SAAP Client Collection National Minimum Data Set

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Identifying and definitional attributes

Metadata item type:	Data Set Specification
METEOR identifier:	339019
Registration status:	Community Services (retired), Retired 01/07/2011
DSS type:	National Minimum Data Set (NMDS)
Scope:	The Supported Accommodation Assistance Program (SAAP) Client data collection forms part of the SAAP National Data Collection. The National Data Collection (NDC) aims to provide good information about the SAAP to agencies and program administrators to assist them in their work so that services for homeless people can be improved. In addition, the collection aims to provide good information about SAAP to peaks, community groups, and interested researchers to assist in debates about homelessness.

The SAAP NDC has three components; the client collection, the demand collection and the administrative collection. The client collection is intended to collect information on all clients receiving ongoing or substantial support under SAAP. Data collection includes basic socio-demographic information and the services required by and provided to each client. Details about accompanying children are also obtained. Additionally, information is collected about the client circumstances before and after receiving SAAP support.

The SAAP NMDS includes information about all clients receiving SAAP support lasting more than 1 hour. The information is collected throughout the year. The SAAP NMDS also identifies and describes the agencies funded under SAAP.

Collection and usage attributes

Collection methods:	The SAAP NMDS is compiled by collating information provided by agencies across Australia and by State and Territory community service departments, and is stored in the SAAP National Data Collection Agency database.

Source and reference attributes

Submitting organisation:	Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC).
Steward:	SAAP National Coordination and Development Committee (CAD)
Origin:	SAAP National Data Collection Agency Collectors Manual July 2005.

Relational attributes

Metadata items in this Data Set Specification

Seq No.	Metadata item	Obligation	Max occurs
-	Client—case management plan goal status, code N	Conditional	1
-	Client—case management plan indicator, yes/no code N	Mandatory	1

DSS specific information:

This items records the view of the service provider at the end of the support period as to whether a case management plan was developed and agreed to by the client.

-	[Client—consent obtained indicator, yes/no code N](#)	Mandatory	1

DSS specific information:

This question must be answered.

For the purposes of the National Data Collection, informed consent is a statement by a client that he or she agrees to have personal information recorded and sent to the NDCA for analysis.

he National Data Collection operates under strict protocols which specify that clients have the right to:

- be told why the collection is being conducted and how the information will be used; and
- refuse to participate in the collection without affecting their right to receive services.

Only the information from certain questions will be used in reports if consent has not been obtained from the client.

-	[Client—group type, SAAP code N](#)	Mandatory	99

Conditional obligation:

Conditional on consent being obtained from the client.

-	[Client—reason case management plan does not exist, SAAP code N](#)	Conditional	1
-	[Client—service activity type needed, SAAP accompanying child code N[N]](#)	Conditional	1

DSS specific information:

This data element should be collected for each accompanying child.

-	[Client—service activity type needed, SAAP code N[N]](#)	Conditional	1
-	[Client—service activity type provided, SAAP accompanying child code N[N]](#)	Conditional	1

DSS specific information:

This data element should be collected for each accompanying child.

-	[Client—service activity type provided, SAAP code N[N]](#)	Conditional	1
-	[Client—service activity type referral arranged, SAAP accompanying child code N[N]](#)	Conditional	99
-	[Client—service activity type referral arranged, SAAP code N[N]](#)	Conditional	2
-	[Date—accuracy indicator, code AAA](#)	Conditional	1

DSS specific information:

This data element should be collected for the client and for each accompanying child. It should be collected in conjunction with the client/accompanying children date of birth.

Seq No.	Metadata item	Obligation	Max occurs
-	Person (address)—Australian postcode, code (Postcode datafile) {NNNN}	Conditional	99

DSS specific information:

In the SAAP NMDS, the postcode location of the client's last home is recorded. This is defined as the location where the client last lived in a home in which they were safe, for which they had security of tenure, and that was adequate in terms of the amenities or resources necessary for living.

Guide for use

Additional codes used in the SAAP client data collection are:

Code 9998 overseas

Code 0   don't know/no information

Seq No.	Metadata item	Obligation	Max occurs
-	Person (address)—suburb/town/locality name, text A[A(49)]	Conditional	1

DSS specific information:

In the SAAP NMDS, the suburb or town location of the client's last home is recorded. This is defined as the location where the client last lived in a home in which they were safe, for which they had security of tenure, and that was adequate in terms of the amenities or resources necessary for living.

