

# Online Services Report (OSR) DSS 2020–21

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# Online Services Report (OSR) DSS 2020–21

## Identifying and definitional attributes

**Metadata item type:** Data Set Specification

**METEOR identifier:** 754789

**Registration status:** [Indigenous](#), Standard 07/04/2024

**DSS type:** Data Set Specification (DSS)

**Scope:** The Online Services Report (OSR) data set specification (DSS) describes information collected from organisations that receive Australian Government funding to provide health services to Aboriginal and Torres Strait Islander (First Nations) people under its Indigenous Australians' Health Programme (IAHP), referred to as [funded organisations](#). The collection consists of contextual information about each funded organisation, including their organisation type, client numbers, client contacts, episodes of care, and staffing levels.

Most funded organisations report on all health/clinical services and related full-time equivalent (FTE) staffing levels regardless of the funding source. However, some are only required to report on activities directly related to their funding rather than on all activities. This is generally because these organisations are funded for a specific program only or for a specific primary health service within a larger organisation (such as to provide maternal and child health programs within hospitals, health services, or primary health networks).

Only aggregate data at organisation level are supplied. No individual level client data are supplied. Funded organisations may have one or more sites. A small number of questions on the availability of services are reported at the site level.

## Collection and usage attributes

**Collection methods:** Each funded organisation records service provision in their clinical information system (CIS).

The CISs contain many variables related to individual clients, but only those specified as required for the OSR, aggregated for each organisation, are extracted for use.

Data are aggregated using cohort definitions and specialised software and then submitted to the Australian Institute of Health and Welfare (AIHW) via the Health Data Portal (HDP). The HDP is the Commonwealth Department of Health's secure web-based data submission platform.

Many CISs are able to extract, aggregate and upload the de-individualised data directly to the HDP through a direct-load process. Organisations with systems unable to complete the direct-load process are able to manually enter aggregate data directly into a web-based form through the HDP. Responses to questions that cannot be extracted from the CIS, such as governance, are manually entered into the HDP.

To avoid the complexity required to adequately describe the various permutations of the aggregate data supplied to the AIHW, the OSR DSS describes the data to be collected in terms of individual level data elements, however, only aggregate organisational level data derived from these data elements are supplied to the AIHW.

For example, to report the number of clients seen by an organisation during 2020–21, organisations report the count of clients based on the data element:

[Service provider organisation—number of clients, total N\[NNNNN\]](#)

disaggregated by:

- [Person—Indigenous status, code N](#)
- [Person—age range, 5 year code N\[N\]](#)
- [Person—sex, code X](#)

but do not include individual client records.

All data are collected at the organisation level, except information on the availability of services is collected for each service delivery site.

Data are collected annually for the financial year.

**Implementation start date:** 01/07/2020

**Implementation end date:** 30/06/2021

**Comments:** *Glossary items*

Glossary terms that are relevant to this data set specification are included here.

[Aboriginal and Torres Strait Islander health worker](#)

[Family](#)

[Funded organisation](#)

[Geographic indicator](#)

[Urban Centre and Locality](#)

[Volunteer](#)

## Source and reference attributes

**Submitting organisation:** Australian Institute of Health and Welfare

**Reference documents:** AIHW (2023) [Online Services Report \(OSR\) for Indigenous primary health care](#), AIHW website, accessed 28 June 2023.

## Relational attributes

## Metadata items in this Data Set Specification

| Seq No.  | Metadata item  | Obligation  | Max occurs |
|--|--|-------------|------------|
| 1  | <a href="#">Organisation—organisation name, text X[X(199)]</a>       | Mandatory   | 99         |
| <b>DSS specific information:</b>   |  |             |            |
| In the OSR DSS, this data element is stored in the Health Data Portal (HDP) as part of the administrative information about the <a href="#">funded organisation</a> and is managed by the Department of Health. Funded organisations do not report this for each data collection, but are asked to contact the Department of Health to correct the information if it is incorrect. The organisation name forms part of the AIHW OSR dataset. |  |             |            |
| This data element is used for:   |  |             |            |
| <ul style="list-style-type: none"> <li>the funded organisation's name</li> <li>the funded organisation's trading name</li> <li>each of the funded organisation's site names (a funded organisation may have one or more sites).</li> </ul>   |  |             |            |
| 2  | <a href="#">Address—sub-dwelling unit number, identifier X[X(6)]</a> | Conditional | 2          |
| <b>Conditional obligation:</b>   |  |             |            |
| Conditional on this component being part of the address.   |  |             |            |
| <b>DSS specific information:</b>   |  |             |            |
| In the OSR DSS, this data element is stored in the Health Data Portal (HDP) as part of the administrative information about the <a href="#">funded organisation</a> and is managed by the Department of Health. Funded organisations do not report this for each data collection but are asked to contact the Department of Health to correct the information if it is incorrect. The address forms part of the AIHW OSR dataset.            |  |             |            |
| This data element is used twice for:   |  |             |            |
| <ul style="list-style-type: none"> <li>the funded organisation's physical address</li> <li>the funded organisation's postal address.</li> </ul>  |  |             |            |
| 3  | <a href="#">Address—road number 1, road number XXXXXX</a>            | Mandatory   | 2          |
| <b>DSS specific information:</b>   |  |             |            |
| In the OSR DSS, this data element is stored in the Health Data Portal (HDP) as part of the administrative information about the <a href="#">funded organisation</a> and is managed by the Department of Health. Funded organisations do not report this for each data collection but are asked to contact the Department of Health to correct the information if it is incorrect. The address forms part of the AIHW OSR dataset.            |  |             |            |
| This data element is used twice for:   |  |             |            |
| <ul style="list-style-type: none"> <li>the funded organisation's physical address</li> <li>the funded organisation's postal address.</li> </ul>  |  |             |            |

