National community services data dictionary version 4.2 Volume 1 Data elements A - R

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Data Elements

A data element is the basic unit of identifiable and definable information created by combining a data element concept and a value domain. In METeOR, examples of data elements include Person—alcoholic beverage consumption frequency (self-reported), code NN and Establishment—number of day centre attendances, total N[NNNN].

Below is a graphical representation of the relationship between data elements and related metadata item types.

Activity and participation life area

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—activity and participation life area, code (ICF 2001) AN[NNN]
METeOR identifier:	320125
Registration status:	NHIG, Standard 29/11/2006 NCSIMG, Standard 16/10/2006
Definition:	The life area in which a person participates or undertakes activities, as represented by a code.
Context:	Human functioning and disability

Data element concept attributes

Data element concept:	Person—activity and participation life area
Definition:	The life area in which a person may participate or undertake activities.
Object class:	Person
Property:	Activity and participation life area

Value domain attributes

Representational attributes

Classification scheme:	International Classification of Functioning, Disability and Health 2001
Representation class:	Code
Data type:	String
Format:	AN[NNN]
Maximum character length:	5

Collection and usage attributes

Guide for use:	This metadata item contributes to the definition of the concept '**Disability**' and gives an indication of the experience of disability for a person. The activities and participation codes are a neutral list that covers the full range of life areas in which a person can be involved. The domains can be used to record positive or neutral experience of functioning as well as limitations and restrictions. Data can be collected at the three digit level in one chapter and at the chapter level in another. However it is only possible to collect data at a single level of the hierarchy in a single chapter to maintain mutual exclusivity. For example, it is not permitted to collect both 'Self care' (chapter level) and 'Looking after one's health' (3 digit level) as the former includes the latter. The value domain below refers to the highest hierarchical level (ICF chapter level). Data collected at this level, in association with respective qualifiers (Activity difficulty level, Activity Need for assistance, Participation extent and Participation satisfaction level) will use the codes as indicated. CODE d1 Learning and applying knowledge

CODE d2 General tasks and demands
CODE d3 Communication
CODE d4 Mobility
CODE d5 Self-care
CODE d6 Domestic life
CODE d7 Interpersonal interactions and relationships
CODE d8 Major life areas
CODE d9 Community, social and civic life

Data collected at this level will provide a general description of functioning for the person and can only be compared with data collected at the same level.

Each chapter contains categories at different levels ordered from general to detailed. For specific more detailed information the user should follow the structure of the ICF; the codes should be drawn from the same hierarchical level within any particular chapter. The full range of permissible values is listed in the **Activities** and **Participation** component of the ICF.

An example of a value domain at the 3 digit level from the Self-care chapter may include:

CODE d510 Washing oneself
CODE d520 Caring for body parts
CODE d530 Toileting
CODE d540 Dressing
CODE d550 Eating
CODE d560 Drinking
CODE d570 Looking after one's health

An example of value domains at the 4 digit level from the Mobility chapter may include:

CODE d4600 Moving around within the home
CODE d4601 Moving around within buildings other than home
CODE d4602 Moving around outside the home and other buildings
CODE d4701 Using private motorized transportation
CODE d4702 Using public motorized transportation

The prefix ***d*** denotes the domains within the component of *Activities and Participation*. At the user's discretion, the prefix ***d*** can be replaced by ***a*** or ***p***, to denote activities or participation respectively.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Origin: WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents: Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website
  http://www.who.int/classifications/icf/en/
- Australian Collaborating Centre ICF website

Data element attributes

Collection and usage attributes

Guide for use:

This metadata item, in conjunction with *Activity difficulty level code N*, enables the provision of information about the presence and extent of activity limitation for any given life area; with *Activity need for assistance code N*, the provision of information about the need for assistance with the given life area.

The extent of, and level of satisfaction with, participation in a given area are indicated by the use of this metadata item with the qualifiers *Participation extent code N* and *Participation satisfaction level code N*.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Relational attributes

Implementation in Data Set Specifications:

Activities and Participation cluster NHIG, Standard 29/11/2006 NCSIMG, Standard 16/10/2006

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Address line (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—address line, text [X(180)]
METeOR identifier:	286620
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	A composite of one or more standard **address** components that describes a low level of geographical/physical description of a location, as represented by a text. Used in conjunction with the other high-level address components i.e. Suburb/town/locality, Postcode—Australian, Australian state/territory, and Country, forms a complete geographical/physical address of a person.

Data element concept attributes

Data element concept:	Person (address)—address line
Definition:	A composite of one or more standard address components that describes a low level of geographical/physical description of a location that, used in conjunction with the other high-level address components i.e. Suburb/town/locality, Postcode—Australian, Australian state/territory, and Country, forms a complete geographical/physical address of a person.
Object class:	Person
Property:	Address line

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(180)]
Maximum character length:	180

Data element attributes

Collection and usage attributes

Guide for use:	A high-level address component is defined as a broad geographical area that is capable of containing more than one specific physical location. Some examples of a broad geographical area are: - Suburb, town or locality - Postcode—Australian or international - State, Territory, local government area, electorate, statistical local area - Postal delivery point identifier - Countries, provinces, etc other than in Australia These components of a complete address do not form part of

	the Address line. When addressing an Australian location, following are the standard address data elements that may be concatenated in the Address line: - Building / complex sub-unit type - Building / complex sub-unit number - Building / property name - Floor / level number - Floor / level type - House / property number - Lot / section number - Street name - Street type code - Street suffix code One complete identification / description of a location / site of an address can comprise one or more than one instance of address line. Instances of address lines are commonly identified in electronic information systems as Address-line 1, Address-line 2, etc. The format of data collection is less important than consistent use of conventions in the recording of address data. Hence, address may be collected in an unstructured manner but should ideally be stored in a structured format. Where Address line is collected as a stand-alone item, software may be used to parse the Address line details to separate the sub-components. Multiple Address lines may be recorded as required.
Collection methods:	The following concatenation rules should be observed when collecting address lines addressing an Australian location. - Building / complex sub-unit type is to be collected in conjunction with Building / complex sub-unit number and vice versa. - Floor / level type is to be collected in conjunction with Floor / level number and vice versa. - Street name is to be used in conjunction with Street type code and Street suffix code. - Street type code is to be used in conjunction with Street name and Street suffix code. - Street suffix code is to be used in conjunction with Street name and Street type code. - House / property number is to be used in conjunction with Street name.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	Health Data Standards Committee AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia.
Reference documents:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

Related metadata references:	Is formed using Person (address)—building / property name,

text [X(30)] NHIG, Standard 01/03/2005, NCSIMG, Standard 30/09/2005

Is formed using Person (address)—building/complex sub-unit identifier, [X(7)] NHIG, Standard 01/03/2005, NCSIMG, Standard 30/09/2005

Is formed using Person (address)—building/complex sub-unit type, code A[AAA] NHIG, Standard 01/03/2005, NCSIMG, Standard 30/09/2005

Is formed using Person (address)—floor/level identifier, [NNNA] NHIG, Standard 01/03/2005, NCSIMG, Standard 30/09/2005

Is formed using Person (address)—floor/level type, code A[A] NHIG, Standard 01/03/2005, NCSIMG, Standard 30/09/2005

Is formed using Person (address)—house/property identifier, text [X(12)] NHIG, Standard 01/03/2005, NCSIMG, Standard 30/09/2005

Is formed using Person (address)—lot/section identifier, N[X(14)] NHIG, Standard 01/03/2005, NCSIMG, Standard 30/09/2005

Is formed using Person (address)—street name, text [A(30)] NHIG, Standard 01/03/2005, NCSIMG, Standard 30/09/2005

Is formed using Person (address)—street type, code A[AAA] NHIG, Standard 01/03/2005, NCSIMG, Standard 30/09/2005

Is formed using Person (address)—street suffix, code A[A] NHIG, Standard 01/03/2005, NCSIMG, Standard 30/09/2005

Address line (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—address line, text [X(180)]
METeOR identifier:	290315
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	A composite of one or more standard **address** components, as represented by text.

Data element concept attributes

Data element concept:	Service provider organisation (address)—address line
Definition:	A composite of one or more standard address components that describes a low level of geographical/physical description of a location that, used in conjunction with the other high-level address components i.e. Suburb/town/locality, Postcode—Australian, Australian state/territory, and Country, forms a complete geographical/physical address of an organisation.
Object class:	Service provider organisation
Property:	Address line

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(180)]
Maximum character length:	180

Data element attributes

Collection and usage attributes

Guide for use:

A high-level address component is defined as a broad geographical area that is capable of containing more than one specific physical location. Some examples of a broad geographical area are:

- Suburb, town or locality
- Postcode
- Australian or international
- State, Territory, local government area, electorate, statistical local area
- Postal delivery point identifier
- Countries, provinces, etc. other than in Australia

These components of a complete address do not form part of the Address line.

When addressing an Australian location, following are the standard address data elements that may be concatenated in the

Address line:

- Building / complex sub-unit type
- Building / complex sub-unit number
- Building / property name
- Floor / level number
- Floor / level type
- House / property number
- Lot / section number
- Street name
- Street type code
- Street suffix code

One complete identification / description of a location / site of an address can comprise one or more than one instance of address line. Instances of address lines are commonly identified in electronic information systems as Address-line 1, Address-line 2, etc. The format of data collection is less important than consistent use of conventions in the recording of address data. Hence, address may be collected in an unstructured manner but should ideally be stored in a structured format. Where Address line is collected as a stand-alone item, software may be used to parse the Address line details to separate the sub-components. Multiple Address lines may be recorded as required.

Collection methods:

The following concatenation rules should be observed when collecting address lines addressing an Australian location.

- Building / complex sub-unit type is to be collected in conjunction with Building / complex sub-unit number and vice versa.
- Floor / level type is to be collected in conjunction with Floor / level number and vice versa.
- Street name is to be used in conjunction with Street type code and Street suffix code.
- Street type code is to be used in conjunction with Street name and Street suffix code.
- Street suffix code is to be used in conjunction with Street name and Street type code.
- House / property number is to be used in conjunction with Street name.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: Health Data Standards Committee

AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia.

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

Related metadata references: Is formed using Service provider organisation (address)—street suffix, code A[A] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 30 / 09 / 2005

Is formed using Service provider organisation (address)—street type, code A[AAA] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 30 / 09 / 2005

Is formed using Service provider organisation (address)—street name, text [A(30)] NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Is formed using Service provider organisation (address)—lot/section identifier, N[X(14)] NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Is formed using Service provider organisation (address)—house/property identifier, text [X(12)] NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Is formed using Service provider organisation (address)—floor/level type, code A[A] NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Is formed using Service provider organisation (address)—floor/level identifier, [NNNA] NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Is formed using Service provider organisation (address)—building/complex sub-unit type, code A[AAA] NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Is formed using Service provider organisation (address)—building/complex sub-unit identifier, [X(7)] NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Is formed using Service provider organisation (address)—building/property name, text [X(30)] NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Address type (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—address type, code N
METeOR identifier:	286728
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	A code set representing a type of address, as represented by a code.

Data element concept attributes

Data element concept:	Person (address)—address type
Definition:	The type of geographical/physical location where a person can be located.
Object class:	Person
Property:	Address type

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Business
2	Mailing or postal
3	Residential
4	Temporary residential

Supplementary values:

Value	Meaning
9	Unknown/Not stated/inadequately described

Collection and usage attributes

Guide for use:

CODE 1 Business

This code is used to indicate an address that is the physical location of a business, an office or from where a service is delivered.

CODE 2 Mailing or postal

This code is used to indicate an address that is only for correspondence purposes.

CODE 3 Residential

This code is used to indicate where a person is living. Note that this code is not valid for organisations.

CODE 4 Temporary residential

Temporary accommodation address (such as for a person from rural Australia who is visiting an oncology centre for a course of treatment, or a person who usually resides overseas). Note that this is not valid for organisations.

CODE 9 Unknown/Not stated/inadequately described

This code may also be used where the person has no fixed address

or does not wish to have their residential or a correspondence address recorded.

Data element attributes

Collection and usage attributes

Guide for use: A single address may have multiple address types associated with it. Record as many as required.

Collection methods: At least one address must be recorded (this may be an unknown Address type).
Health care establishments should always attempt to collect the residential address of a person who is a health care client when a service is provided. When recording the address for a health care provider or organisation, the business address should always be collected. In addition, other addresses may also need to be recorded for individuals and organisations.
Overseas address:
For individuals record the overseas address as the residential address and record a temporary accommodation address as their contact address in Australia.

Comments: 'No fixed address' is coded as unknown because it (the concept) is not a type of address for a person but is an attribute of the person only i.e. it is not a location for which an address may be derived. It is not recommended that an implementation collects this attribute as an address type. A person not having a fixed address constrains the number of address types that can be collected i.e. temporary accommodation and residential address types cannot be collected. However, if it is imperative that this occurs, it is suggested that code 9 be used.

Source and reference attributes

Submitting organisation: Standards Australia

Australian Institute of Health and Welfare

Origin: AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
In AS4846 and AS5017 alternative alphabetic codes are presented. Refer to the current standard for more details.

Address type (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—address type, code N
METeOR identifier:	286792
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The type of geographical/physical location where an organisation can be located, as represented by a code.