Seq No.	Metadata item	Obligation	Max occurs
-	Person (employed)—full-time/part-time status, code N	Conditional	1

DSS specific information:

This data element is collected a minimum of twice (for the client):
• the client's full-time/part-time status immediately before the support period starts; and
• the client's full-time/part-time status immediately after the support period ends. Only one permissible value is selected in each case.

Seq No.	Metadata item	Obligation	Max occurs
-	Person—Australian state/territory identifier, code N	Conditional	1

DSS specific information:

In the SAAP NMDS, the state or territory location of the client's last home is recorded. This is defined as the location where the client last lived in a home in which they were safe, for which they had security of tenure, and that was adequate in terms of the amenities or resources necessary for living.

Seq No.	Metadata item	Obligation	Max occurs
-	Person—country of birth, code (SACC 1998) NNNN	Conditional	1

DSS specific information:

This data element should be collected for the client and for each accompanying child.

Seq No.	Metadata item	Obligation	Max occurs
-	Person—date of birth, DDMMYYYY	Conditional	1

DSS specific information:

This data element should be collected for the client and for each accompanying child. The field is used in conjunction with the date accuracy indicator.

Seq No.	Metadata item	Obligation	Max occurs
-	[Person—Indigenous status, code N](#)	Conditional	1

DSS specific information:

This data element should be collected for the client and for each accompanying child.

-	[Person—labour force status, code N](#)	Conditional	99

DSS specific information:

This data element is collected a minimum of twice (for the client):

- the client's labour force status immediately before the support period starts; and
- the client's labour force status immediately after the support period ends.

Only one permissible value is selected in each case.

Note code values below:

Code 98 Client left without providing any information.

Code 99 Don't know

-	[Person—letters of family name, text XXX](#)	Conditional	99

DSS specific information:

This data element should be collected for the client and for each accompanying child.

-	[Person—letters of given name, text XX](#)	Conditional	99

DSS specific information:

This data element should be collected for the client and for each accompanying child.

-	[Person—living arrangement, SAAP code N[NN] (retired)](#)	Conditional	99
-	[Person—reason for seeking assistance, SAAP code N[NN]](#)	Conditional	99
-	[Person—registered/awaiting government payment indicator, code N](#)	Conditional	2

DSS specific information:

-	[Person—sex, code N](#)	Conditional	1

DSS specific information:

Note: The SAAP collection implements this item as M for Male and F for Female as part of the SAAP Alpha code, and as 1 for Female and 2 for Male for the sex of the client and any accompanying children.

-	[Person—source of cash income (principal), SAAP code N](#)	Conditional	1

Seq No.	Metadata item	Obligation	Max occurs
-	[Person—student type, SAAP code N[N]](#)	Conditional	1

DSS specific information:

In the SAAP NMDS, this data element is collected a minimum of twice (for the client):

- the client's student status immediately before the support period starts; and
- the client's student status immediately after the support period ends.

Only one permissible value is selected in each case.

Seq No.	Metadata item	Obligation	Max occurs
-	[Person—student/employment training indicator, code N](#)	Conditional	99

DSS specific information:

In the SAAP NMDS, this data element is collected a minimum of twice (for the client):

- immediately before the support period starts; and
- immediately after the support period ends.

Only one permissible value is selected in each case.

Seq No.	Metadata item	Obligation	Max occurs
-	[Person—tenure type, SAAP code N[N] (retired)](#)	Conditional	1

Conditional obligation:

Conditional on consent being obtained from the client.

Seq No.	Metadata item	Obligation	Max occurs
-	[Referral—referral source, SAAP code N[N]](#)	Conditional	99
-	[Service episode—episode end date, DDMMYYYY](#)	Conditional	2

DSS specific information:

In SAAP, a service episode is known as a support period. It is considered to end when the relationship between a client and a SAAP agency has ended.

Seq No.	Metadata item	Obligation	Max occurs
-	[Service episode—episode start date, DDMMYYYY](#)	Conditional	2

DSS specific information:

In SAAP, a service episode is known as a support period. It commences when a client begins to receive support from a SAAP agency.

Seq No.	Metadata item	Obligation	Max occurs
-	[Service episode—service ongoing indicator, code N](#)	Conditional	99
-	[Service event—accommodation period end date, DDMMYYYY](#)	Conditional	1
-	[Service event—accommodation period start date, DDMMYYYY](#)	Conditional	1
-	[Service event—supported accommodation type, code N](#)	Mandatory	2
-	[Service provider organisation—organisation identifier (SAAP), NNNNA](#)	Conditional	1