| Seq No.  | Metadata item   | Obligation  | Max occurs |
|--|---|-------------|------------|
| 4  | <a href="#">Address—road number 2, road number XXXXXX</a> | Conditional | 2          |
| <p><b>Conditional obligation:</b></p> <p>Conditional on this component being part of the address.</p> <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element is stored in the Health Data Portal (HDP) as part of the administrative information about the <a href="#">funded organisation</a> and is managed by the Department of Health. Funded organisations do not report this for each data collection but are asked to contact the Department of Health to correct the information if it is incorrect. The address forms part of the AIHW OSR dataset.</p> <p>This data element is used twice for:</p> <ul style="list-style-type: none"> <li>the funded organisation's physical address</li> <li>the funded organisation's postal address.</li> </ul> |   |             |            |
| 5  | <a href="#">Address—road name, text X[X(44)]</a>          | Mandatory   | 2          |
| <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element is stored in the Health Data Portal (HDP) as part of the administrative information about the <a href="#">funded organisation</a> and is managed by the Department of Health. Funded organisations do not report this for each data collection but are asked to contact the Department of Health to correct the information if it is incorrect. The address forms part of the AIHW OSR dataset.</p> <p>This data element is used twice for:</p> <ul style="list-style-type: none"> <li>the funded organisation's physical address</li> <li>the funded organisation's postal address.</li> </ul>   |   |             |            |
| 6  | <a href="#">Address—road type, code AA[AA]</a>            | Mandatory   | 2          |
| <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element is stored in the Health Data Portal (HDP) as part of the administrative information about the <a href="#">funded organisation</a> and is managed by the Department of Health. Funded organisations do not report this for each data collection but are asked to contact the Department of Health to correct the information if it is incorrect. The address forms part of the AIHW OSR dataset.</p> <p>This data element is used twice for:</p> <ul style="list-style-type: none"> <li>the funded organisation's physical address</li> <li>the funded organisation's postal address.</li> </ul>   |   |             |            |

| Seq No.  | Metadata item   | Obligation | Max occurs |
|--|---|------------|------------|
| 7  | <a href="#">Address—suburb/town/locality name, text X[X(45)]</a>  | Mandatory  | 2          |
| <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element is stored in the Health Data Portal (HDP) as part of the administrative information about the <a href="#">funded organisation</a> and is managed by the Department of Health. Funded organisations do not report this for each data collection but are asked to contact the Department of Health to correct the information if it is incorrect. The address forms part of the AIHW OSR dataset.</p> <p>This data element is used twice for:</p> <ul style="list-style-type: none"> <li>the funded organisation's physical address</li> <li>the funded organisation's postal address.</li> </ul> |   |            |            |
| 8  | <a href="#">Address—Australian state/territory identifier, code AA[A]</a>   | Mandatory  | 2          |
| <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element is stored in the Health Data Portal (HDP) as part of the administrative information about the <a href="#">funded organisation</a> and is managed by the Department of Health. Funded organisations do not report this for each data collection but are asked to contact the Department of Health to correct the information if it is incorrect. The address forms part of the AIHW OSR dataset.</p> <p>This data element is used twice for:</p> <ul style="list-style-type: none"> <li>the funded organisation's physical address</li> <li>the funded organisation's postal address.</li> </ul> |   |            |            |
| 9  | <a href="#">Address—Australian postcode, code (Postcode datafile) NNNN</a>  | Mandatory  | 2          |
| <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element is stored in the Health Data Portal (HDP) as part of the administrative information about the <a href="#">funded organisation</a> and is managed by the Department of Health. Funded organisations do not report this for each data collection but are asked to contact the Department of Health to correct the information if it is incorrect. The address forms part of the AIHW OSR dataset.</p> <p>This data element is used twice for:</p> <ul style="list-style-type: none"> <li>the funded organisation's physical address</li> <li>the funded organisation's postal address.</li> </ul> |   |            |            |
| 10   | <a href="#">Service provider organisation—quality accreditation/certification standard indicator, yes/no code N</a> | Mandatory  | 2          |
| <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element is reported twice, for whether the <a href="#">funded organisation</a> has:</p> <ul style="list-style-type: none"> <li>current clinical Royal Australian College of General Practitioners (RACGP) standards accreditation</li> <li>current organisational accreditation (Quality Improvement Council (QIC)/International Organization for Standardization (ISO)/Australian Council on Healthcare Standards (ACHS)/National Safety and Quality Health Service (NSQHS) Standards).</li> </ul>   |   |            |            |

| Seq No.  | Metadata item  | Obligation  | Max occurs |
|--|--|-------------|------------|
| 11   | <a href="#">Service provider organisation—quality accreditation/certification name, text X[X(199)]</a>                       | Conditional | 2          |
| <p><b>Conditional obligation:</b></p> <p>Reporting against this data element is conditional on a 'CODE 1 Yes' response to <a href="#">Service provider organisation—quality accreditation/certification standard indicator, yes/no code N</a> for whether the <b>funded organisation</b> has:</p> <ul style="list-style-type: none"> <li>• current clinical Royal Australian College of General Practitioners (RACGP) standards accreditation</li> <li>• current organisational accreditation (Quality Improvement Council (QIC)/International Organization for Standardization (ISO)/Australian Council on Healthcare Standards (ACHS)/National Safety and Quality Health Service (NSQHS) Standards).</li> </ul> <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element may be reported twice, for the name of the accreditation agency for:</p> <ul style="list-style-type: none"> <li>• current clinical RACGP standards accreditation</li> <li>• current organisational accreditation (QIC/ISO/ACHS/NSQHS Standards).</li> </ul> |  |             |            |
| 12   | <a href="#">Service provider organisation—accreditation expiry date, DDMMYYYY</a>  | Conditional | 2          |
| <p><b>Conditional obligation:</b></p> <p>Reporting against this data element is conditional on a 'CODE 1 Yes' response to <a href="#">Service provider organisation—quality accreditation/certification standard indicator, yes/no code N</a> for whether the <b>funded organisation</b> has:</p> <ul style="list-style-type: none"> <li>• current clinical Royal Australian College of General Practitioners (RACGP) standards accreditation</li> <li>• current organisational accreditation (Quality Improvement Council (QIC)/International Organization for Standardization (ISO)/Australian Council on Healthcare Standards (ACHS)/National Safety and Quality Health Service (NSQHS) Standards).</li> </ul> <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element may be reported twice, for the accreditation expiry date for:</p> <ul style="list-style-type: none"> <li>• current clinical RACGP standards accreditation</li> <li>• current organisational accreditation (QIC/ISO/ACHS/NSQHS Standards).</li> </ul>        |  |             |            |
| 13   | <a href="#">Service provider organisation—quality accreditation/certification standard type, health services code AAA[A]</a> | Conditional | 1          |
| <p><b>Conditional obligation:</b></p> <p>Reporting against this data element is conditional on a 'CODE 1 Yes' response to <a href="#">Service provider organisation—quality accreditation/certification standard indicator, yes/no code N</a> for whether the <b>funded organisation</b> has current organisational accreditation (Quality Improvement Council (QIC)/International Organization for Standardization (ISO)/Australian Council on Healthcare Standards (ACHS)/National Safety and Quality Health Service (NSQHS) Standards).</p>   |  |             |            |

| Seq No. | Metadata item   | Obligation | Max occurs |
|---------|---|------------|------------|
| 14      | <a href="#">Person—given name, text X[X(39)]</a><br><br><i>DSS specific information:</i><br><br>In the OSR DSS, this data element is used to report the details of the contact person for the OSR collection.   | Mandatory  | 1          |
| 15      | <a href="#">Person—family name, text X[X(39)]</a><br><br><i>DSS specific information:</i><br><br>In the OSR DSS, this data element is used to report the details of the contact person for the OSR collection.  | Mandatory  | 1          |
| 16      | <a href="#">Address—electronic communication address, text X[X(1099)]</a><br><br><i>DSS specific information:</i><br><br>In the OSR DSS, this data element is used to report the email address of the contact person for the OSR collection.  | Mandatory  | 1          |
| 17      | <a href="#">Address—telephone number, text X[X(15)]</a><br><br><i>DSS specific information:</i><br><br>In the OSR DSS, this data element may be reported twice, if applicable, for: <ul style="list-style-type: none"> <li>• the landline telephone number</li> <li>• the mobile telephone number</li> </ul> of the contact person for the OSR collection.  | Mandatory  | 2          |
| 18      | <a href="#">Service provider organisation—governance model, Aboriginal and Torres Strait Islander type code NN</a><br><br><i>DSS specific information:</i><br><br>In the OSR DSS, this data element is stored in the Health Data Portal (HDP) as part of the administrative information about the <a href="#">funded organisation</a> and is managed by the Department of Health. Funded organisations do not report this for each data collection but are asked to contact the Department of Health to correct the information if it is incorrect. The governance model forms part of the AIHW OSR dataset.<br><br>The funded organisations in the OSR are generally primary health care organisations, however some organisations are only funded for a specific program or for a specific primary health service within a larger organisation (such as to provide maternal and child health programs within hospitals, health services, or primary health networks). | Mandatory  | 1          |
| 19      | <a href="#">Service provider organisation—smoke-free facility flag, yes/no code N</a><br><br><i>DSS specific information:</i><br><br>In the OSR DSS, this data element is used to report whether the <a href="#">funded organisation</a> is a smoke-free workplace or is implementing smoke-free policies.  | Mandatory  | 1          |



| Seq No. | Metadata item  | Obligation  | Max occurs |
|---------|--|-------------|------------|
| 20      | <a href="#">Person—access to smoking cessation support flag, yes/no code N</a>   | Mandatory   | 1          |
|         | <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element is used to report whether all staff of the organisation have access to smoking cessation resources, services and materials to support their own cessation attempts.</p>   |             |            |
| 21      | <a href="#">Organisation—incorporation flag, yes/no code N</a>   | Mandatory   | 1          |
| 22      | <a href="#">Organisation—incorporation type, Aboriginal and Torres Strait Islander code N</a>  | Conditional | 1          |
|         | <p><b>Conditional obligation:</b></p> <p>Reporting against this data element is conditional on a 'CODE 1 Yes' response to <a href="#">Organisation—incorporation flag, yes/no code N</a> for whether the <b>funded organisation</b> is incorporated.</p>   |             |            |
| 23      | <a href="#">Service provider organisation—not-for-profit indicator, yes/no code N</a>  | Mandatory   | 1          |
| 24      | <a href="#">Service provider organisation—registered with Australian Charities and Not-for-Profit Commission flag, yes/no code N</a>   | Conditional | 1          |
|         | <p><b>Conditional obligation:</b></p> <p>Reporting against this data element is conditional on a 'CODE 1 Yes' response to <a href="#">Service provider organisation—not-for-profit indicator, yes/no code N</a> for whether the <b>funded organisation</b> is a not-for-profit organisation.</p>   |             |            |
| 25      | <a href="#">Service provider organisation—number of members, total people N[NNNN]</a>  | Conditional | 1          |
|         | <p><b>Conditional obligation:</b></p> <p>Reporting against this data element is conditional on a 'CODE 1 Yes' response to <a href="#">Service provider organisation—not-for-profit indicator, yes/no code N</a> for whether the <b>funded organisation</b> is a not-for-profit organisation.</p> <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element reports the number of members as at the end of financial year census date. The members of an organisation are individuals who would usually pay membership fees (noting that not all organisations charge a membership fee).</p> |             |            |
| 26      | <a href="#">Service provider organisation—governing body flag, yes/no code N</a>   | Mandatory   | 1          |
|         | <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element refers to the <b>funded organisation's</b> governing committee or board.</p>  |             |            |

| Seq No.   | Metadata item   | Obligation  | Max occurs |
|---|---|-------------|------------|
| 27  | <a href="#">Service provider organisation—number of governing body members, total people N[N]</a>   | Conditional | 1          |
| <b>Conditional obligation:</b>  |   |             |            |
| Reporting against this data element is conditional on a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governing body flag, yes/no code N</a> for whether the <a href="#">funded organisation</a> has a governing committee or board. |   |             |            |
| <b>DSS specific information:</b>  |   |             |            |
| In the OSR DSS, this data element reports the number of members on the funded organisation's governing committee or board as at the end of financial year census date.  |   |             |            |
| 28  | <a href="#">Service provider organisation—number of governing body members who are Aboriginal and/or Torres Strait Islander people, total people N[N]</a> | Conditional | 1          |
| <b>Conditional obligation:</b>  |   |             |            |
| Reporting against this data element is conditional on a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governing body flag, yes/no code N</a> for whether the <a href="#">funded organisation</a> has a governing committee or board. |   |             |            |
| <b>DSS specific information:</b>  |   |             |            |
| In the OSR DSS, this data element reports the number of members on the funded organisation's governing committee or board who are Aboriginal and/or Torres Strait Islander (First Nations) people as at the end of financial year census date.            |   |             |            |
| 29  | <a href="#">Service provider organisation—governing body performance evaluated flag, yes/no code N</a>  | Conditional | 1          |
| <b>Conditional obligation:</b>  |   |             |            |
| Reporting against this data element is conditional on a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governing body flag, yes/no code N</a> for whether the <a href="#">funded organisation</a> has a governing committee or board. |   |             |            |
| <b>DSS specific information:</b>  |   |             |            |
| In the OSR DSS, this data element reports whether the performance of the funded organisation's governing committee or board was evaluated in the previous two years to the end of financial year census date.   |   |             |            |
| 30  | <a href="#">Service provider organisation—governing body members training flag, yes/no code N</a>   | Conditional | 1          |
| <b>Conditional obligation:</b>  |   |             |            |
| Reporting against this data element is conditional on a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governing body flag, yes/no code N</a> for whether the <a href="#">funded organisation</a> has a governing committee or board. |   |             |            |
| <b>DSS specific information:</b>  |   |             |            |
| In the OSR DSS, this data element reports whether the members of the funded organisation's governing committee or board received training in the financial year.  |   |             |            |

| Seq No.  | Metadata item  | Obligation  | Max occurs |
|--|--|-------------|------------|
| 31   | <a href="#">Service provider organisation—training provider, Aboriginal and Torres Strait Islander governance body code N[N]</a> | Conditional | 6          |
| <b>Conditional obligation:</b>   |  |             |            |
| Reporting against this data element is conditional on:   |  |             |            |
| <ul style="list-style-type: none"> <li>a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governing body flag, yes/no code N</a> for whether the <b>funded organisation</b> has a governing committee or board AND</li> <li>a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governing body members training flag, yes/no code N</a> for whether the members of the governing committee or board received training.</li> </ul> |  |             |            |
| <b>DSS specific information:</b>   |  |             |            |
| In the OSR DSS, this data element reports who provided training to the members of the funded organisation's governing committee or board in the financial year. Multiple responses can be selected.  |  |             |            |
| 32   | <a href="#">Service provider organisation—independent directors flag, yes/no code N</a>  | Conditional | 1          |
| <b>Conditional obligation:</b>   |  |             |            |
| Reporting against this data element is conditional on a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governing body flag, yes/no code N</a> for whether the <b>funded organisation</b> has a governing committee or board.   |  |             |            |
| <b>DSS specific information:</b>   |  |             |            |
| In the OSR DSS, this data element reports whether the funded organisation's governing committee or board includes non-member independent directors.  |  |             |            |
| 33   | <a href="#">Service provider organisation—number of independent directors, total people N[N]</a>                                 | Conditional | 1          |
| <b>Conditional obligation:</b>   |  |             |            |
| Reporting against this data element is conditional on:   |  |             |            |
| <ul style="list-style-type: none"> <li>a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governing body flag, yes/no code N</a> for whether the <b>funded organisation</b> has a governing committee or board AND</li> <li>a 'CODE 1 Yes' response to <a href="#">Service provider organisation—independent directors flag, yes/no code N</a> for whether the governing committee or board includes independent directors.</li> </ul>             |  |             |            |
| <b>DSS specific information:</b>   |  |             |            |
| In the OSR DSS, this data element reports the number of non-member independent directors included on the funded organisation's governing committee or board.   |  |             |            |

| Seq No.   | Metadata item   | Obligation  | Max occurs |
|---|---|-------------|------------|
| 34  | <a href="#">Service provider organisation—governance body members appointed for a skill set flag, yes/no code N</a> | Conditional | 1          |
| <p><b>Conditional obligation:</b></p> <p>Reporting against this data element is conditional on a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governing body flag, yes/no code N</a> for whether the <a href="#">funded organisation</a> has a governing committee or board.</p> <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element reports whether members (including independent directors) on the funded organisation's governing committee or board were specifically appointed for a skill set.</p>  |   |             |            |
| 35  | <a href="#">Person—skill set type, governance body member skill type code N[N]</a>                                  | Conditional | 10         |
| <p><b>Conditional obligation:</b></p> <p>Reporting against this data element is conditional on:</p> <ul style="list-style-type: none"> <li>• a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governing body flag, yes/no code N</a> for whether the <a href="#">funded organisation</a> has a governing committee or board AND</li> <li>• a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governance body members appointed for a skill set flag, yes/no code N</a> for whether any of the governing committee or board member were specifically appointed for a skill set.</li> </ul> <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element reports which skills members (including independent directors) on the funded organisation's governing committee or board were specifically appointed for. Multiple responses can be selected.</p> |   |             |            |
| 36  | <a href="#">Service delivery site—day of operation, Online Services Report code NNNN</a>                            | Mandatory   | 99         |
| <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element is reported for each of the <a href="#">funded organisation's</a> service delivery sites (a funded organisation may have one or more sites).</p>   |   |             |            |
| 37  | <a href="#">Service delivery site—24-hour emergency care flag, yes/no code N</a>                                    | Mandatory   | 99         |
| <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element is reported for each of the <a href="#">funded organisation's</a> service delivery sites (a funded organisation may have one or more sites).</p>   |   |             |            |
| 38  | <a href="#">Service delivery site—site type, code N</a>   | Mandatory   | 99         |
| <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element is reported for each of the <a href="#">funded organisation's</a> service delivery sites (a funded organisation may have one or more sites).</p>   |   |             |            |

| Seq No. | Metadata item  | Obligation | Max occurs |
|---------|--|------------|------------|
| 39      | <a href="#">Service provider organisation—number of episodes of care, total episodes N[NNNN]</a> | Mandatory  | 1          |

***DSS specific information:***

In the OSR DSS only aggregate data on the number of episodes of care for the [funded organisation](#) during the financial year are provided to the AIHW. Data are disaggregated by:

- [Person—Indigenous status, code N](#)
  - Aboriginal and/or Torres Strait Islander (CODE 1, CODE 2 or CODE 3)
  - Non-Indigenous (CODE 4)
  - Indigenous status not stated (CODE 9).
- [Person—sex, code X](#)
  - Male (CODE 1)
  - Female (CODE 2)
  - Gender not recorded (CODE 9) (Although reporting may vary, it is possible that in some funded organisations CODE 3 'Other' is included in this category for reporting).

For data collection, recording practices may vary between funded organisations so that:

- Although the term gender is used in the Health Data Portal for data collection, either sex or gender may be collected, with both variables reported together as 'sex'.
- Either 'Sex recorded at birth' or 'Sex reported at the time of collection' may be collected, with both variables reported together as 'sex'. It is likely that 'Sex reported at the time of collection' is most commonly collected.

An episode of care is a contact between an individual client and a service, with one or more staff, to provide health care (e.g. for sickness, injury, counselling, health education or screening) within one calendar day.

All contacts on the one day are treated holistically as one episode of care.

Health care activities to include as an episode of care:

- Health care provided through all sources of funding (e.g. First Nations Health Division, state government etc.);
- Health care provided through the funded organisation where the staff are volunteers or funded by another organisation;
- Outreach (care delivered at outstation visits, park clinics, satellite clinics etc.);
- Care delivered over the phone which results in an update to the patient's individual record;
- Transport only if it also involves direct provision of health care by the funded organisation's staff;
- Care delivered to visitors or transients;
- Telephone contact with clients that is of a clinical nature;
- Hospital contact with clients when they are in hospital; and
- Clinical consultation in 'other' locations (such as tents/car/under a tree, etc).

Health care activities to not include as an episode of care:

- Residential care.
- Groups (e.g. antenatal classes, men's groups, support groups).
- Administration contacts with clients (e.g. receptionist making a booking, arranging transport to a hospital clinic).
- Transport where no provision of health care is provided by the funded organisation's staff.

| Seq No. | Metadata item                                    | Obligation | Max occurs |
|---------|--|------------|------------|
| 40      | <a href="#">Person—Indigenous status, code N</a> | Mandatory  | 4          |

**DSS specific information:**

In the OSR DSS only aggregate data are provided to the AIHW. This data element is reported 4 times as a disaggregation for:

- episodes of care [Service provider organisation—number of episodes of care, total episodes N\[NNNN\]](#)
  - Aboriginal and/or Torres Strait Islander (CODE 1, CODE 2 or CODE 3)
  - Non-Indigenous (CODE 4)
  - Indigenous status not stated (CODE 9)
- client contacts [Service provider organisation—number of service contacts, total N\[NNNNN\]](#)
  - Aboriginal and/or Torres Strait Islander (CODE 1, CODE 2 or CODE 3)
  - Non-Indigenous (CODE 4)
  - Indigenous status not stated (CODE 9)
- clients seen [Service provider organisation—number of clients, total people N\[NNNN\]](#)
  - Aboriginal and/or Torres Strait Islander (CODE 1, CODE 2 or CODE 3)
  - Non-Indigenous (CODE 4)
  - Indigenous status not stated (CODE 9)
- paid FTE [Service provider organisation—full-time equivalent staff \(paid\), total N\[NNN.N\]](#)
  - Aboriginal and/or Torres Strait Islander (CODE 1, CODE 2 or CODE 3)
  - Other (CODE 4 or CODE 9).

|    |                                    |           |   |
|----|------------------------------------|-----------|---|
| 41 | <a href="#">Person—sex, code X</a> | Mandatory | 3 |
|----|------------------------------------|-----------|---|

**DSS specific information:**

In the OSR DSS only aggregate data are provided to the AIHW. This data element is reported 3 times as a disaggregation for:

- episodes of care [Service provider organisation—number of episodes of care, total episodes N\[NNNN\]](#)
- client contacts [Service provider organisation—number of service contacts, total N\[NNNNN\]](#)
- clients seen [Service provider organisation—number of clients, total people N\[NNNN\]](#).

Data are reported for:

- Male (CODE 1)
- Female (CODE 2)
- Gender not recorded (CODE 9) (Although reporting may vary, it is possible that in some [funded organisations](#) CODE 3 'Other' is included in this category for reporting).

For data collection, recording practices may vary between funded organisations so that:

- Although the term gender is used in the Health Data Portal for data collection, either sex or gender may be collected, with both variables reported together as 'sex'.
- Either 'Sex recorded at birth' or 'Sex reported at the time of collection' may be collected, with both variables reported together as 'sex'. It is likely that 'Sex reported at the time of collection' is most commonly collected.

| Seq No.   | Metadata item   | Obligation  | Max occurs |
|---|---|-------------|------------|
| 42  | <a href="#">Service provider organisation—data estimated indicator, yes/no code N</a> | Mandatory   | 2          |
| <b>DSS specific information:</b>  |   |             |            |
| In the OSR DSS, this data element is reported twice relating to:  |   |             |            |
| <ul style="list-style-type: none"> <li>episodes of care <a href="#">Service provider organisation—number of episodes of care, total episodes N[NNNN]</a></li> <li>clients seen <a href="#">Service provider organisation—number of clients, total people N[NNNN]</a>.</li> </ul>  |   |             |            |
| 43  | <a href="#">Service provider organisation—comment, extended text X[X(∞)]</a>          | Conditional | 5          |
| <b>Conditional obligation:</b>  |   |             |            |
| Reporting against this data element is conditional on:  |   |             |            |
| <ul style="list-style-type: none"> <li>a 'CODE 1 Yes' response to <a href="#">Organisation—incorporation flag, yes/no code N</a> AND a 'CODE 6 Other' response to <a href="#">Organisation—incorporation type, Aboriginal and Torres Strait Islander code N</a></li> </ul>  |   |             |            |
| OR  |   |             |            |
| <ul style="list-style-type: none"> <li>a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governing body flag, yes/no code N</a> AND a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governing body members training flag, yes/no code N</a> AND a 'CODE 88 Other' response to <a href="#">Service provider organisation—training provider, governance body training provider code N[N]</a></li> </ul> |   |             |            |
| OR  |   |             |            |
| <ul style="list-style-type: none"> <li>a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governing body flag, yes/no code N</a> AND a 'CODE 1 Yes' response to <a href="#">Service provider organisation—governance body members appointed for a skill set flag, yes/no code N</a> AND a 'CODE 88 Other' response to <a href="#">Person—skill set type, governance body member skill type code N[N]</a></li> </ul>         |   |             |            |
| OR  |   |             |            |
| <ul style="list-style-type: none"> <li>a 'CODE 1 Yes' response to <a href="#">Service provider organisation—data estimated indicator, yes/no code N</a> for the episodes of care</li> </ul>   |   |             |            |
| OR  |   |             |            |
| <ul style="list-style-type: none"> <li>a 'CODE 1 Yes' response to <a href="#">Service provider organisation—data estimated indicator, yes/no code N</a> for the client numbers.</li> </ul>  |   |             |            |
| <b>DSS specific information:</b>  |   |             |            |
| In the OSR DSS, this data element is used to report details of the 'Other' responses or details about the method used to estimate episodes of care and/or client numbers.   |   |             |            |

| Seq No. | Metadata item  | Obligation | Max occurs |
|---------|--|------------|------------|
| 44      | <a href="#">Service provider organisation—number of service contacts, total N[NNNNN]</a> | Mandatory  | 1          |

***DSS specific information:***

In the OSR DSS only aggregate data on the number of client contacts for the [funded organisation](#) during the financial year are provided to the AIHW. Data are disaggregated by:

- [Person—Indigenous status, code N](#)
  - Aboriginal and/or Torres Strait Islander (CODE 1, CODE 2 or CODE 3)
  - Non-Indigenous (CODE 4)
  - Indigenous status not stated (CODE 9).
- [Service provider organisation—contact worker type, Aboriginal and Torres Strait Islander primary health care code N\[N\]](#)
  - CODE 1—CODE 40 only.
- [Person—sex, code X](#)
  - Male (CODE 1)
  - Female (CODE 2)
  - Gender not recorded (CODE 9) (Although reporting may vary, it is possible that in some funded organisations CODE 3 'Other' is included in this category for reporting).

For data collection, recording practices may vary between funded organisations so that:

- Although the term gender is used in the Health Data Portal for data collection, either sex or gender may be collected, with both variables reported together as 'sex'.
- Either 'Sex recorded at birth' or 'Sex reported at the time of collection' may be collected, with both variables reported together as 'sex'. It is likely that 'Sex reported at the time of collection' is most commonly collected.

Health care activities to include as a client contact:

- Contacts with staff and visiting health professionals whether or not they were paid by the funded organisation;
- All contacts involving transport.

Health care activities not to be included as a client contact:

- Residential care;
- Groups (e.g. antenatal classes, men's groups, support groups);
- Administrative contacts with clients (e.g. receptionist making a booking, arranging transport for a hospital clinic).

Where an Aboriginal Health Worker (AHW) provides health care and transport as part of the one contact, this should be recorded as an AHW contact.

|    |  |           |   |
|----|--|-----------|---|
| 45 | <a href="#">Service provider organisation—contact worker type, Aboriginal and Torres Strait Islander primary health care code N[N]</a> | Mandatory | 1 |
|----|--|-----------|---|

***DSS specific information:***

In the OSR DSS only aggregate data are provided to the AIHW. This data element is reported as a disaggregation for client contacts [Service provider organisation—number of service contacts, total N\[NNNNN\]](#).

Data are reported for CODES 1–40 only.



| Seq No. | Metadata item                                      | Obligation | Max occurs |
|---------|--|------------|------------|
| 46      | <a href="#">Person—age range, 5 year code N[N]</a> | Mandatory  | 1          |

**DSS specific information:**

In the OSR DSS only aggregate data are provided to the AIHW. This data element is reported as a disaggregation for clients seen [Service provider organisation—number of clients, total people N\[NNNN\]](#). Data are reported CODES 1–14 only.

|    |   |           |   |
|----|---|-----------|---|
| 47 | <a href="#">Service provider organisation—number of clients, total people N[NNNN]</a> | Mandatory | 1 |
|----|---|-----------|---|

**DSS specific information:**

In the OSR DSS only aggregate data on the number of clients seen by the [funded organisation](#) during the financial year are provided to the AIHW. Data are disaggregated by:

- [Person—Indigenous status, code N](#)
  - Aboriginal and/or Torres Strait Islander (CODE 1, CODE 2 or CODE 3)
  - Non-Indigenous (CODE 4)
  - Indigenous status not stated (CODE 9).
- [Person—age range, 5 year code N\[N\]](#)
  - 0–4 (CODE 1)
  - 5–9 (CODE 2)
  - 10–14 (CODE 3)
  - 15–19 (CODE 4)
  - 20–24 (CODE 5)
  - 25–29 (CODE 6)
  - 30–34 (CODE 7)
  - 35–39 (CODE 8)
  - 40–44 (CODE 9)
  - 45–49 (CODE 10)
  - 50–54 (CODE 11)
  - 55–59 (CODE 12)
  - 60–64 (CODE 13)
  - 65 and over (CODE 14).
- [Person—sex, code X](#)
  - Male (CODE 1)
  - Female (CODE 2)
  - Gender not recorded (CODE 9) (Although reporting may vary, it is possible that in some funded organisations CODE 3 'Other' is included in this category for reporting).

For data collection, recording practices may vary between funded organisations so that:

- Although the term gender is used in the Health Data Portal for data collection, either sex or gender may be collected, with both variables reported together as 'sex'.
- Either 'Sex recorded at birth' or 'Sex reported at the time of collection' may be collected, with both variables reported together as 'sex'. It is likely that 'Sex reported at the time of collection' is most commonly collected.

| Seq No. | Metadata item | Obligation | Max occurs |
|---------|---------------|------------|------------|
|---------|---------------|------------|------------|

48 [Service provider organisation—full-time equivalent staff \(paid\), total N\[NNN{.N}\]](#)

Mandatory 1

***DSS specific information:***

In the OSR DSS only aggregate data on the number of full-time equivalent staff who were paid by the [funded organisation](#) as at the end of the financial year are provided to the AIHW. Data are disaggregated by:

- [Person—Indigenous status, code N](#)
  - Aboriginal and/or Torres Strait Islander (CODE 1, CODE 2 or CODE 3)
  - Other (CODE 4 or CODE 9).
- [Service provider organisation—staffing categories, Aboriginal and Torres Strait Islander primary health care code N\[N\]{.NN}](#)
  - CODE 1–CODE 88.

Includes staff who have provided health care services for the funded organisation and who have been paid either directly or indirectly by the funded organisation.

Activities to include as a paid FTE:

- Health and related administrative positions where the funded organisation pays the wages/salary/fees through all sources of funding (e.g. Medicare, Department of Health, state/territory government).
- Short term and recurrent positions.
- Contract workers paid by the funded organisation.
- Full and part-time employees.
- Casual employees and locums.

Activities to not include as a paid FTE:

- Visiting health professionals where payments are not made by the funded organisation.
- Staff located at the funded organisation who are part of other programs (e.g. housing, employment, Home and Community Care (HACC), child care).

49 [Service provider organisation—staffing categories, Aboriginal and Torres Strait Islander primary health care code N\[N\]{.NN}](#)

Mandatory 3

***DSS specific information:***

In the OSR DSS only aggregate data are provided to the AIHW. This data element is reported 3 times as a disaggregation for:

- paid FTE [Service provider organisation—full-time equivalent staff \(paid\), total N\[NNN{.N}\]](#)
- unpaid FTE [Service provider organisation—full-time equivalent staff \(volunteer/unpaid\), total N\[NNN{.N}\]](#)
- vacant positions [Service provider organisation—full-time equivalent, unit N\[N\]](#) and [Service provider organisation—length of time position vacant, total weeks N\[N\]](#).

| Seq No. | Metadata item   | Obligation  | Max occurs |
|---------|---|-------------|------------|
| 50      | <a href="#">Service provider organisation—staffing categories, text X(X(199))</a> | Conditional | 3          |

**Conditional obligation:**

Reporting against this data element is conditional on:

- a 'CODE 88 Other' response to [Service provider organisation—staffing categories, Aboriginal and Torres Strait Islander primary health care code N\[N\]{.NN}](#) for [Service provider organisation—full-time equivalent staff \(paid\), total N\[NNN\]{.N}](#) OR
- a 'CODE 88 Other' response to [Service provider organisation—staffing categories, Aboriginal and Torres Strait Islander primary health care code N\[N\]{.NN}](#) for [Service provider organisation—full-time equivalent staff \(volunteer/unpaid\), total N\[NNN\]{.N}](#) OR
- a 'CODE 1 Yes' response to [Service provider organisation—positions vacant indicator, yes/no code N](#) AND a 'CODE 88 Other' response to [Service provider organisation—staffing categories, Aboriginal and Torres Strait Islander primary health care code N\[N\]{.NN}](#) for vacant positions.

**DSS specific information:**

In the OSR DSS, this data element is used to report details of the 'Other' responses to staffing categories.

|    |   |           |   |
|----|---|-----------|---|
| 51 | <a href="#">Service provider organisation—full-time equivalent staff (volunteer/unpaid), total N[NNN]{.N}</a> | Mandatory | 1 |
|----|---|-----------|---|

**DSS specific information:**

In the OSR DSS only aggregate data on the number of full-time equivalent staff who were not paid by the [funded organisation](#) as at the end of the financial year are provided to the AIHW. Data are disaggregated by:

- [Service provider organisation—staffing categories, Aboriginal and Torres Strait Islander primary health care code N\[N\]{.NN}](#)
  - CODE 1–CODE 88.

Includes staff who have provided health/clinical services for the funded organisation and who have not been paid either directly or indirectly by the funded organisation. This may include such cases as specialists funded through a visiting specialist scheme or dentists from a university dental school.

Activities to include as an unpaid FTE:

- Visiting health professionals where payments are not made by the funded organisation.
- Staff who have provided health care services for the funded organisation and who have not been paid either directly or indirectly by the funded organisation.

Activities to not include as an unpaid FTE:

- Health and related administrative positions where the funded organisation pays the wages/salary/fees through all sources of funding (e.g. Medicare, Department of Health, state/territory government).

|    |   |           |   |
|----|---|-----------|---|
| 52 | <a href="#">Service provider organisation—positions vacant indicator, yes/no code N</a> | Mandatory | 1 |
|----|---|-----------|---|

**DSS specific information:**

In the OSR DSS, this data element reports whether the [funded organisation](#) has vacant staff positions as at the end of financial year census date.

| Seq No. | Metadata item  | Obligation  | Max occurs |
|---------|--|-------------|------------|
| 53      | <p><a href="#">Service provider organisation—full-time equivalent, unit N{.N}</a></p> <p><b>Conditional obligation:</b></p> <p>Reporting against this data element is conditional on a 'CODE 1 Yes' response to <a href="#">Service provider organisation—positions vacant indicator, yes/no code N</a>.</p> <p><b>DSS specific information:</b></p> <p>In the OSR DSS data on the full-time equivalent for each vacant position as at the end of the financial year are provided to the AIHW. For each vacant position, the:</p> <ul style="list-style-type: none"> <li>• staffing category <a href="#">Service provider organisation—staffing categories, Aboriginal and Torres Strait Islander primary health care code N[N]{.NN}</a> (CODE 1—CODE 88) and</li> <li>• weeks vacant <a href="#">Service provider organisation—length of time position vacant, total weeks N[N]</a></li> </ul> <p>are reported.</p> | Conditional | 1          |
| 54      | <p><a href="#">Service provider organisation—length of time position vacant, total weeks N[N]</a></p> <p><b>Conditional obligation:</b></p> <p>Reporting against this data element is conditional on a 'CODE 1 Yes' response to <a href="#">Service provider organisation—positions vacant indicator, yes/no code N</a>.</p> <p><b>DSS specific information:</b></p> <p>In the OSR DSS data on the weeks vacant for each vacant position as at the end of the financial year are provided to the AIHW. For each vacant position, the:</p> <ul style="list-style-type: none"> <li>• staffing category <a href="#">Service provider organisation—staffing categories, Aboriginal and Torres Strait Islander primary health care code N[N]{.NN}</a> (CODE 1—CODE 88) and</li> <li>• full-time equivalent <a href="#">Service provider organisation—full-time equivalent, unit N{.N}</a></li> </ul> <p>are reported.</p> | Conditional | 1          |
| 55      | <p><a href="#">Service provider organisation—geographic remoteness, classification (ASGS-RA) N</a></p> <p><b>DSS specific information:</b></p> <p>In the OSR DSS, this data element is calculated by the Department of Health based on the postcode of the physical address of the <b>funded organisation's</b> main site for service delivery. The remoteness classification is stored in the Health Data Portal (HDP) and managed by the Department of Health. It forms part of the AIHW OSR dataset.</p>  | Mandatory   | 1          |

| Seq No. | Metadata item  | Obligation | Max occurs |
|---------|--|------------|------------|
| 56      | <a href="#">Service provider organisation—information release authorisation indicator, yes/no code N</a> | Mandatory  | 2          |

***DSS specific information:***

In the OSR DSS, this data element is reported twice relating to whether the [funded organisation](#) authorises the release of identified OSR information to:

- the National Aboriginal Community Controlled Health Organisation (NACCHO)
- the relevant state affiliate

for the purposes of purpose of policy development, research and summary feedback and support to organisations.