Data element concept attributes

Data element concept:	Service provider organisation (address)—address type
Definition:	The type of geographical/physical location where an organisation can be located.
Object class:	Service provider organisation
Property:	Address type

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values: / *Supplementary values:*

Value	Meaning
1	Business
2	Mailing or postal
9	Unknown/Not stated/inadequately described

Collection and usage attributes

Guide for use:

CODE 1 Business

This code is used to indicate an address that is the physical location of a business, an office or from where a service is delivered.

CODE 2 Mailing or postal

This code is used to indicate an address that is only for correspondence purposes.

CODE 9 Unknown/Not stated/inadequately described

This code may also be used where the person has no fixed address or does not wish to have their residential or a correspondence address recorded

Data element attributes

Collection and usage attributes

Guide for use: A single address may have multiple address types associated with it. Record as many as required.

Collection methods:	At least one address must be recorded (this may be an unknown Address type). When recording the address for a health care provider or organisation, the business address should always be collected. In addition, other addresses may also need to be recorded for individuals and organisations.

Source and reference attributes

Origin:	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia
Reference documents:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia In AS4846 and AS5017 alternative alphabetic codes are presented. Refer to the current standard for more details.

Address—country identifier (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—country identifier, code (SACC 1998) NNNN
METeOR identifier:	288091
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The country component of the address of a person, as represented by a code.

Data element concept attributes

Data element concept:	Person (address)—country identifier
Definition:	The country component of the address of a person.
Object class:	Person
Property:	Country identifier

Value domain attributes

Representational attributes

Classification scheme:	Standard Australian Classification of Countries 1998
Representation class:	Code
Data type:	Number
Format:	NNNN
Maximum character length:	4

Collection and usage attributes

Guide for use:	The Standard Australian Classification of Countries 1998 (SACC) is a four-digit, three-level hierarchical structure specifying major group, minor group and country. A country, even if it comprises other discrete political entities such as states, is treated as a single unit for all data domain purposes. Parts of a political entity are not included in different groups. Thus, Hawaii is included in Northern America (as part of the identified country United States of America), despite being geographically close to and having similar social and cultural characteristics as the units classified to Polynesia.

Data element attributes

Collection and usage attributes

Collection methods:	Collect the data at the 4-digit level.
Comments:	Note that the Standard Australian Classification of Countries (SACC) is mappable to but not identical to Australian Standard Classification of Countries for Social Statistics (ASCCSS).

Source and reference attributes

Reference documents:	Standard Australian Classification of Countries, Catalogue number

1269.0, 1998, Canberra: Australian Bureau of Statistics

Standard Australian Classification of Countries, Revision 2.01, Canberra 1999, Australian Bureau of Statistics. Catalogue Number 1269.0

Standard Australian Classification of Countries, Revision 2.02, Canberra 2004, Australian Bureau of Statistics. Catalogue Number 1269.0

Age

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—age, total years N[NN]
METeOR identifier:	303794
Registration status:	NHIG, Standard 08/02/2006 NCSIMG, Standard 29/04/2006 NHDAMG, Standard 10/02/2006
Definition:	The age of the person in (completed) years at a specific point in time.
Context:	Age is a core data element in a wide range of social, labour and demographic statistics. It is used in the analyses of service utilisation by age group and can be used as an assistance eligibility criterion.

Data element concept attributes

Data element concept:	Person—age
Definition:	The age of the person.
Context:	Age is a core data element in a wide range of social, labour and demographic statistics.
Object class:	Person
Property:	Age

Value domain attributes

Representational attributes

Representation class:	Total	
Data type:	Number	
Format:	N[NN]	
Maximum character length:	3	
Supplementary values:	Value	Meaning
	999	Unknown/not stated
Unit of measure:	Year	

Data element attributes

Collection and usage attributes

Guide for use:	Age in single years (if aged under one year, record as zero). If age (or date of birth) is unknown or not stated, and cannot be estimated, use Code 999. National community services and housing assistance data dictionary specific: If year of birth is known (but date of birth is not) use the date, 0101YYYY of the birth year to estimate age (where YYYY is the year of birth). National housing assistance data dictionary specific: In the housing assistance data collections age is calculated at 30

June for the corresponding year.

Collection methods: Although collection of date of birth allows more precise calculation of age, this may not be feasible in some data collections, and alternative questions are: Age last birthday?

What was ..... age last birthday?

What is ..... age in complete years?

Comments: National community services data dictionary specific:

Different rules for reporting data may apply when estimating the Date of birth of children aged under 2 years since the rapid growth and development of children within this age group means that a child's development can vary considerably over the course of a year. Thus, more specific reporting of estimated age is recommended.

Those who need to conduct data collections for children where age is collected in months, weeks, or days should do so in a manner that allows for aggregation of those results to this standard.

Source and reference attributes

Submitting organisation: National Public Health Information Working Group

Origin: Australian Bureau of Statistics, *Standards for Social, Labour and Demographic Variables*. Reference through: www.abs.gov.au / Ausstats / abs@.nsf / StatsLibrary

Relational attributes

Related metadata references: Supersedes Person—age (community services), total years N[NN] NCSIMG, Superseded 30 / 09 / 2005

Amount of assistance

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Client—amount of assistance, total hours NNN
Synonymous names:	Hours of assistance, Hours of support received, Amount of support
METeOR identifier:	323093
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	The number of hours of assistance received by a client of an agency or organisation.

Data element concept attributes

Data element concept:	Client—amount of assistance
Definition:	The amount of assistance received by a client of an agency or organisation.
Object class:	Client
Property:	Amount of assistance

Value domain attributes

Representational attributes

Representation class:	Total
Data type:	String
Format:	NNN
Maximum character length:	3

Supplementary values:

Value	Meaning
999	Not stated/inadequately described

Unit of measure:	Hour (h)

Collection and usage attributes

Guide for use:	Total hours expressed as 000, 001 etc.

Data element attributes

Collection and usage attributes

Guide for use:	As this data element is a measure of time (in hours) of services directly received by clients it will not accrue to give a total of assistance provided on an agency or organisation (in terms of money, time or quantity of goods or services). Therefore it should not be used for National Accounts reporting.
Collection methods:	Where clients receive support in a group setting the hours received in this setting for all attending service users should be reported (i.e. agencies should not apportion group hours across the number of clients attending). For example, where one worker is supplying services to 3 clients for 4 hours, each client should be counted as receiving 4 hours of service. Hours received during sleepover duties should be included in

the total hours received by the client.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare. CSTDA NMDS Network.
Origin:	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Relational attributes

Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Assessment date

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service event—assessment date, DDMMYYYY
METeOR identifier:	269943
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The date(s) on which the agency undertook an assessment of the client(s) need for assistance, appropriateness of service provision and/or circumstances.

Data element concept attributes

Data element concept:	Service event—assessment date
Definition:	The date(s) on which the agency undertook an assessment of the client(s) need for assistance, appropriateness of service provision and/or circumstances.
Context:	Service provision and planning: To help locate information about a client's circumstances in time. As some information about clients can change over time it is necessary to have some way of identifying the currency of this information. The most recent date of assessment can be taken as an indication of the last time that the agency has reviewed and updated the information they have recorded about the client's characteristics and circumstances.
Object class:	Service event
Property:	Assessment date

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Date
Data type:	Date/Time
Format:	DDMMYYYY
Maximum character length:	8

Data element attributes

Collection and usage attributes

Guide for use:	This metadata item should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example, if a person was last assessed by an agency on 1 July 2000 the Assessment date should be recorded as 01072000 as specified in

	the representational layout.
Collection methods:	When an agency undertakes an assessment of client needs and the adequacy and appropriateness of service provision, the agency should also record or update information about the client's circumstances. While agency practice tends to differ, most clients undergo some form of assessment process when they first become involved with the agency. This process may vary from a relatively simple assessment of eligibility or need for assistance to a comprehensive functional assessment of the person's ability to undertake tasks of daily living. Agency practice related to the timing and process for re-assessing clients also varies. Although the extent and nature of assessment processes vary depending on the type of assistance provided by the agency, this process does serve as a primary point of data capture / update about the client. HACC have this metadata item as being derived from Date of assistance received and Primary type of assistance received (where 'assessment' is coded).
Comments:	If records have been linked, the last assessment date is a key piece of information that facilitates analysis by providing a clearly defined basis for the selection of data (i.e. the most recently recorded information) where conflicting values are recorded in the linked file.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare
Origin:	Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

Relational attributes

Related metadata references:	Supersedes Assessment date, version 1, DE, NCSDD, NCSIMG, Superseded 01 / 03 / 2005

Assistance received date

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service event—assistance received date, DDMMYYYY
METeOR identifier:	270042
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The date on which a client **receives assistance** from an agency.

Data element concept attributes

Data element concept:	Service event—assistance received date
Definition:	The date on which a client receives assistance from an agency.
Context:	Service provision and planning: Allows a description or profile of service utilisation by a person or persons during a period of service or reporting period. This item can be used in calculating the total amount of **assistance received** by a person in a reporting period (as in the HACC MDS). Information on the total amount of assistance received in a specified time period is important for program planning and accountability. In conjunction with information concerning client need or dependency, this information can provide an indication of the appropriateness and adequacy of services as well as information on equity in service provision across client groups and geographic areas.
Object class:	Service event
Property:	Assistance received date

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Date
Data type:	Date/Time
Format:	DDMMYYYY
Maximum character length:	8

Data element attributes

Collection and usage attributes

Guide for use:	This metadata item should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a person received assistance from an agency on 1 July 2000 the Assistance receipt date should be recorded as 01072000 as

specified in the representational layout.

Collection methods: The date recorded should reflect the date on which the client received any type of assistance. Where a client receives more than one occasion of service on the same day, the agency should separately record each occasion of service against the same date.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

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

Relational attributes

Related metadata references: Supersedes Assistance received date, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005

Assistance request date

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service event—assistance request date, DDMMYYYY
METeOR identifier:	270043
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The date on which assistance was requested.
Context:	Service provision and planning: This item can be useful for measuring the immediacy of response times and the responsiveness to people's requests for assistance (in conjunction with the date the assistance commenced and the **reason assistance was requested**). It also has important uses in measuring actual assistance provided and unmet demand.

Data element concept attributes

Data element concept:	Service event—assistance request date
Definition:	The date on which a person or persons requests assistance from an agency.
Object class:	Service event
Property:	Assistance request date

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Date
Data type:	Date/Time
Format:	DDMMYYYY
Maximum character length:	8

Data element attributes

Collection and usage attributes

Guide for use:	This metadata item should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a person requested assistance from an agency on 1 July 2000 the Date assistance requested should be recorded as 01072000 as specified in the representational layout.
Collection methods:	This item should be collected on the date on which a person(s) made the initial request for assistance. The person(s) requesting assistance need not necessarily be a client as a request does not necessarily result in provision of a service.

	May be collected for individual types of assistance or service requested.
Comments:	A request does not necessarily result in provision of a service.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare
Origin:	Supported Accommodation Assistance Program (SAAP) National Data Collection Agency 2001. National Data Collection Data Dictionary. Version 2. Unpublished

Relational attributes

Related metadata references:	Supersedes Assistance request date, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005

Assistance urgency

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service event—assistance urgency, code N{.N}
METeOR identifier:	270102
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The assessed time period within which assistance is needed by a person, as represented by a code.

Data element concept attributes

Data element concept:	Service event—assistance urgency
Definition:	The assessed time period within which assistance is needed by a person.
Context:	Client needs and service and resource planning: Gives an indication of the immediacy of need for people making requests for assistance. This information can also be used to help plan the level and amount of different types of services, such as crisis care and to measure the appropriateness of a person's waiting time for assistance.
Object class:	Service event
Property:	Assistance urgency

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N{.N}
Maximum character length:	2

Permissible values:

Value	Meaning
1	Within 48 hours
1.1	Immediate
1.2	Within 24 hours
1.3	More than 24 hours but within 48 hours
2	More than 2 days but within 14 days
2.1	3–4 days
2.2	5–6 days
2.3	More than 6 days but within 14 days
3	More than 14 days

Supplementary values:

9	Not stated/inadequately described

Data element attributes

Collection and usage attributes

Guide for use:	This metadata item measures a perceived need by the service provider and / or professional making the assessment, not a perceived want.
Collection methods:	Determination of 'urgency' should follow an assessment event or some determination by the agency of need.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare
Origin:	SAAP National Data Collection Data Dictionary Version 1.1, July 1999. Draft Aged Care Assessment Program Minimum Data Set, version 2.

Relational attributes

Related metadata references:	Supersedes Assistance urgency, version 1, DE, NCSDD, NCSIMG, Superseded 01 / 03 / 2005

Assistance with activities

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—need for assistance with activities in a life area, code N
METeOR identifier:	320213
Registration status:	NHIG, Standard 29/11/2006 NCSIMG, Standard 16/10/2006
Definition:	The level of help and/or supervision a person requires (or would require if the person currently helping/supervising was not available) to perform tasks and actions in a specified life area, as represented by a code.
Context:	Human functioning and disability

Data element concept attributes

Data element concept:	Person—need for assistance with activities in a life area
Definition:	The personal assistance and/or supervision a person needs to perform tasks and actions in a life area.
Object class:	Person
Property:	Need for assistance with activities in a life area

Value domain attributes

Representational attributes

Classification scheme:	International Classification of Functioning, Disability and Health 2001
Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
0	Does not need help/supervision
1	Sometimes needs help/supervision
2	Always needs help/supervision
3	Unable to do this task or action, even with assistance

Supplementary values:

Value	Meaning
8	Not specified
9	Not applicable

Collection and usage attributes

Guide for use:

This metadata item contributes to the definition of the concept '**Disability**' and gives an indication of the experience of disability for a person.

In the context of health, an activity is the execution of a task or action by an individual. Activity limitations are difficulties an individual may have in executing an activity.

Activity limitation varies with the environment and is assessed in relation to a particular environment; the absence or presence

of assistance, including aids and equipment, is an aspect of the environment.

This value domain records the level of a person's need for help or supervision, in a specified domain, in their overall life. This means that the need for assistance may not be directly relevant to the health or community care service being provided.

Where a life area includes a range of examples, (e.g. domestic life includes cooking, cleaning and shopping), if a person requires assistance in any of the areas then the highest level of assistance should be recorded.

Where need for assistance varies markedly over time (e.g. episodic psychiatric conditions) please record the average level of assistance needed.

The presence of an activity limitation with a given domain is indicated by a non-zero response in this value domain. Activity is limited when an individual, in the context of a health condition, either has need for assistance in performing an activity in an expected manner, or cannot perform the activity at all.

CODE 0 is used when the person has no need for supervision or help and can undertake the activity independently.

CODE 1 is used when the person sometimes needs assistance to perform an activity.

CODE 2 is used when the person always needs assistance to undertake the activity and cannot do the activity without assistance.

CODE 3 is used when the person cannot do the activity even with assistance

CODE 8 is used when a person's need for assistance to undertake the activity is unknown or there is insufficient information to use codes 0-3.

CODE 9 is used where the need for help or supervision is due to the person's age. For example, Education for persons less than 5 years and work for persons less than 15 years.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Origin: WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents:

Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website http://www.who.int/classifications/icf/en/
- Australian Collaborating Centre ICF website http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use: This data element, in conjunction with Person—activities and participation life area, code (ICF 2001) AN[NNN], indicates a person's need for assistance in a given domain of activity.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Relational attributes

Implementation in Data Set Specifications: Activities and Participation cluster NHIG, Standard 29/11/2006
NCSIMG, Standard 16/10/2006

Assistance—reason not provided

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service event—reason assistance not provided, code N
METeOR identifier:	270040
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The reason assistance was not provided to a person by a community services agency, as represented by a code.

Data element concept attributes

Data element concept:	Service event—reason assistance not provided
Definition:	The reason assistance was not provided to a person by a community services agency.
Context:	Service provision and planning: This item is a useful measure for planning purposes and can provide information on service gaps, resource limitations, poor referral relationships between agencies, unmet demand etc.
Object class:	Service event
Property:	Reason assistance not provided

Collection and usage attributes

Guide for use:	This may be recorded for a particular type of assistance, a particular request for service, a particular assessment event or a particular referral event.

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Service not offered by agency
2	Person not eligible/wrong target group
3	Outlet refused service to person/offer refused
4	Person or service provider unable to attend
5	Assistance currently not available
6	Facilities for special needs not available/service inaccessible
7	Referred to other more appropriate agency
8	Other

Supplementary values:

9	Not stated/inadequately described

Collection and usage attributes

Guide for use:	Record main reason assistance not provided.

More specific categories in the data domain (that can map to this data domain) can also provide useful information at an agency or locality level about service gaps and resource limitations. For example code 6 can be broken up into a number of more specific categories to ascertain whether people are having trouble accessing services due to lack of interpreter services, disabled access to a building, etc. This information can help individual agencies better allocate their resources.

Examples of the above categories are:

CODE 3 Outlet refused service to person / offer refused

Due to inappropriate behaviour or person failed to present and did not contact the agency.

CODE 4 Person or service provider unable to attend

For example, unscheduled staff absence or unscheduled events such as bad weather or electricity failure.

CODE 5 Assistance currently not available

The place, service or resource is not currently available or a waiting period applies.

CODE 6 Facilities for special needs not available / service inaccessible

Facilities for special needs such as disability, cultural, language etc, not available; no disabled access to building; too far away; service not provided in days or hours required.

Data element attributes

Collection and usage attributes

Collection methods: This item should at the least be collected for the primary reason that assistance is not provided. Other reasons can also be collected, but the primary reason should also be specified.

This item should be linked to a type of services or a particular event (such as a referral / contact event or a particular request for service).

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Related metadata references: Supersedes Assistance - reason not provided, version 1, DE, NCSDD, NCSIMG, Superseded 01 / 03 / 2005

Australian state/territory identifier

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—Australian state / territory identifier, code N
METeOR identifier:	286919
Registration status:	NHIG, Standard 04 / 05 / 2005 NCSIMG, Standard 25 / 08 / 2005 NHDAMG, Standard 10 / 02 / 2006
Definition:	The Australian state or territory where a person can be located, as represented by a code.

Data element concept attributes

Data element concept:	Person—Australian state / territory identifier
Definition:	The Australian state or territory where a person can be located.
Object class:	Person
Property:	Australian state / territory identifier

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	New South Wales
2	Victoria
3	Queensland
4	South Australia
5	Western Australia
6	Tasmania
7	Northern Territory
8	Australian Capital Territory
9	Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)

Collection and usage attributes

Guide for use:	The order presented here is the standard for the Australian Bureau of Statistics (ABS). Other organisations (including the Australian Institute of Health and Welfare) publish data in state order based on population (that is, Western Australia before South Australia and Australian Capital Territory before Northern Territory).

Source and reference attributes

Reference documents:	Australian Bureau of Statistics 2005. Australian Standard

Geographical Classification (ASGC). Cat. no. 1216.0. Canberra: ABS. Viewed on 30/09/2005

Data element attributes

Collection and usage attributes

Collection methods: Irrespective of how the information is coded, conversion of the codes to the ABS standard must be possible.

Source and reference attributes

Origin: Australian Bureau of Statistics 2004. Australian Standard Geographical Classification (ASGC) (Cat. no. 1216.0). Viewed 13 October 2005.

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

AS5017 Health Care Client Identification, 2004, Sydney: Standards Australia

In AS4846 and AS5017 alternative codes are presented. Refer to the current standard for more details.

Relational attributes

Related metadata references: See also Person (address)—Australian postcode, code (Postcode datafile) {NNNN} NHIG, Standard 04/05/2005, NCSIMG, Standard 25/08/2005, NHDAMG, Standard 10/02/2006

Australian state/territory identifier (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation—Australian state / territory identifier, code N
METeOR identifier:	289083
Registration status:	NHIG, Standard 04 / 05 / 2005 NCSIMG, Standard 07 / 12 / 2005
Definition:	An identifier of the Australian state or territory where an organisation or agency can be located, as represented by a code.

Data element concept attributes

Data element concept:	Service provider organisation—Australian state / territory identifier
Definition:	An identifier of the Australian state or territory where an organisation or agency can be located.
Context:	This is a geographic indicator which is used for analysis of the distribution of agencies or establishments and services.
Object class:	Service provider organisation
Property:	Australian state / territory identifier

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	New South Wales
2	Victoria
3	Queensland
4	South Australia
5	Western Australia
6	Tasmania
7	Northern Territory
8	Australian Capital Territory
9	Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)

Collection and usage attributes

Guide for use:	The order presented here is the standard for the Australian Bureau of Statistics (ABS). Other organisations (including the Australian Institute of Health and Welfare) publish data in state order based on population (that is, Western Australia before

South Australia and Australian Capital Territory before Northern Territory).

Source and reference attributes

Reference documents: Australian Bureau of Statistics 2005. Australian Standard Geographical Classification (ASGC). Cat. no. 1216.0. Canberra: ABS. Viewed on 30/09/2005

Data element attributes

Collection and usage attributes

Collection methods: Irrespective of how the information is coded, conversion of the codes to the ABS standard must be possible.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Health Data Standard Committee

National Community Services Data Committee

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia

In AS4846 and AS5017 alternative codes are presented. Refer to the current standard for more details.

Relational attributes

Implementation in Data Set Specifications: Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Body function

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—body function, code (ICF 2001) AN[NNNN]
Synonymous names:	Body function code
METeOR identifier:	320141
Registration status:	NHIG, Standard 29/11/2006 NCSIMG, Standard 16/10/2006
Definition:	The physiological or psychological function of a person's body system, as represented by a code.

Data element concept attributes

Data element concept:	Person—body function
Definition:	The physiological or psychological function of a person's body system.
Object class:	Person
Property:	Body function

Value domain attributes

Representational attributes

Classification scheme:	International Classification of Functioning, Disability and Health 2001
Representation class:	Code
Data type:	String
Format:	AN[NNNN]
Maximum character length:	6

Collection and usage attributes

Guide for use:

This metadata item contributes to the definition of the concept '**Disability**' and gives an indication of the experience of disability for a person.

Data can be collected at the three digit level in one chapter and at the chapter level in another. However it is only possible to collect data at a single level of the hierarchy in a single chapter to maintain mutual exclusivity. For example, it is not permitted to collect both Exercise tolerance functions (3 digit level) and 'fatigability' (4-digit level) as the former includes the latter.

The value domain below refers to the highest hierarchical level (ICF chapter level). Data collected at this level, in association with *Impairment extent code N* will use the codes as indicated.

CODE b1 Mental functions
CODE b2 Sensory functions and pain
CODE b3 Voice and speech functions
CODE b4 Functions of the cardiovascular, haematological, immunological and respiratory systems
CODE b5 Functions of the digestive, metabolic and the endocrine system
CODE b6 Genitourinary and reproductive functions

CODE b7 Neuromusculoskeletal and movement-related functions
CODE b8 Functions of the skin and related structures

Data collected at this level will provide a general description of the structures and can only be compared with data collected at the same level.

Each chapter contains categories at different levels ordered from general to detailed. For more detailed information the user should follow the structure of the ICF; the codes should be drawn from the same hierarchical level within any particular chapter. The full range of permissible values together, with definitions is listed in the *Body Functions* component of the ICF.

An example of a value domain at the 3 digit level from the Sensory functions and pain chapter may include:

CODE b210 Seeing functions
CODE b230 Hearing functions
CODE b235 Vestibular functions
CODE b250 Taste functions
CODE b255 Smell functions
CODE b260 Proprioceptive functions
CODE b265 Touch functions
CODE b270 Sensory functions related to temperature and other stimuli
CODE b279 Additional sensory functions, other specified and unspecified

An example of a value domain at the 4 digit level from the body function component may include:

CODE b1300 Energy level
CODE b1400 Sustaining attention
CODE b1442 Retrieval of memory
CODE b1521 Regulation of emotion
CODE b1641 Organization and planning

The prefix ***b*** denotes the domains within the component of *Body Functions.*

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Origin: WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents: Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website
  http://www.who.int/classifications/icf/en/
- Australian Collaborating Centre ICF website
  http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use:

This data element can be used to record positive or neutral body function, as well as impairment of body function when used in conjunction with the metadata item Person—extent of impairment of body function, code (ICF 2001)N.

Where multiple body functions or impairments of body functions are recorded, the following prioritising system should be useful.

- The first recorded body function or impairment of body function is the one having the greatest impact on the individual.
- Second and subsequent body function or impairment of body function is also of relevance to the individual.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Relational attributes

Implementation in Data Set Specifications:

Body functions cluster NHIG, Standard 29/11/2006
NCSIMG, Standard 16/10/2006

Body structure

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—body structure, code (ICF 2001) AN[NNNN]
Synonymous names:	Body structure code
METeOR identifier:	320147
Registration status:	NHIG, Standard 29/11/2006 NCSIMG, Standard 16/10/2006
Definition:	An anatomical part of a person's body such as organs, limbs or their components, as represented by a code.

Data element concept attributes

Data element concept:	Person—body structure
Definition:	An anatomical part of a person's body such as organs, limbs or their components.
Object class:	Person
Property:	Body structure

Value domain attributes

Representational attributes

Classification scheme:	International Classification of Functioning, Disability and Health 2001
Representation class:	Code
Data type:	String
Format:	AN[NNNN]
Maximum character length:	6

Collection and usage attributes

Guide for use:

This metadata item contributes to the definition of the concept ***disability*** and gives an indication of the experience of disability for a person.

Data can be collected at the three digit level in one chapter and at the chapter level in another. However it is only possible to collect data at a single level of the hierarchy in a single chapter to maintain mutual exclusivity. For example, it is not permitted to collect both 'Skin and related structures' (chapter level) and 'Structure of nails' (3 digit level) as the former includes the latter.

The value domain below refers to the highest hierarchical level (ICF chapter level). Data collected at this level, in association with respective qualifiers (*Impairment extent code N*, *Impairment nature code N*, *Impairment location code N*) will use the codes as indicated.

CODE s1 Structures of the nervous system
CODE s2 The eye, ear and related structures
CODE s3 Structures involved in voice and speech
CODE s4 Structures of the cardiovascular, immunological and respiratory systems

CODE s5 Structures related to the digestive, metabolic and endocrine systems
CODE s6 Structures related to the genitourinary and reproductive systems
CODE s7 Structures related to movement
CODE s8 Skin and related structures

Data collected at this level will provide a general description of the structures and can only be compared with data collected at the same level.

Each chapter contains categories at different levels ordered from general to detailed. For more detailed information the user should follow the structure of the ICF; the codes should be drawn from the same hierarchical level within any particular chapter. The full range of permissible values together with definitions is listed in the Body Structures component of the ICF.

An example of a value domain at the 3 digit level from the Structures of the nervous system chapter may include:

CODE s110 Structure of the brain
CODE s120 Spinal cord and related structures
CODE s130 Structure of the meninges
CODE s140 Structure of sympathetic nervous system
CODE s150 Structure of parasympathetic nervous system
CODE s198 Structure of the nervous system, other specified
CODE s199 Structure of the nervous system, unspecified

An example of a value domain at the 4 digit level from the Structures related to movement chapter may include:

CODE s7300 Structure of upper arm
CODE s7301 Structure of forearm
CODE s7302 Structure of hand
CODE s7500 Structure of thigh
CODE s7501 Structure of lower leg
CODE s7502 Structure of ankle and foot
CODE s7600 Structure of vertebral column

The prefix ***s*** denotes the domains within the component of *Body Structures*.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Origin: WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents: Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website
  http://www.who.int/classifications/icf/en/
- Australian Collaborating Centre ICF website
  http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use:

This data element consists of a single, neutral list of body structures that can be used to record positive or neutral body function. In conjunction with *Impairment extent code N*, it enables the provision of information about the presence and extent of impairment for any given body structures; with *Impairment nature code N*, the provision of information about the nature of the impairment for given body functions; and *Impairment location code N*, the location of the impairment for given body functions.

Where multiple body structures or **impairments of body structures** are recorded, the following prioritising system should be useful:

- The first recorded body structure or impairment of body function is the one having the greatest impact on the individual.
- Second and subsequent body structure or impairment of body function is also of relevance to the individual.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Relational attributes

Implementation in Data Set Specifications:

Body structures cluster NHIG, Standard 29/11/2006
NCSIMG, Standard 16/10/2006

Building/complex sub-unit number (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—building / complex sub-unit identifier, [X(7)]
METeOR identifier:	270018
Registration status:	NHIG, Standard 01 / 03 / 2005 NCSIMG, Standard 30 / 09 / 2005
Definition:	The unique number or identifier for a building / complex, marina, etc. where a person resides.

Data element concept attributes

Data element concept:	Person (address)—building / complex sub-unit identifier
Definition:	The number or identifier of a building / complex, marina, etc. where a person resides.
Object class:	Person
Property:	Building / complex sub-unit identifier

Value domain attributes

Representational attributes

Representation class:	Identifier
Data type:	String
Format:	[X(7)]
Maximum character length:	7

Data element attributes

Collection and usage attributes

Guide for use:	The building / complex sub-unit number must be recorded with its corresponding building / complex unit type - abbreviation. Where applicable, the number may be followed by an alphanumeric suffix.
Collection methods:	To be collected in conjunction with building / complex sub-unit type - abbreviation.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare
Origin:	Australia Post Address Presentation Standard

Relational attributes

Related metadata references:	Supersedes Building / complex sub-unit number, version 1, DE, NHDD, NHIMG, Superseded 01 / 03 / 2005 Is used in the formation of Person (address)—address line, text [X(180)] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 30 / 09 / 2005 Is used in the formation of Person (address)—health address line, text [X(180)] NHIG, Superseded 04 / 05 / 2005

Building/complex sub-unit number (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—building/complex sub-unit identifier, [X(7)]
METeOR identifier:	290291
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The unique number or identifier of a building/complex, marina, etc. where an organisation is located.

Data element concept attributes

Data element concept:	Service provider organisation (address)—building/complex sub-unit identifier
Definition:	The number or identifier of a building/complex, marina, etc. where an organisation is located.
Object class:	Service provider organisation
Property:	Building/complex sub-unit identifier

Value domain attributes

Representational attributes

Representation class:	Identifier
Data type:	String
Format:	[X(7)]
Maximum character length:	7

Data element attributes

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare
Origin:	Australia Post Address Presentation Standard

Relational attributes

Related metadata references:	Is used in the formation of Service provider organisation (address)—address line, text [X(180)] NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Building/complex sub-unit type—abbreviation (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—building/complex sub-unit type, code A[AAA]
METeOR identifier:	270023
Registration status:	NHIG, Standard 01/03/2005 NCSIMG, Standard 30/09/2005
Definition:	The type of building/complex where a person can be located, as represented by a code.

Data element concept attributes

Data element concept:	Person (address)—building/complex sub-unit type
Definition:	The type of building/complex where a person can be located.
Object class:	Person
Property:	Building/complex sub-unit type

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	String
Format:	A[AAA]
Maximum character length:	4

Permissible values:

Value	Meaning
APT	Apartment
CTGE	Cottage
DUP	Duplex
FY	Factory
F	Flat
HSE	House
KSK	Kiosk
MSNT	Maisonette
MB	Marine Berth
OFF	Office
PTHS	Penthouse
RM	Room
SHED	Shed
SHOP	Shop
SITE	Site
SL	Stall
STU	Studio
SE	Suite
TNHS	Townhouse

U	Unit
VLLA	Villa
WARD	Ward
WE	Warehouse

Collection and usage attributes

Guide for use: Addresses may contain multiple instances of building / complex type. Record each instance of building / complex type with its corresponding building / complex number when appropriate.

Examples:

APT 6

SHOP 3A

U 6

PTHS

Data element attributes

Collection and usage attributes

Collection methods: To be collected in conjunction with building / complex sub unit number.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Health Data Standards Committee

Relational attributes

Related metadata references: Supersedes Building / complex sub-unit type - abbreviation, version 1, DE, NHDD, NHIMG, Superseded 01 / 03 / 2005

Is used in the formation of Person (address)—address line, text [X(180)] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 30 / 09 / 2005

Is used in the formation of Person (address)—health address line, text [X(180)] NHIG, Superseded 04 / 05 / 2005

Building/complex sub-unit type—abbreviation (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—building/complex sub-unit type, code A[AAA]
METeOR identifier:	290278
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The type of building/complex where an organisation can be located, as represented by a code.

Data element concept attributes

Data element concept:	Service provider organisation (address)—building/complex sub-unit type
Definition:	The type of building/complex where an organisation can be located.
Object class:	Service provider organisation
Property:	Building/complex sub-unit type

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	String
Format:	A[AAA]
Maximum character length:	4

Permissible values:

Value	Meaning
APT	Apartment
CTGE	Cottage
DUP	Duplex
FY	Factory
F	Flat
HSE	House
KSK	Kiosk
MSNT	Maisonette
MB	Marine Berth
OFF	Office
PTHS	Penthouse
RM	Room
SHED	Shed
SHOP	Shop
SITE	Site
SL	Stall

STU	Studio
SE	Suite
TNHS	Townhouse
U	Unit
VLLA	Villa
WARD	Ward
WE	Warehouse

Collection and usage attributes

Guide for use:

Addresses may contain multiple instances of building / complex type. Record each instance of building / complex type with its corresponding building / complex number when appropriate.

Examples:

APT 6

SHOP 3A

U 6

PTHS

Data element attributes

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Health Data Standards Committee

Relational attributes

Related metadata references: Is used in the formation of Service provider organisation (address)—address line, text [X(180)] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 30 / 09 / 2005

Building/property name (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—building / property name, text [X(30)]
METeOR identifier:	270028
Registration status:	NHIG, Standard 01 / 03 / 2005 NCSIMG, Standard 30 / 09 / 2005
Definition:	The name of a building or property where a person resides, as represented by text.

Data element concept attributes

Data element concept:	Person (address)—building / property name
Definition:	The name of a building or property where a person resides.
Object class:	Person
Property:	Building / property name

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(30)]
Maximum character length:	30

Data element attributes

Collection and usage attributes

Guide for use:

Usually this information is not abbreviated.

Should include any reference to a wing or other components of a building complex, if applicable.

A comma is to be used to separate the wing reference from the rest of the building name.

Record each Building / property name relevant to the address:

- Building / property name 1 (30 alphanumeric characters)
- Building / property name 2 (30 alphanumeric characters)

For example:

Building - TREASURY BUILDING

Property - BRINDABELLA STATION

Source and reference attributes

Origin:

Health Data Standards Committee

Australia Post Address Presentation Standard

Relational attributes

Related metadata references:

Supersedes Building / property name, version 1, DE, NHDD, NHIMG, Superseded 01 / 03 / 2005

Is used in the formation of Person (address)—address line, text

[X(180)] NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Is used in the formation of Person (address)—health address line, text [X(180)] NHIG, Superseded 04/05/2005

Building/property name (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—building / property name, text [X(30)]
METeOR identifier:	290295
Registration status:	NHIG, Standard 04 / 05 / 2005 NCSIMG, Standard 30 / 09 / 2005
Definition:	The name of a building or property where an organisation is located, as represented by text.

Data element concept attributes

Data element concept:	Service provider organisation (address)—building / property name
Definition:	The name of a building or property where an organisation is located.
Object class:	Service provider organisation
Property:	Building / property name

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(30)]
Maximum character length:	30

Data element attributes

Collection and usage attributes

Guide for use:

Usually this information is not abbreviated.

Should include any reference to a wing or other components of a building complex, if applicable.

A comma is to be used to separate the wing reference from the rest of the building name.

Record each Building / property name relevant to the address:

- Building / property name 1 (30 alphanumeric characters)
- Building / property name 2 (30 alphanumeric characters)

For example:

Building - TREASURY BUILDING

Property - BRINDABELLA STATION

Source and reference attributes

Origin:	Health Data Standards Committee Australia Post Address Presentation Standard

Relational attributes

Related metadata references:	Is used in the formation of Service provider organisation (address)—address line, text [X(180)] NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Carer Allowance (Child) receipt indicator

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Parent / guardian—receipt of Carer Allowance (Child) indicator, code N
Synonymous names:	Receipt of Carer Allowance (Child)
METeOR identifier:	323286
Registration status:	NCSIMG, Standard 27 / 04 / 2007
Definition:	Whether a parent or guardian of a person is in receipt of the 'Carer Allowance (Child)', as represented by a code.

Data element concept attributes

Data element concept:	Parent / guardian—receipt of Carer Allowance (Child) indicator
Definition:	Whether a parent or guardian of a service user is in receipt of the 'Carer Allowance (Child)'.
Object class:	Parent / guardian
Property:	Receipt of Carer Allowance (Child) indicator

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Yes
2	No

Supplementary values:

9	Not stated / inadequately described

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Data element attributes

Collection and usage attributes

Guide for use:

This data element should not be reported if the service user is aged 16 years or more, even if the person's parent or guardian receives 'Carer Allowance (Child)'.

This data element does not refer to the 'Carer Payment' (formerly 'Carer Pension'), even though some parents or carers of children aged less than 16 years may receive 'Carer Payment' as well as 'Carer Allowance (Child)' (formerly the 'Child Disability Allowance').

CODE 9 Not stated / inadequately described

This code should only be recorded when it has not been possible for the service user or their carer / family / advocate to

	provide the information (i.e., they have been asked but do not know).
Comments:	Used to assess the relationship between receipt of 'Carer Allowance (Child)' and receipt of other services.

Source and reference attributes

Submitting organisation:	CSTDA NMDS Network.
Origin:	Australian Institute of Health and Welfare 2006. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection Data Guide: Data items and definitions, 2006-07. Australian Institute of Health and Welfare, Canberra. Viewed 20 November 2006. <http://www.aihw.gov.au/disability/csda_public/06-07_data/data_guide_2006-07.doc>

Relational attributes

Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Case management plan indicator

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Client—case management plan indicator, code N
METeOR identifier:	321129
Registration status:	NCSIMG, Standard 29/04/2006
Definition:	Whether or not a current (at the time of recording) case management plan has been developed for the client, as represented by a code.

Data element concept attributes

Data element concept:	Client—case management plan indicator
Definition:	Whether or not a current (at the time of recording) case management plan has been developed for the client.
Object class:	Client
Property:	Case management plan indicator

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare.

Value domain attributes

Representational attributes

Representation class:	Code	
Data type:	Number	
Format:	N	
Maximum character length:	1	
Permissible values:	Value	Meaning
	1	Yes
	2	No
Supplementary values:	9	Not stated/inadequately described

Collection and usage attributes

Guide for use:	CODE 9 Not stated/inadequately described This code is not for use in primary data collections.

Data element attributes

Collection and usage attributes

Collection methods:	This metadata item would be collected either at an initial assessment or subsequent reassessment of a person(s). Due to the variety across community services as to what constitutes a case management plan, and whether it is considered to be developed, agreed to and implemented, it is up to individual collections to further clearly specify these aspects when collecting data for their individual purposes. This could include whether or not the plan is written.

An example of a question used by the Day Therapy Centre program (DTC)to establish whether a care plan has been developed for the client is:

Was a care plan developed for the person?

r Yes

r No

Individual collections may also have certain quality issues regarding case management plans that may be as important as whether or not one has been developed.

Comments:

A case management plan is a personal plan or a support agreement that usually has a statement of the person(s) problems or needs, some goals for the person(s) and strategies to achieve those goals. It is usually developed between the person and agency as a result of an assessment process.

The plan or agreement can relate to services provided by one agency or a number of agencies.

Establishing clear agreements between clients and their community service providers is recognised as good practice (e.g. in Supported Accommodation Assistance Program and child protection). Therefore, collecting information on whether a case management plan has been developed, implemented and agreed to can be useful in measuring performance of agencies. This is especially the case if collected in conjunction with information regarding the quality of the plan e.g. whether the plan is reviewed regularly, whether plan is devised in consultation with all relevant parties etc.

In addition, it may be a useful management tool for agencies to be aware of the existence, or lack of, case management plans for an individual client.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: National Community Services Data Dictionary Version 2, 2000

Relational attributes

Related metadata references: Supersedes Client—case management plan indicator, code N NCSIMG, Superseded 29/04/2006

Change to body structure

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—nature of impairment of body structure, code (ICF 2001) N
METeOR identifier:	320171
Registration status:	NHIG, Standard 29/11/2006 NCSIMG, Standard 16/10/2006
Definition:	The qualitative or quantitative change of a person's impairment in a specified body structure, as represented by a code.

Data element concept attributes

Data element concept:	Person—nature of impairment of body structure
Definition:	The qualitative or quantitative change to the characteristics of a person's body structure compared with accepted population standards.
Object class:	Person
Property:	Nature of impairment of body structure

Value domain attributes

Representational attributes

Classification scheme:	International Classification of Functioning, Disability and Health 2001
Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
0	No change in structure
1	Total absence
2	Partial absence
3	Additional part
4	Aberrant dimensions
5	Discontinuity
6	Deviating position
7	Qualitative changes in structure

Supplementary values:

8	Not specified
9	Not applicable

Collection and usage attributes

Guide for use:

This metadata item contributes to the definition of the concept '**Disability**' and gives an indication of the experience of disability for a person.

Impairments of body structure are problems in body structure such as a loss or significant departure from population

standards or averages.

CODE 0 No change in structure

Used when the structure of the body part is within the range of the population standard.

CODE 1 Total absence

Used when the body structure is not present. For example total absence of the structures of the lower leg following a thorough knee amputation.

CODE 2 Partial absence

Used when only part of a body structure is present. For example partial absence of the bones of the lower leg following below knee amputation.

CODE 3 Additional part

Used when a structure, not usually present in the population is present, for example a sixth lumbar vertebra or an sixth digit on one hand.

CODE 4 Aberrant dimensions

Used when the shape and size of a body structure is significantly different from the population standard. For example radial aplasia where the shape and size of the radial bone does not develop.

CODE 5 Discontinuity

Used when parts of a body structure are separated, for example cleft palate or fracture.

CODE 6 Deviating position

Used when the location of a structure is not according to population standard; for example, transposition of the great vessels, where the aorta arises from the right ventricle and the pulmonary vessels from the left ventricle.

CODE 7 Qualitative changes in structure

Used when the structure of a body part is altered from the population standard. This includes accumulation of fluid, changes in bone structure as a result of osteoporosis or Paget's disease.

CODE 8 Not specified

Used when there is a change to a body structure, but the nature of the change is not described.

CODE 9 Not applicable

Used when it is not appropriate to code the nature of the change to a body structure.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Origin: WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents: Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website

http://www.who.int/classifications/icf/en/

- Australian Collaborating Centre ICF website http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use: This data element is used in conjunction with specified body structures, for example 'partial absence of structures related to movement'. This data element may also be used in conjunction with Person—extent of impairment of body structure, code (ICF 2001) N and Person—location of impairment of body structure, code (ICF 2001) N.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Relational attributes

Implementation in Data Set Specifications: Body structures cluster NHIG, Standard 29/11/2006
NCSIMG, Standard 16/10/2006

Child abuse and neglect type

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Child—abuse and neglect type, code N
METeOR identifier:	270166
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The type of physical, sexual or emotional actions or inactions which have resulted in, or are likely to result in, significant harm or injury to a child, or risk of significant harm or injury to a child, as represented by a code.

Data element concept attributes

Data element concept:	Child—abuse and neglect type
Definition:	The type of physical, sexual or emotional actions or inactions which have resulted in, or are likely to result in, significant harm or injury to a child, or risk of significant harm or injury to a child.
Context:	There are considerable variations across States and Territories in the recording of type of abuse and neglect, reflecting each jurisdiction's own definitions, legislation, policies and practices relating to child protection and child welfare.
Object class:	Child
Property:	Abuse and neglect type

Value domain attributes

Representational attributes

Representation class:	Code	
Data type:	Number	
Format:	N	
Maximum character length:	1	
Permissible values:	Value	Meaning
	1	Physical abuse
	2	Emotional abuse
	3	Sexual abuse
	4	Neglect
	5	Other
Supplementary values:	9	Not stated / inadequately described

Data element attributes

Collection and usage attributes

Guide for use:	These categories may be used in different ways by different jurisdictions, depending on the state or territories own definitions, policies and practices. In addition, a child subject to abuse and neglect is often subject to more than one type of abuse and neglect (for example, sexual abuse is often also

	associated with emotional abuse).
Comments:	The National Child Protection and Support Services Working Group, is undertaking considerable work to improve the comparability of child protection data. This work will impact upon the definitions and data collections in the child protection area.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare
Reference documents:	Child protection, Australia, 1997–98 (AIHW) Comparability of Child Protection Data 1999 (AIHW) Children Protection Australia: data collection standards, tables, & counting rules 1998–1999 (AIHW)

Relational attributes

Related metadata references:	Supersedes Child abuse and neglect type, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005

Communication method

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—communication method, code N
METeOR identifier:	345093
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	The method of communication, including sign language, most effectively used by the person, as represented by a code.

Data element concept attributes

Data element concept:	Person—communication method
Definition:	The method of communication, including sign language, most effectively used by the person.
Object class:	Person
Property:	Communication method

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Spoken language
2	Sign language
3	Other effective non-spoken communication (e.g. Canon Communicator, Compic)

Supplementary values:

9	Not stated/inadequately described

Collection and usage attributes

Guide for use:

CODE 1, 2 and 3

The communication must be effective in that the person must be able to communicate more than just basic needs, to unfamiliar people, using this method.

This item is considered 'not applicable' to young children, i.e. children aged 0–4 years

Source and reference attributes

Reference documents: Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Data element attributes

Collection and usage attributes

Comments: Method of communication is an important indicator of potential barriers to social inclusion, particularly in conjunction with data on country of birth and interpreter services required.

Source and reference attributes

Submitting organisation: CSTDA NMDS Network.

Reference documents: Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Relational attributes

Related metadata references: Supersedes Person—communication method, code N NCSIMG, Standard 29/04/2006

See also Person—effective communication indicator, code N NCSIMG, Standard 27/04/2007

Implementation in Data Set Specifications: Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Country of birth

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—country of birth, code (SACC 1998) NNNN
METeOR identifier:	270277
Registration status:	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 20/06/2005
Definition:	The country in which the person was born, as represented by a code.

Data element concept attributes

Data element concept:	Person—country of birth
Definition:	The country in which the person was born.
Context:	Country of birth is important in the study of access to services by different population sub-groups. Country of birth is the most easily collected and consistently reported of a range of possible data items that may indicate cultural or language diversity. Country of birth may be used in conjunction with other data such as period of residence in Australia, etc., to derive more sophisticated measures of access to (or need for) services by different population sub-groups.
Object class:	Person
Property:	Country of birth

Value domain attributes

Representational attributes

Classification scheme:	Standard Australian Classification of Countries 1998
Representation class:	Code
Data type:	Number
Format:	NNNN
Maximum character length:	4

Collection and usage attributes

Guide for use:	The Standard Australian Classification of Countries 1998 (SACC) is a four-digit, three-level hierarchical structure specifying major group, minor group and country. A country, even if it comprises other discrete political entities such as states, is treated as a single unit for all data domain purposes. Parts of a political entity are not included in different groups. Thus, Hawaii is included in Northern America (as part of the identified country United States of America), despite being geographically close to and having similar social and cultural characteristics as the units classified to Polynesia.

Data element attributes

Collection and usage attributes

Collection methods:

Some data collections ask respondents to specify their country of birth. In others, a pre-determined set of countries is specified as part of the question, usually accompanied by an 'other (please specify)' category.

Recommended questions are:

In which country were you / was the person / was (name) born?

Australia

Other (please specify)

Alternatively, a list of countries may be used based on, for example common Census responses.

In which country were you / was the person / was (name) born?

Australia

England

New Zealand

Italy

Viet Nam

Scotland

Greece

Germany

Philippines

India

Netherlands

Other (please specify)

In either case coding of data should conform to the SACC.

Sometimes respondents are simply asked to specify whether they were born in either 'English speaking' or 'non-English speaking' countries but this question is of limited use and this method of collection is not recommended.

Comments:

This metadata item is consistent with that used in ABS collections and is recommended for use whenever there is a requirement for comparison with ABS data.

Source and reference attributes

Origin:

National Health Data Committee

National Community Services Data Committee

Relational attributes

Related metadata references:

Supersedes Country of birth, version 4, DE, Int. NCSDD & NHDD, NCSIMG & NHIMG, Superseded 01/03/2005

Implementation in Data Set Specifications:

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Date accuracy indicator

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Date—accuracy indicator, code AAA
METeOR identifier:	294429
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	An indicator of the accuracy of the components of a reported date, as represented by a code.

Data element concept attributes

Data element concept:	Date—accuracy indicator
Definition:	An indicator of the accuracy of the components of a reported date.
Context:	This data element is designed to flag whether each component in a date is accurate, estimated or unknown.
Object class:	Date
Property:	Accuracy indicator

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	String
Format:	AAA
Maximum character length:	3

Permissible values:

Value	Meaning
AAA	Day, month and year are accurate
AAE	Day and month are accurate, year is estimated
AAU	Day and month are accurate, year is unknown
AEE	Day is accurate, month and year are estimated
AEU	Day is accurate, month is estimated, year is unknown
AUU	Day is accurate, month and year are unknown
AUA	Day is accurate, month is unknown, year is accurate
AUE	Day is accurate, month is unknown, year is estimated
AEA	Day is accurate, month is estimated, year is accurate
EAA	Day is estimated, month and year are accurate
EAE	Day is estimated, month is accurate, year is estimated
EAU	Day is estimated, month is accurate, year is unknown

EEA	Day and month are estimated, year is accurate
EEE	Day, month and year are estimated
EEU	Day and month are estimated, year is unknown
EUA	Day is estimated, month is unknown, year is accurate
EUE	Day is estimated, month is unknown, year is estimated
EUU	Day is estimated, month and year are unknown
UAA	Day is unknown, month and year are accurate
UAE	Day is unknown, month is accurate, year is estimated
UAU	Day is unknown, month is accurate, year is unknown
UEA	Day is unknown, month is estimated, year is accurate
UEE	Day is unknown, month and year are estimated
UEU	Day is unknown, month is estimated, year is unknown
UUA	Day and month are unknown, year is accurate
UUE	Day and month are unknown, year is estimated
UUU	Day, month and year are unknown

Collection and usage attributes

Guide for use:

Any combination of the values A, E, U representing the corresponding level of accuracy of each date component of the reported date.

This data element consists of a combination of three codes, each of which denotes the accuracy of one date component:

A – the referred date component is accurate

E – the referred date component is not known but is estimated

U – the referred date component is not known and not estimated.

This data element contains positional fields (DMY) that reflects the order of the date components in the format (DDMMYYYY) of the reported date:

field 1 (D) – refers to the accuracy of the day component

field 2 (M) – refers to the accuracy of the month component

field 3 (Y) – refers to the accuracy of the year component.

Data domain	Date component (for a format DDMMYYYY)		
	(D)ay	(M)onth	(Y)ear
Accurate	A	A	A
Estimated	E	E	E
Unknown	U	U	U

This data element is valid only for use with dates that are reported / exchanged in the format (DDMMYYYY).

Example 1: A date has been sourced from a reliable source and is known as accurate then the Date accuracy indicator should be

informed as (AAA).

Example 2: If only the age of the person is known and there is no certainty of the accuracy of this, then the Date accuracy indicator should be informed as (UUE). That is the day and month are “unknown” and the year is “estimated”.

Example 3: If a person was brought in unconscious to an emergency department of a hospital and the only information available was from a relative who was certain of the age and the birthday’s 'month' then the Date accuracy indicator should be informed as (UAA). A year derived from an accurate month and accurate age is always an accurate year.

The Date accuracy indicator can be useful for operational purposes to indicate the level of accuracy that a date has been collected at any point in time. It can indicate whether the stored date needs to be followed up until it reaches the intended minimal required accuracy. For example, if a person was brought in unconscious to an emergency department of a hospital the level of accuracy of the date collected at that point may not be satisfactory. It is likely that the correct date of birth can be obtained at a later date. The Date accuracy indicator provides information on the accuracy of the entered dates that may require further action.

For future users of the data it may also be essential they know the accuracy of the date components of a reported date.

Data element attributes

Collection and usage attributes

Collection methods:

Collection constraints:

If constraints for the collection of the date are imposed, such as ‘a valid date must be input in an information system for unknown date components’, the Date accuracy indicator should be used along with the date as a way of avoiding the contamination of the valid dates with the same value on the respective date components.

Example:

Some jurisdictions use 0107YYYY and some use 0101YYYY when only the year is known. When month and year are known some use the 15th day as the date i.e. 15MMYYYY. Where this occurs in a data collection that is used for reporting or analysis purposes there will be dates in the collection with the attributes 0107YYYY etc that are accurate and some that are not accurate. Without a corresponding flag to determine this accuracy the analysis or report will be contaminated by those estimated dates.

Comments:

Provision of a date is often a mandatory requirement in data collections.

Most computer systems require a valid date to be recorded in a date field i.e. the month part must be an integer between 1 and 12, the day part must be an integer between 1 and 31 with rules about the months with less than 31 days, and the year part should include the century. Also in many systems, significant dates (e.g. date of birth) are mandatory requirements.

However, in actual practice, the date or date components are often not known (e.g. date of birth, date of injury) but, as stated

above, computer systems require a valid date. This means that a date MUST be included and it MUST follow the rules for a valid date. It therefore follows that, while such a date will contain valid values according to the rules for a date, the date is in fact an 'unknown' or 'estimated' date. For future users of the data it is essential they know that a date is accurate, unknown or estimated and which components of the date are accurate, unknown or estimated.

Source and reference attributes

Submitting organisation: Standards Australia

Reference documents: AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia

Relational attributes

Related metadata references:

See also Service provider organisation—organisation end date, DDMMYYYY NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

See also Service provider organisation—organisation start date, DDMMYYYY NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

See also Person—date of birth, DDMMYYYY NHIG, Standard 04/05/2005, NCSIMG, Standard 25/08/2005, NHDAMG, Standard 20/06/2005

See also Individual service provider—occupation start date, DDMMYYYY NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

See also Individual service provider—occupation end date, DDMMYYYY NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Date estimate indicator

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Date—estimate indicator, code N
Synonymous names:	Date estimate flag, Birth date estimate flag, Estimate indicator, Date accuracy flag
METeOR identifier:	329314
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	An indicator of whether any component of a reported date was estimated.
Context:	Record linkage and statistical linkage key.

Data element concept attributes

Data element concept:	Date—estimate indicator
Definition:	An indication of whether any component of a reported date was estimated.
Object class:	Date
Property:	Estimate indicator

Value domain attributes

Representational attributes

Representation class:	Code	
Data type:	Number	
Format:	N	
Maximum character length:	1	
Permissible values:	Value	Meaning
	1	Estimated
	2	Not estimated
Supplementary values:	9	Not stated/inadequately described

Data element attributes

Collection and usage attributes

Collection methods:	This data element may be reported in conjunction with the date of birth when any part of the date represents an estimate rather than the actual or known date.

Source and reference attributes

Submitting organisation:	NCSIMG Children Services Data Working Group CSTDA NMDS Network.
Origin:	National Community Services Data Dictionary V3, 2004.
Reference documents:	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Relational attributes

Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Date of birth

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—date of birth, DDMMYYYY
METeOR identifier:	287007
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 20/06/2005
Definition:	The date of birth of the person.

Data element concept attributes

Data element concept:	Person—date of birth
Definition:	The date of birth of the person.
Context:	Required for a range of clinical and administrative purposes. Date of birth enables derivation of age for use in demographic analyses, assists in the unique identification of clients if other identifying information is missing or in question, and may be required for the derivation of other metadata items (e.g. the diagnosis related group for admitted patients).
Object class:	Person
Property:	Date of birth

Value domain attributes

Representational attributes

Representation class:	Date
Data type:	Date/Time
Format:	DDMMYYYY
Maximum character length:	8

Data element attributes

Collection and usage attributes

Guide for use:	If date of birth is not known or cannot be obtained, provision should be made to collect or estimate age. Collected or estimated age would usually be in years for adults, and to the nearest three months (or less) for children aged less than two years. Additionally, an estimated date flag or a date accuracy indicator should be reported in conjunction with all estimated dates of birth. For data collections concerned with children's services, it is suggested that the estimated date of birth of children aged under 2 years should be reported to the nearest 3 month period, i.e. 0101, 0104, 0107, 0110 of the estimated year of birth. For example, a child who is thought to be aged 18 months in October of one year would have his/her estimated date of birth reported as 0104 of the previous year. Again, an estimated date flag or date accuracy indicator should be reported in

conjunction with all estimated dates of birth.

Collection methods:

Information on date of birth can be collected using the one question:

What is your/(the person's) date of birth?

In self-reported data collections, it is recommended that the following response format is used:

Date of birth: _ _ / _ _ / _ _ _ _

This enables easy conversion to the preferred representational layout (DDMMYYYY).

For record identification and/or the derivation of other metadata items that require accurate date of birth information, estimated dates of birth should be identified by a date accuracy indicator to prevent inappropriate use of date of birth data . The linking of client records from diverse sources, the sharing of patient data, and data analysis for research and planning all rely heavily on the accuracy and integrity of the collected data. In order to maintain data integrity and the greatest possible accuracy an indication of the accuracy of the date collected is critical. The collection of an indicator of the accuracy of the date may be essential in confirming or refuting the positive identification of a person. For this reason it is strongly recommended that the data element Date—accuracy indicator, code AAA also be recorded at the time of record creation to flag the accuracy of the data.

Comments:

Privacy issues need to be taken into account in asking persons their date of birth.

Wherever possible and wherever appropriate, date of birth should be used rather than age because the actual date of birth allows a more precise calculation of age.

When date of birth is an estimated or default value, national health and community services collections typically use 0101 or 0107 or 3006 as the estimate or default for DDMM.

It is suggested that different rules for reporting data may apply when estimating the date of birth of children aged under 2 years because of the rapid growth and development of children within this age group which means that a child's development can vary considerably over the course of a year. Thus, more specific reporting of estimated age is suggested.

Source and reference attributes

Origin:

National Health Data Committee

National Community Services Data Committee

Reference documents:

AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia

AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

Related metadata references:

See also Date—accuracy indicator, code AAA NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

See also Date—estimate indicator, code N NCSIMG, Standard 27/04/2007

Supersedes Person—date of birth, DDMMYYYY NHIG, Superseded 04/05/2005, NCSIMG, Superseded 25/08/2005

	Is used in the formation of Episode of admitted patient care—length of stay (including leave days) (postnatal), total N[NN] NHIG, Standardisation pending 14/06/2007
	Is used in the formation of Episode of admitted patient care—length of stay (including leave days) (antenatal), total N[NN] NHIG, Standardisation pending 14/06/2007
	Is used in the formation of Episode of admitted patient care—major diagnostic category, code (AR-DRG v5.1) NN NHIG, Standard 01/03/2005
	Is used in the formation of Episode of admitted patient care—diagnosis related group, code (AR-DRG v5.1) ANNA NHIG, Standard 01/03/2005
	Is used in the formation of Episode of admitted patient care (postnatal)—length of stay (including leave days), total N[NN] NHIG, Standard 01/03/2005
	Is used in the formation of Episode of admitted patient care (antenatal)—length of stay (including leave days), total N[NN] NHIG, Standard 01/03/2005
Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007
	Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27/03/2007

Date of death

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—date of death, DDMMYYYY
METeOR identifier:	287305
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The date of death of the person.

Data element concept attributes

Data element concept:	Person—date of death
Definition:	The date of death of the person.
Context:	Required for: • statistical survival analysis for derivation of the length of time between diagnosis with primary cancer and death • where it is necessary to identify that a person has died (eg in a longitudinal health record or provider index).
Object class:	Person
Property:	Date of death

Value domain attributes

Representational attributes

Representation class:	Date
Data type:	Date/Time
Format:	DDMMYYYY
Maximum character length:	8

Data element attributes

Collection and usage attributes

Guide for use:	Recorded for persons who have died. Where Date of birth is collected, Date of death must be equal to or greater than Date of birth for the same person.
Collection methods:	It is recommended that in cases where all components of the date of death are not known or where an estimate is arrived at from age, a valid date be used together with a flag to indicate that it is an estimate. For record identification and/or the derivation of other metadata items that require accurate date of death information, estimated dates of death should be identified by a date accuracy indicator to prevent inappropriate use of date of death data . The linking of client records from diverse sources, the sharing of patient data, and data analysis for research and planning all rely heavily on the accuracy and integrity of the collected data. In order to maintain data integrity and the greatest possible accuracy an indication of the accuracy of the date collected is critical. The collection of Date accuracy indicator may be

essential in confirming or refuting the positive identification of a person. For this reason it is strongly recommended that the data element Date accuracy indicator also be recorded at the time of record creation to flag the accuracy of the data.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Health Data Standards Committee

Relational attributes

Related metadata references: Supersedes Date of death, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005

Design capacity

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation—design capacity, total beds N[NNNNN]
METeOR identifier:	314052
Registration status:	NCSIMG, Standard 27/03/2007
Definition:	The useable design capacity of the service provider organisation measured in total bed numbers.

Data element concept attributes

Data element concept:	Service provider organisation—design capacity
Definition:	The useable design capacity of the service provider organisation.
Object class:	Service provider organisation
Property:	Design capacity

Value domain attributes

Representational attributes

Representation class:	Total
Data type:	Number
Format:	N[NNNNNN]
Maximum character length:	6
Unit of measure:	Bed

Data element attributes

Collection and usage attributes

Guide for use:	Note that this refers to the capacity for which the agency/centre was designed.

Source and reference attributes

Origin:	National Corrections Advisory Group 1999. National Corrections Advisory Group Data Collection Manual 1998-99. Canberra. Viewed 10 November 2006, <http://www.pc.gov.au/gsp/reports/rogs/2000/correctivedatamanual.pdf>

Relational attributes

Implementation in Data Set Specifications:	Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27/03/2007

Difficulty with activities

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—level of difficulty with activities in life areas, code (ICF 2001) N
METeOR identifier:	320120
Registration status:	NHIG, Standard 29/11/2006 NCSIMG, Standard 16/10/2006
Definition:	The level of difficulty a person has in performing the tasks and actions involved in specified life areas, as represented by a code.
Context:	Human functioning and disability

Data element concept attributes

Data element concept:	Person—level of difficulty with activities in a life area
Definition:	The ease by which a person is able to perform tasks and actions in a life area.
Object class:	Person
Property:	Level of difficulty with activities in a life area

Value domain attributes

Representational attributes

Classification scheme:	International Classification of Functioning, Disability and Health 2001
Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
0	No difficulty
1	Mild difficulty
2	Moderate difficulty
3	Severe difficulty
4	Complete difficulty

Supplementary values:

8	Not specified
9	Not applicable

Collection and usage attributes

Guide for use:

This metadata item contributes to the definition of the concept '**Disability**' and gives an indication of the experience of disability for a person.

In the context of health, an activity is the execution of a task or action by an individual. Activity limitations are difficulties an individual may have in executing an activity.

Difficulties with activities can arise when there is a qualitative

or quantitative alteration in the way in which these activities are carried out. Difficulty includes matters such as 'with pain', 'time taken', 'number of errors', clumsiness', 'modification of manner in which an activity is performed' e.g. sitting to get dressed instead of standing. 'Difficulty' is a combination of the frequency with which the problem exists, the duration of the problem and the intensity of the problem. Activity limitations are assessed against a generally accepted population standard, relative to cultural and social expectations.

Activity limitation varies with the environment and is assessed in relation to a particular environment; the absence or presence of **assistance**, including aids and equipment, is an aspect of the environment.

The user will select the code that most closely summarises, in terms of duration, frequency, manner or outcome, the level of difficulty of the person for whom the data is recorded.

CODE 0 No difficulty in this life area

Is used when there is no difficulty in performing this activity. This scale has a margin of error of 5%. [0-4%]

CODE 1 Mild difficulty

Is recorded for example, when the level of difficulty is below the threshold for medical intervention, the difficulty is experienced less than 25% of the time, and / or with a low alteration in functioning which may happen occasionally over the last 30 days. [5-24%]

CODE 2 Moderate difficulty

Is used for example when the level of difficulty is experienced less than 50% of the time and / or with a significant, but moderate effect on functioning (Up to half the scale of total performance) which may happen regularly over the last 30 days. [25-49%]

CODE 3 Severe difficulty

Is used for example when performance in this life area can be achieved, but with only extreme difficulty, and / or with an extreme effect on functioning which may happen often over the last 30 days. [50-95%]

CODE 4 Complete difficulty

Is used when the person can not perform in this life area due of the difficulty in doing so. This scale has a margin of error of 5%. [96-100%]

CODE 8 Not specified

Is used where a person has difficulty with activities in a life area but there is insufficient information to use codes 0-4.

CODE 9 Not applicable

Is used where a life area is not applicable to this person, e.g. domestic life for a child under 5.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.
Origin:	WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents: Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website
  http://www.who.int/classifications/icf/en/
- Australian Collaborating Centre ICF website
  http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use: This data element, in conjunction with Person—activities and participation life area, code (ICF 2001) AN[NNN], indicates the presence and extent of activity limitation in a given domain of activity.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Relational attributes

Implementation in Data Set Specifications: Activities and Participation cluster NHIG, Standard 29/11/2006
NCSIMG, Standard 16/10/2006

Disability group

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—disability group, code N
METeOR identifier:	337532
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The disability group that most clearly expresses the experience of disability by a person as represented by a code.
Context:	Disability groupings constitute a broad categorisation of disabilities in terms of the underlying health condition, impairment, activity limitations, participation restrictions, environmental factors and support needs. Disability is the umbrella term for any or all of: an impairment of **body structure** or function, a limitation in **activities**, or a restriction in **participation**. Disability is defined in terms of three components: 'Body functions and structures', '**Activity and Participation**' and '**Environmental factors**'.

Data element concept attributes

Data element concept:	Person—disability group
Definition:	The grouping that most clearly expresses the experience of disability of a person.
Object class:	Person
Property:	Disability group

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Intellectual/learning
2	Psychiatric
3	Sensory/speech
4	Physical/diverse

Supplementary values:

9	Not stated/inadequately described

Collection and usage attributes

Guide for use: Code 1 Intellectual/learning

Intellectual/learning disability is associated with impairment of intellectual functions with limitations in a range of daily activities and restrictions in participation in a range of life areas. Supports may be needed throughout life, the level of support tends to be consistent over a period of time but may change in association with changes in life circumstances.

This grouping includes:

Developmental delay is applicable to children aged 0-5 only. Conditions appearing in the early developmental period, with no specific diagnosis.

Intellectual disability applies to conditions appearing in the developmental period (age 0–18) associated with impairment of mental functions, difficulties in learning and performing certain daily life skills and limitation of adaptive skills in the context of community environments compared to others of the same age. Includes Down syndrome, tuberous sclerosis, cri-du-chat syndrome etc.

Specific learning / Attention Deficit Disorder (other than intellectual). A general term referring to a group of disorders, presumed due to central nervous system dysfunction rather than an intellectual disability, covering significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning or mathematical skills.

Autism (including Asperger's syndrome and Pervasive Developmental Delay) is used to describe pervasive developmental disorder involving disturbances in cognition, interpersonal communication, social interactions and behaviour (in particular obsessional, ritualistic, stereotyped and rigid behaviours).

Code 2 Psychiatric

Psychiatric disability is associated with clinically recognisable symptoms and behaviour patterns frequently associated with distress that may impair personal functioning in normal social activity. Impairments of global or specific mental functions may be experienced, with associated activity limitations and participation restrictions in a range of areas. Supports needed may vary in range, and may be required with intermittent intensity during the course of the condition. Change in level of supports tends to be related to changes in the extent of the impairment and the environment. Psychiatric disability may be associated with schizophrenias, affective disorders, anxiety disorders, addictive behaviours, personality disorders, stress, psychosis, depression and adjustment disorders.

Code 3 Sensory / speech

This grouping includes:

Deafblind is used to describe dual sensory impairments causing severe restrictions in communication, and in the ability to participate in community life.

Vision disability encompasses blindness, vision impairment, visual handicap (not corrected by glasses or contact lenses), which can cause severe restrictions in communication, and in the ability to participate in community life.

Hearing disability encompasses deafness, hearing impairment, hearing loss, which can cause severe restrictions in communication, and in the ability to participate in community life.

Speech disability encompasses speech loss, impairment and / or difficulty in communication which can cause severe restrictions in communication, and in the ability to participate in community life.

Code 4 Physical / diverse

Physical / diverse disability is associated with the presence of an

impairment, which may have diverse effects within and among individuals, including effects on physical activities such as mobility. The range and extent of activity limitations and participation restrictions will vary with the extent of impairment and the environment. Environmental factors and support needs are related to areas of activity limitation and participation restrictions, and may be required for long periods. Level of supports may vary with both life changes and extent of impairment.

This grouping includes:

Physical disability is used to describe conditions that are attributable to a physical cause or impact on the ability to perform physical activities, such as mobility. Physical disability includes paraplegia, quadriplegia, muscular dystrophy, motor neurone disease, neuromuscular disorders, cerebral palsy, absence or deformities of limbs, spina bifida, arthritis, back disorders, ataxia, bone formation or degeneration, scoliosis etc. Impairments may affect internal organs such as lung or liver.
Acquired brain injury is used to describe multiple disabilities arising from damage to the brain acquired after birth. It results in deterioration in cognitive, physical, emotional or independent functioning. It can be as a result of accidents, stroke, brain tumours, infection, poisoning, lack of oxygen, degenerative neurological disease etc.
Neurological disability applies to impairments of the nervous system occurring after birth, and includes epilepsy and organic dementias (e.g. Alzheimer's Disease) as well as such conditions as multiple sclerosis and Parkinson's.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Commonwealth State/Territory Disability Agreement National Minimum Data Set 2002-2003 Data Guide.

Reference documents: Commonwealth State/Territory Disability Agreement National Minimum Data Set 2005-06 Data Guide.

Data element attributes

Collection and usage attributes

Guide for use: This metadata item may be used as a basis for the broad description of similar experiences of disability and patterns of impairments, activity limitations, participation restrictions, support needs and related health conditions. 'Disability group' is not a diagnostic grouping, and there is not a one-to-one correspondence between a health condition and a disability group. Where a precise diagnosis is to be recorded, Episode of care—principal diagnosis, code (ICD-10-AM 3rd edn) ANN{.N[N]} and Episode of care—additional diagnosis, code (ICD-10-AM 3rd edn) ANN{.N[N]} may be used. The collection of data on disability-related metadata items and diagnosis, together, allows the relationship of the components of disability and related health conditions to be more thoroughly explored.

Consumer groups, service providers and governments may use these groupings to make national and international comparisons.

The experience of disability is complex and multi-dimensional. It can be described using impairments of structure and / or function, patterns of activity limitation, participation restrictions, environmental factors and support needs.

Each of these dimensions can inform the decision on which group to use.

Collection methods:

Data collections may report at a lower level of detail. However, it is important that the two levels of classification can be mapped to each other.

Code 1 Intellectual / learning

Intellectual
Specific learning
Autism
Developmental delay

Code 2 Psychiatric

Psychiatric

Code 3 Sensory / speech

Deafblind
Vision
Hearing
Speech

Code 4 Physical / diverse

Physical
Acquired brain impairment
Neurological

Specific collections may require information on all disabilities of person, on only one primary disability or on both.

Relational attributes

Related metadata references:

Supersedes Disability grouping, version 2, DE, NCSDD, NCSIMG, Superseded 01 / 03 / 2005

Effective communication indicator

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—effective communication indicator, code N
METeOR identifier:	345049
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	Whether a person is able to communicate more than just basic needs to unfamiliar people, as represented by a code.

Data element concept attributes

Data element concept:	Person—effective communication indicator
Definition:	Whether a person is able to communicate more than just basic needs to unfamiliar people.
Object class:	Person
Property:	Effective communication indicator

Value domain attributes

Representational attributes

Representation class:	Code	
Data type:	Number	
Format:	N	
Permissible values:	Value	Meaning
	1	Effective communication
	2	Little or no effective communication
Supplementary values:	9	Not stated/inadequately described

Collection and usage attributes

Guide for use:	This data element is not applicable to young children aged 0-4 years. CODE 1 Effective communication Ability to communicate more than just basic needs, to unfamiliar people. CODE 2 Little or no effective communication Little or no ability to communicate more than just basic needs, to unfamiliar people.

Data element attributes

Source and reference attributes

Submitting organisation:	CSTDA NMDS Network.
Reference documents:	Australian Institute of Health and Welfare 2006. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: data guide—data items and definitions 2006–07.

Relational attributes

Related metadata references:	See also Person—communication method, code N NCSIMG, Standard 27/04/2007
Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Electronic communication address (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—electronic communication address, text [X(250)]
METeOR identifier:	287469
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	A unique combination of characters used as input to electronic communication equipment for the purpose of contacting a person, as represented by text.

Data element concept attributes

Data element concept:	Person (address)—electronic communication address
Definition:	A unique combination of characters used as input to electronic communication equipment for the purpose of contacting a person.
Object class:	Person
Property:	Electronic communication address

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(250)]
Maximum character length:	250

Data element attributes

Collection and usage attributes

Guide for use:

Multiple electronic communication addresses (for example, multiple phone numbers, fax numbers and e-mail) may be recorded as required. Each instance should have an appropriate Electronic communication medium and usage code assigned.

Universal Resource Locator (URL)

One form of electronic address used as a locator for an internet-based web site.

Example: http://www.aihw.gov.au This is the full address, however, it is not essential to record 'http://www' as the commonly used internet browsers assume these characters are included. Therefore, the URL address could be recorded as 'aihw.gov.au'.

Email addresses

Email addresses are a combination of a username and an internet domain name (URL) joined by an @ symbol. The use of the full URL is not valid in an email address.

Example: myuserid@bigpond.net.au

Telephone numbers

- Record the prefix plus telephone number. For example, 08 8226

6000 or 0417 123456.

- Do not record punctuation in telephone numbers. For example, (08) 8226 6000 or 08-8226 6000 would not be correct.

Unknown contact details

Leave the field blank.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	AS 4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
Reference documents:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia In AS5017 this data element is represented by 'Telephone number (client)'. In AS4846 this data element is represented by 'Provider electronic communication details'. Refer to the current standard for more details.

Electronic communication address (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—electronic communication address, text [X(250)]
METeOR identifier:	287480
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	A unique combination of characters used as input to electronic communication equipment for the purpose of contacting an organisation, as represented by text.

Data element concept attributes

Data element concept:	Service provider organisation (address)—electronic communication address
Definition:	A unique combination of characters used as input to electronic communication equipment for the purpose of contacting an organisation.
Object class:	Service provider organisation
Property:	Electronic communication address

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(250)]
Maximum character length:	250

Data element attributes

Collection and usage attributes

Guide for use:	Multiple electronic communication addresses (for example, multiple phone numbers, fax numbers and e-mail) may be recorded as required. Each instance should have an appropriate Electronic communication medium and usage code assigned. Universal Resource Locator (URL) One form of electronic address used as a locator for an internet-based web site. Example: http://www.aihw.gov.au This is the full address, however, it is not essential to record 'http://www' as the commonly used internet browsers assume these characters are included. Therefore, the URL address could be recorded as 'aihw.gov.au'. Email addresses Email addresses are a combination of a username and an internet domain name (URL) joined by an @ symbol. The use of the full

URL is not valid in an email address.

Example: myuserid@bigpond.net.au

Telephone numbers

Record the prefix plus telephone number. For example, 08 8226 6000 or 0417 123456.

Do not record punctuation in telephone numbers. For example, (08) 8226 6000 or 08-8226 6000 would not be correct.

Unknown contact details

Leave the field blank.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	AS 4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
Reference documents:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia In AS5017 this data element is represented by 'Telephone number (client)'. In AS4846 this data element is represented by 'Provider electronic communication details'. Refer to the current standard for more details.

Electronic communication medium (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—electronic communication medium, code N
METeOR identifier:	287519
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	A type of communication mechanism used by a person, as represented by a code.

Data element concept attributes

Data element concept:	Person (address)—electronic communication medium
Definition:	A type of communication mechanism used by a person.
Object class:	Person
Property:	Electronic communication medium

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Telephone (excluding mobile telephone)
2	Mobile (cellular) telephone
3	Facsimile machine
4	Pager
5	e-mail
6	URL
8	Other

Data element attributes

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	AS 4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
Reference documents:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia In AS4846 alternative alphabetic codes are presented. Refer to the current standard for more details.

Electronic communication medium (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—electronic communication medium, code N
METeOR identifier:	287521
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	A type of communication mechanism used by an organisation, as represented by a code.

Data element concept attributes

Data element concept:	Service provider organisation (address)—electronic communication medium
Definition:	A code representing a type of communication mechanism used by an organisation.
Object class:	Service provider organisation
Property:	Electronic communication medium

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Telephone (excluding mobile telephone)
2	Mobile (cellular) telephone
3	Facsimile machine
4	Pager
5	e-mail
6	URL
8	Other

Data element attributes

Collection and usage attributes

Guide for use:	Multiple electronic communication addresses (for example, multiple phone numbers, fax numbers and e-mail) may be recorded as required. Each instance should have an appropriate Electronic communication medium and Electronic communication

usage code assigned.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	AS 4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
Reference documents:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia In AS4846 alternative alphabetic codes are presented. Refer to the current standard for more details.

Electronic communication usage code (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—electronic communication usage, code N
METeOR identifier:	287579
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The manner of use that a person applies to an electronic communication address, as represented by a code.

Data element concept attributes

Data element concept:	Person (address)—electronic communication usage code
Definition:	The manner of use that a person applies to an electronic communication address.
Object class:	Person
Property:	Electronic communication usage code

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Business use only
2	Personal use only
3	Both business and personal use

Data element attributes

Collection and usage attributes

Guide for use:	Only applicable to individuals, and not organisations.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare
Origin:	AS 4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
Reference documents:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia. AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia In AS5017 an alternative data element is presented as 'Telephone number type (client)'. In AS4846 this data element is called 'Provider electronic communication type'. In both instances alternative alphabetic codes are presented. Refer to the current standard for more details.

Eligibility status

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—eligibility status, code N
METeOR identifier:	304556
Registration status:	NCSIMG, Standard 29/04/2006
Definition:	Eligibility of a person as determined by an assessment to receive a service from an agency as represented by a code.
Context:	This metadata item may be used in calculating unmet demand and need for existing community services.

Data element concept attributes

Data element concept:	Person—eligibility status
Definition:	An indicator of a person's eligibility to receive a service as determined by an assessment.
Object class:	Person
Property:	Eligibility status

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Eligible
2	Not eligible

Supplementary values:

9	Not stated/inadequately described

Data element attributes

Collection and usage attributes

Guide for use:	The actual eligibility criteria may differ according to the type of assistance and the agency.
Collection methods:	To be measured only where the person's eligibility for assistance has been assessed. Instances in which a client who has been assisted on a previous occasion and subsequently seeks further assistance, should generally be considered as another occasion of assistance, and a new 'eligibility status' should be recorded. For example, instances where a significant amount of time has lapsed since previous assistance or where the reasons for seeking assistance have changed should be regarded as additional occasions of

assistance.

Source and reference attributes

Submitting organisation: Australian institute of health and welfare

Relational attributes

Related metadata references: Supersedes Person (assessed)—assistance eligibility status, code N NCSIMG, Superseded 29/04/2006

Environmental factor

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—environmental factor, code (ICF 2001) AN[NNN]
METeOR identifier:	320207
Registration status:	NHIG, Standard 29/11/2006 NCSIMG, Standard 16/10/2006
Definition:	The physical, social and attitudinal environment in which people live and conduct their lives, as represented by a code.
Context:	The environment in which a person functions or experiences disability.

Data element concept attributes

Data element concept:	Person—environmental factor
Definition:	The physical, social and attitudinal environment in which people live and conduct their lives.
Object class:	Person
Property:	Environmental factor

Value domain attributes

Representational attributes

Classification scheme:	International Classification of Functioning, Disability and Health 2001
Representation class:	Code
Data type:	String
Format:	AN[NNN]
Maximum character length:	5

Collection and usage attributes

Guide for use:	This metadata item contributes to the definition of the concept 'Disability' and gives an indication of the experience of disability for a person. Environmental factors represent the circumstances in which the individual lives. These factors are conceived as immediate (e.g. physical features of the environment, social environment) and societal (formal and informal social structures, services and systems). Different environments may have a very different impact on the same individual with a given health condition. Facilitators are features of the environment that have a positive effect on **disability**. Barriers are features of the environment that have a negative effect on disability. Data can be collected at the three digit level in one chapter and at the chapter level in another. However it is only possible to collect data at a single level of the hierarchy in a single chapter to maintain mutual exclusivity. For example, it is not permitted to collect both 'Attitudes' (chapter level) and 'Social, norms, practices and ideology' (3 digit level) as the former includes the latter.

The value domain below refers to the highest hierarchical level (ICF chapter level). Data collected at this level, in association with *Extent of environmental factor influence code [X]N* will use the codes as indicated. The full range of the permissible values together with definitions can be found in the *Environmental Factors* component of the ICF.

Code e1 Products and technology
Code e2 Natural environment and human-made changes to environment
Code e3 Support and relationships
Code e4 Attitudes
Code e5 Services, systems and policies

Data collected at this level will provide a general description of the environmental factors and can only be compared with data collected at the same level.

An example of a value domain at the 3 digit level from the Environmental factors component may include:

CODE e225 Climate
CODE e240 Light
CODE e250 Sound
CODE e255 Vibration
CODE e260 Air quality

An example of a value domain at the 4 digit level from the the environmental factors component may include:

CODE e1151 Assistive products and technology for personal use in daily life
CODE e1201 Assistive products and technology for personal indoor and outdoor mobility and transportation
CODE e2151 Assistive products and technology for communication
CODE e1301 Assistive products and technology for education
CODE e1351 Assistive products and technology for employment
CODE e1401 Assistive products and technology for culture, recreation and sport
CODE e1451 Assistive products and technology for the practice of religion and spirituality

The prefix ***e*** denotes the domains within the component of *Environmental Factors.*

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Origin: WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents: Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website
  http://www.who.int/classifications/icf/en/
- Australian Collaborating Centre ICF website
  http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use: This data element is a neutral list of environmental factors. It may be used, in conjunction with Person—extent of environmental factor influence, code (ICF 2001) [X]N, in health, community services and other disability-related data collections to record the environmental factors that facilitate or inhibit optimum functioning at the body, person or societal level. Identification of environmental factors may assist in determining appropriate interventions to support the person to achieve optimum functioning.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Relational attributes

Implementation in Data Set Specifications: Environmental factors cluster NHIG, Standard 29/11/2006
NCSIMG, Standard 16/10/2006

Episode end date

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service episode—episode end date, DDMMYYYY
Synonymous names:	Service exit date, Exit date, End date, Support period end date
METeOR identifier:	270160
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The date on which a service episode was completed.

Data element concept attributes

Data element concept:	Service episode—episode end date
Definition:	The date on which a service episode was completed.
Object class:	Service episode
Property:	Episode end date

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Date
Data type:	Date/Time
Format:	DDMMYYYY
Maximum character length:	8

Data element attributes

Collection and usage attributes

Guide for use:	May occur after or on the same day as date of last delivery of service. Due to the considerable variation in the types of services provided in the community services sector, it is not possible at this stage to define in generic terms what will constitute completion of a service episode. Individual collections should however define what constitutes completion for their own purposes. This metadata item should always be recorded as an 8 digit valid date comprising day, month and year. Year should always be recorded in its full 4 digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a service episode is completed on July 1 2000 the date assistance completed should be recorded as 01072000 as specified by the format.
Collection methods:	The end date must be related to a particular service episode. For each separate service episode a separate end date should be recorded.

Comments: This metadata item may be used in the calculation of measures of periods of support and duration of assistance.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Implementation in Data Set Specifications: Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27/03/2007

Episode start date

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service episode—episode start date, DDMMYYYY
Synonymous names:	Service start date, Entry date, Support period start date
METeOR identifier:	338558
Registration status:	NCSIMG, Standard 16/05/2006
Definition:	The date on which a service episode commenced.

Data element concept attributes

Data element concept:	Service episode—episode start date
Definition:	The date on which a service episode commenced.
Object class:	Service episode
Property:	Episode start date

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Date
Data type:	Date/Time
Format:	DDMMYYYY
Maximum character length:	8

Data element attributes

Collection and usage attributes

Guide for use:	Due to the considerable variation in the types of services provided in the community services sector, it is not possible at this stage to define in generic terms what will constitute commencement of a service episode. Individual collections should however define what constitutes commencement for their own purposes. For example, it may be at contact stage in some instances or in others when a case plan is formulated.
Collection methods:	Date assistance commenced must be related to a particular service episode. For each separate service episode a separate 'service episode—start date, DDMMYYYY' should be recorded.
Comments:	This metadata item is used in calculation of measures of periods of support and duration of assistance.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Relational attributes

Related metadata references:	Supersedes First service contact date, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005
Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007 Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27/03/2007

Extent of participation

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—extent of participation in a life area, code (ICF 2001) N
METeOR identifier:	320219
Registration status:	NHIG, Standard 29/11/2006 NCSIMG, Standard 16/10/2006
Definition:	The degree of participation by an individual in a specified life area, as represented by a code.
Context:	Human functioning and disability

Data element concept attributes

Data element concept:	Person—extent of participation in a life area
Definition:	A person's degree of participation in a life area.
Object class:	Person
Property:	Extent of participation in a life area

Value domain attributes

Representational attributes

Classification scheme:	International Classification of Functioning, Disability and Health 2001
Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
0	Full participation
1	Mild participation restriction
2	Moderate participation restriction
3	Severe participation restriction
4	Complete participation restriction

Supplementary values:

8	Not specified
9	Not applicable

Collection and usage attributes

Guide for use:

This metadata item contributes to the definition of the concept '**Disability**' and gives an indication of the experience of disability for a person.

In the context of health, participation is involvement in a life situation. Participation restrictions are problems an individual may experience in involvement of life situations.

This metadata item may be used to describe the extent of **participation** in life situations for an individual with a health condition. The standard or norm to which an individual's participation is compared is that of an individual without a

similar health condition in that particular society. The participation restriction records the discordance between the experienced participation and the expected participation of an individual without a health condition. The definition of 'particular society' is not specified and will inevitably give rise to different interpretations. If limiting the interpretation, it will be necessary to state the factors which are taken into account, for example, age, gender, ethnicity, religion, education, locality (town, state, rural, remote, urban).

The user will select the code that most closely summarises, in terms of duration, frequency, manner or outcome, the level of participation of the person for whom the data is recorded.

CODE 0 Full participation

Used when the person participates in this life area in the same way in terms of duration, frequency, manner or outcome as other individuals without a similar health condition in that particular society

CODE 1 Mild participation restriction

Used for example, when the person is restricted in their participation less than 25% of the time, and / or with a low alteration in functioning which may happen occasionally over the last 30 days

CODE 2 Moderate participation restriction

Used for example, when the person is restricted in their participation between 26% and 50% of the time with a significant, and / or with a moderate effect on functioning (Up to half the total scale of performance) which may happen regularly over the last 30 days

CODE 3 Severe participation restriction

Used for example, when participation in this life area can be achieved, but only rarely and / or with an extreme effect on functioning which may happen often over the last 30 days

CODE 4 Complete participation restriction

Used when the person can not participate in this life area. This scale has a margin of error of 5%

CODE 8 Not specified

Used when a person's participation in a life area is restricted but there is insufficient information to use codes 0-4

CODE 9 Not applicable

Used when participation in a life area is not relevant, such as employment for an infant.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.
Origin:	WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW
Reference documents:	Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites: • WHO ICF website

http://www.who.int/classifications/icf/en/

- Australian Collaborating Centre ICF website http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use:

Extent of participation is always associated with a health condition. For example, a restriction in participation in 'community, social and civic life' may be recorded when the person has had a stroke, but not when the restriction is associated only with personal preferences, without a related health condition. A value is attached to restriction of participation (i.e. a participation restriction is a disadvantage). The value is dependent on cultural norms, so that an individual may be disadvantaged in one group or location and not in another place.

This data element is used in conjunction with a specified Activities and participation life area (ICF 2001) AN[NNN]. For example, a 'mild restriction in participation in exchange of information'.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Relational attributes

Implementation in Data Set Specifications:

Activities and Participation cluster NHIG, Standard 29/11/2006
NCSIMG, Standard 16/10/2006

Family name

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (name)—family name, text X[X(39)]
Synonymous names:	Surname; Last name
METeOR identifier:	286953
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 20/06/2005
Definition:	That part of a name a person usually has in common with some other members of his/her family, as distinguished from his/her given names, as represented by text.

Data element concept attributes

Data element concept:	Person (name)—family name
Definition:	That part of a name a person usually has in common with some other members of his/her family, as distinguished from his/her given names.
Context:	Administrative purposes and individual identification.
Object class:	Person
Property:	Family name

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	X[X(39)]
Maximum character length:	40

Data element attributes

Collection and usage attributes

Guide for use:	The agency or establishment should record the client's full **family** name on their information systems. National Community Services Data Dictionary specific: In instances where there is uncertainty about which name to record for a person living in a remote Aboriginal or Torres Strait Islander community, Centrelink follows the practice of recording the Indigenous person's name as it is first provided to Centrelink. Or, where proof of identity is required, as the name is recorded on a majority of the higher point scoring documents that are produced as proof of identity.
Collection methods:	This metadata item should be recorded for all persons who receive services from or are of interest to an organisation. For the purposes of positive identification, it may also be recorded for providers of those services who are individuals. Mixed case should be used.

Family name should be recorded in the format preferred by the person. The format should be the same as that written by the person on a (pre) registration form or in the same format as that printed on an identification card, such as Medicare card, to ensure consistent collection of name data.

It is acknowledged that some people use more than one family name (e.g. formal name, birth name, married / maiden name, tribal name) depending on the circumstances. Each name should be recorded against the appropriate Name type (see Comments).

A person is able to change his or her name by usage in all States and Territories of Australia with the exception of Western Australia, where a person may only change his or her name under the Change of Name Act. Care should be taken when recording a change of name for a minor. Ideally, the name recorded for the minor should be known to both of his / her parents, so the minor's records can be retrieved and continuity of care maintained, regardless of which parent accompanies the minor to the agency or establishment.

A person should generally be registered using their preferred name as it is more likely to be used in common usage and on subsequent visits to the agency or establishment. The person's preferred name may in fact be the name on their Medicare card. The Person name type metadata item can be used to distinguish between the different types of names that may be used by the person. The following format may assist with data collection:

What is your family name?

_____

Are you known by any other family names that you would like recorded? If so, what are they

_____

Please indicate, for each name above, the 'type' of family name that is to be recorded:

(a) Medicare card name (if different to preferred name).

(b) Alias (any other name that you are known by). Whenever a person informs the agency or establishment of a change of family name (e.g. following marriage or divorce), the former name should be recorded as an alias name. A full history of names should be retained. e.g. 'Mary Georgina Smith' informs the hospital that she has been married and changed her family name to 'Jones'. Record 'Jones' as her preferred family name and record 'Smith' as an alias name.

Hyphenated family names:

Sometimes persons with hyphenated family names use only one of the two hyphenated names. It is useful to record each of the hyphenated names as an alias. If the person has a hyphenated family name, e.g. 'Wilson-Phillips' record 'Wilson-Phillips' in the preferred family name field and record 'Wilson' and 'Phillips' separately as alias family names.

Punctuation:

If special characters form part of the family name they should be included, e.g. hyphenated names should be entered with a hyphen.

Examples:

- hyphen, e.g. Wilson-Phillips

Do not leave a space before or after a hyphen, i.e. between the

last letter of 'