenting unit head	Person is aged under 16, so parent/guardian is not a valid response.
C07.017.06	Relationship to presenting unit head	Client is aged under 16, so parent/guardian is not a valid response.
C07.025.04	Time since most recent address	Client is less than 1 year old, so 'more than 1 to 5 years ago' is not a valid response. If client has not previously had a permanent place to live, record 'Not applicable'.
C07.029.04	Government payment indicator (Week before)	Client is aged under 15, so 'Not applicable' is the only valid response.
C07.029.05	Government payment indicator, Source of income (Week before)	Client is aged 15 or older and main source of income is 'Nil'. Hence 'Not applicable' is not a valid response.
C07.030.04	Government payment indicator (Presenting)	Client is aged under 15, so 'Not applicable' is the only valid response.
C07.030.05	Government payment indicator, source of income (Presenting)	Client is aged 15 or older and source of income is 'Nil'. Hence 'Not applicable' is not a valid response.

C07.033.06	Student type (Week before)	Client is not aged between 3 and 6, so 'Preschool student' is not a valid response.
C07.033.07	Student type (Week before)	Client is not aged between 4 and 15, so 'Primary school student' is not a valid response.
C07.033.08	Student type (Week before)	Client is aged under 11, so 'University student' and 'Secondary school student' are not valid responses.
C07.034.06	Student type (Presenting)	Client is not aged between 3 and 6, so 'Preschool student' is not a valid response.
C07.034.07	Student type (Presenting)	Client is not aged between 4 and 15, so 'Primary school student' is not a valid response.
C07.034.08	Student type (Presenting)	Client is aged under 11, so 'University student' and 'Secondary school student' are not valid responses.
C07.035.06	School enrolment (Presenting)	Client is not aged between 3 and 18, so school enrolment must be 'Not applicable' or 'Don't know'. Only collected for school enrolment and attendance, not other types of training or education.
C07.035.07	School enrolment (Presenting)	Client is aged between 5 and 15, so 'Not applicable' is not a valid response for school enrolment. If the client is not undertaking formal schooling, select 'Neither enrolled nor home schooled'.

C07.036.04	Source of income (Week before)	Client is aged under 22 or is eligible for age pension, so 'Newstart allowance' and 'Sickness allowance' are not valid responses. To check age pension eligibility, go to DSS website: https://www.dss.gov.au/seniors/benefits-payments/age-pension
C07.036.05	Source of income (Week before)	Client is aged under 16 so 'Disability support pension' is not a valid response.
C07.036.06	Source of income (Week before)	Client is not aged between 16 and 24, so 'Youth allowance' is not a valid response.
C07.036.07	Source of income (Week before)	Client is under the eligibility age for the age pension, so 'Age pension' is not a valid response. To check age pension eligibility go to DSS website: https://www.dss.gov.au/seniors/benefits-payments/age-pension
C07.036.08	Source of income (Week before)	Client is aged under 14, so 'Austudy/Abstudy' is not a valid response.
C07.037.04	Source of income (Presenting)	Client is aged under 22 or is eligible for age pension, so 'Newstart allowance' and 'Sickness allowance' are not valid responses. To check age pension eligibility, go to DSS website: https://www.dss.gov.au/seniors/benefits-payments/age-pension
C07.037.05	Source of income (Presenting)	Client is aged under 16, so 'Disability support pension' is not a valid response.

C07.037.06	Source of income (Presenting)	Client is not aged between 16 and 24, so 'Youth allowance' is not a valid response.
C07.037.07	Source of income (Presenting)	Client is under the eligibility age for the age pension, so 'Age pension' is not a valid response. To check age pension eligibility go to DSS website: https://www.dss.gov.au/seniors/benefits-payments/age-pension
C07.037.08	Source of income (Presenting)	Client is aged under 14, so 'Austudy/Abstudy' is not a valid response.
C07.038.03	Living arrangement, Residential type (Week before)	'Lone person' is only a valid response for the living arrangement of a client aged under 11 if the residential type is 'Youth/Juvenile justice facility' or 'Boarding school/Residential college' or 'Don't know'. Living arrangement should not be confused with the presenting unit. Select 'Group' for a child under 11 in emergency accommodation who is not with family.
C07.038.04	Living arrangement, Residential type (Week before)	Client resides in 'Boarding school/Residential college', living arrangement must be 'Lone person' or 'Group'.
C07.038.05	Living arrangement, Residential type (Week before)	Client resides in 'Youth/juvenile justice correction centre', living arrangement must be 'Lone person' or 'Group'.

