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# Agency

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**Important note: This is an archived metadata standard from the AIHW Knowledgebase. For current metadata standards and related information please access METeOR, the AIHW's Metadata Online Registry at <http://meteor.aihw.gov.au>**

## *Identifying and Definitional Attributes*

Data Dictionary: NCSDD

Knowledgebase ID: 000544 Version number: 1

Metadata type: DATA ELEMENT CONCEPT

Admin status: SUPERSEDED Effective date: 01-MAR-05

Definition: An organisation or organisational sub-unit that is responsible for the provision of assistance to clients.

Context: Defining agency is extremely important for data collection, as it is the level at which most data are collected in the community services area.

An agency may or may not directly provide the services to clients, but is responsible for their provision, whether directly, administratively or via allocation of funds.

Sometimes agencies may contract out or broker the assistance required by their clients to other service providers. Although the agency may not directly provide the assistance in these cases, the agency paying for the assistance to clients is considered responsible for that assistance and should be able to report on those clients and the assistance they receive.

Regardless of the way in which an organisation is funded, an agency is the level of the organisation responsible for service provision to clients. In some instances one organisation will have more than one or many agencies.

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## *Relational and Representational Attributes*

Datatype:

Guide For Use: Different collections define agency differently according to their context and varying need for information on the different levels of organisations providing community services. Individual data collections will therefore need to further specify what an agency is for their collection purposes.

Agencies may be government or non-government organisations. In the SAAP National Data Collection, SAAP agencies are defined as 'The body or establishment which receives a specified amount of money (SAAP funds) to provide a SAAP service. The agency is the level at which data are collected'.

In the HACC Data Dictionary however, a HACC agency is defined as 'A HACC funded organisation or organisational sub-unit that is responsible for the direct provision of HACC funded assistance to clients'.

In Children's Services, agency most closely corresponds to the definition of Service Provider 'The entity (individual, agency, organisation, body or enterprise) that provides the service(s)'. At this point in time the NCSDD definition of agency is of necessity quite broad. As agency is generally the level at which the responsibility for service provision lies and at which data are collected. As there are different needs for data collection in different areas, a more precise definition would be too narrow to encompass all community services data collections.

Related metadata: relates to the data element Case management plan indicator version 1  
relates to the data element Client version 1  
relates to the data element Assistance request date version 1  
relates to the data element Assessment date version 1  
relates to the data element Assistance received date version 1  
relates to the data element Service operation days version 1  
relates to the data element Service operation hours version 1  
supersedes previous data element Unique agency identifier version 1  
relates to the data element Referral date version 2  
relates to the data element Eligibility status version 2  
relates to the data element Assistance - reason not provided version 1  
relates to the data element Assistance request reason version 1  
relates to the data element Service episode version 1  
relates to the data element Service event version 1  
relates to the data element Referral source version 2  
relates to the data element concept Agency identifier version 2  
relates to the data element Service operation weeks version 1  
relates to the data element Service activity type version 2  
relates to the data element Service delivery setting version 3  
relates to the data element Landlord type version 1  
relates to the data element Postcode - Australian version 3  
relates to the data element Service activity type requested version 2

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### *Administrative Attributes*

Source Document: Home and Community Care (HACC) Data Dictionary Version 1.0,  
1998

Source Organisation: Australian Institute of Health and Welfare

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### *Data Element Links*

#### *Information Model Entities linked to this Data Element*

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| NCSIM | Agency |
|-------|--------|

#### *Data Agreements which include this Data Element*

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