C07.039.03	Living arrangement, Residential type (Presenting)	'Lone person' is only a valid response for the living arrangement of a client aged under 11 if the residential type is 'Youth/Juvenile justice facility' or 'Boarding school/Residential college' or 'Don't know'. Living arrangement should not be confused with the presenting unit. Select 'Group' for a child under 11 in emergency accommodation who is not with family.
C07.039.04	Living arrangement, Residential type (Presenting)	Client resides in 'Boarding school/Residential college', living arrangement must be 'Lone person' or 'Group'.
C07.039.05	Living arrangement, Residential type (Presenting)	Client resides in 'Youth/juvenile justice correction centre', so living arrangement must be 'Lone person' or 'Group'.
C07.042.06	Labour force status (Week before)	Client is aged under 15, so 'Not applicable' is the only valid response to 'Labour force status'. Working arrangements are not collected for clients under 15 years.
C07.042.07	Labour force status (Week before)	Client is aged 15 or older, so 'Not applicable' is not a valid response to 'Labour force status'. Valid responses are 'Employed', Unemployed', 'Not in the labour force' or 'Don't know'.
C07.043.06	Labour force status (Presenting)	Client is aged under 15, so 'Not applicable' is the only valid response to 'Labour force status'. Working arrangements are not collected for clients under 15 years.
C07.043.07	Labour force status (Presenting)	Client is aged 15 or older, so 'Not applicable' is not a valid response to 'Labour force status'. Valid responses are 'Employed', Unemployed', 'Not in the labour force' or 'Don't know'.

C07.044.07	Residential type (Week before)	Client is aged between 6 and 17, so 'Adult correctional facility' is not a valid response.
C07.044.08	Residential type (Week before)	Client is not aged between 10 and 21, so 'Youth/juvenile justice correction centre' is not a valid response.
C07.044.09	Residential type (Week before)	Client is aged under 45, so 'Aged care facility' is not a valid response.
C07.044.10	Residential type (Week before)	Client is aged under 6, so 'Boarding school/residential college' is not a valid response.
C07.045.07	Residential type (Presenting)	Client is aged between 6 and 17, so 'Adult correctional facility' is not a valid response.
C07.045.08	Residential type (Presenting)	Client is not aged between 10 and 21, so 'Youth/juvenile justice correction centre' is not a valid response.
C07.045.09	Residential type (Presenting)	Client is aged under 45, so 'Aged care facility' is not a valid response.
C07.045.10	Residential type (Presenting)	Client is aged under 6, so 'Boarding school/residential college' is not a valid response.
C07.046.13	Tenure (Week before)	Client is aged under 13, so 'Renter' is not a valid response for tenure. Valid response is 'Rent free' in the relevant residence type.
C07.046.14	Tenure (Week before)	Client is aged under 16, 'Owner' is not a valid response for tenure. Valid response is 'Rent free' in the relevant residence type.

C07.047.13	Tenure (Presenting)	Client is aged under 13, so 'Renter' is not a valid response for tenure. Valid response is 'Rent free' in the relevant residence type.
C07.047.14	Tenure (Presenting)	Client is aged under 16, 'Owner' is not a valid response for tenure. Valid response is 'Rent free' in the relevant residence type.

C07.048.06	Occupancy (Week before)	Client is aged under 13, so 'Leased tenure - nominated on lease' is not a valid response for tenure.
		   - If parent is renter or owner, then valid response is 'Living with relative fee free',
		   - If parent is couch surfer, then valid response is 'Couch surfer',
		   - If no tenure and not one of the above, then valid response is 'Not applicable'.

C07.049.06	Occupancy (Presenting)	Client is aged under 13, so 'Leased tenure - nominated on lease' is not a valid response for tenure.
		   - If parent is renter or owner, then valid response is 'Living with relative fee free',
		   - If parent is couch surfer, then valid response is 'Couch surfer',
		   - If no tenure and not one of the above, then valid response is 'Not applicable'.

C07.053.04	Mental health services received	Client is less than 1 year old, so 'Received services more than 12 months ago' is not a valid response.
C08.003.04	Facility type	Client is not aged between 10 and 21, so 'Youth/juvenile justice correction centre' is not a valid response.
C08.003.05	Facility type	Client is aged between 6 and 17, so 'Adult correctional facility' is not a valid response.
C09.003.03	Reason for assistance (Presenting)	Client is aged under 12, so 'Employment difficulties' and 'Unemployment' are not valid reasons for seeking assistance.

C09.003.04	Reason for assistance (Presenting)	Client is aged under 10, so 'Transition from custodial arrangements' is not a valid reason for seeking assistance.
C09.003.05	Reason for assistance (Presenting)	Client is aged 19 or older, so 'Transition from foster care/child safety residential placements' is not a valid response.
C12.003.01	Age at last service provision	Client's age over 115 is not a valid response. Check DOB.
C12.007.03	Labour force status (End of collection period)	Client is aged under 15, so 'Not applicable' is the only valid response to 'Labour force status'. Working arrangements are not collected for clients under 15 years.
C12.007.04	Labour force status (End of collection period)	Client is aged 15 or older, so 'Not applicable' is not a valid response to 'Labour force status'. Valid responses are 'Employed', Unemployed', 'Not in the labour force' or 'Don't know.
C12.010.06	Student type (End of collection period)	Client is not aged between 3 and 6, so 'Preschool student' is not a valid response.
C12.010.07	Student type (End of collection period)	Client is not aged between 4 and 15, so 'Primary school student' is not a valid response.
C12.010.08	Student type (End of collection period)	Client is aged under 11, so 'University student' and 'Secondary school student' are not valid responses.
C12.011.04	Government payment indicator (End of collection period)	Client is aged under 15, so 'Not applicable' is the only valid response.

C12.011.05	Government payment indicator, Source of income (End of collection period)	Client is aged 15 or older and source of income is 'Nil'. 'Not applicable' is not a valid response.
C12.012.03	Living arrangement, Residential type (End of collection period)	'Lone person' is only a valid response for the living arrangement of a client aged under 11 if the residential type is 'Youth/Juvenile justice facility' or 'Boarding school/Residential college' or 'Don't know'.
C12.012.04	Living arrangement, Residential type (End of collection period)	Client resides in 'Boarding school/Residential college', living arrangement must be 'Lone person' or 'Group'.
C12.012.05	Living arrangement, Residential type (End of collection period)	Client resides in 'Youth/juvenile justice correction centre', living arrangement must be 'Lone person' or 'Group'.
C12.013.06	Occupancy (End of collection period)	Client is aged under 13, so 'Leased tenure - nominated on lease' is not a valid response for tenure. - If parent is renter or owner, then valid response is 'Living with relative fee free', - If parent is couch surfer, then valid response is 'Couch surfer', - If no tenure and not one of the above, then valid response is 'Not applicable'.
C12.014.07	Residential type (End of collection period)	Client is aged between 6 and 17, so 'Adult correctional facility' is not a valid response.
C12.014.08	Residential type (End of collection period)	Client is not aged between 10 and 21, so 'Youth/juvenile justice correction centre' is not a valid response.

C12.014.09	Residential type (End of collection period)	Client is aged under 45, so 'Aged care facility' is not a valid response.
C12.014.10	Residential type (End of collection period)	Client is aged under 6, so 'Boarding school/residential college' is not a valid response.
C12.015.13	Tenure (End of collection period)	Client is aged under 13, so 'Renter' is not a valid response for tenure. Valid response is 'Rent free' in the relevant residence type.
C12.015.14	Tenure (End of collection period)	Client is aged under 16, 'Owner' is not a valid response for tenure. Valid response is 'Rent free' in the relevant residence type.
C12.016.04	Source of income (End of collection period)	Client is aged under 22 or is eligible for age pension, so 'Newstart allowance' and 'Sickness allowance' are not valid responses for 'main source of income'. To check age pension eligibility, go to DSS website: https://www.dss.gov.au/seniors/benefits-payments/age-pension
C12.016.05	Source of income (End of collection period)	Client is aged under 16, so 'Disability support pension' is not a valid response.
C12.016.06	Source of income (End of collection period)	Client is not aged between 16 and 24, so 'Youth allowance' is not a valid response.
C12.016.07	Source of income (End of collection period)	Client is under the eligibility age for the age pension, so 'Age pension' is not a valid response. To check age pension eligibility go to DSS website: https://www.dss.gov.au/seniors/benefits-payments/age-pension

C12.016.08	Source of income (End of collection period)	Client is aged under 14, so 'Austudy/Abstudy' is not a valid response.
C13.003.03	Type of service activity	Client is aged under 15, so 'Assistance to obtain/maintain government allowance' is not a valid response.
C13.003.04	Type of service activity	Client is aged under 12, so 'Employment assistance', 'Parenting skills education', 'Pregnancy assistance' and 'Family Planning support' are not valid responses.
C13.003.06	Type of service activity	Client is aged 18 or older, so 'Child care,' or 'Child specific specialist counselling' is not a valid response. Client is indirect beneficiary of service. These services must be entered in the record of the child directly receiving the service.
C13.004.22	Service activity outcome	No service or referral reported for this person. Add a service provided or referred. If no service has been provided or a referral arranged, then delete this support period.
C13.004.23	Service activity outcome	No service or referral reported for this person. Add a service provided or referred. If no service has been provided or a referral arranged, then close this support period in the previous collection period.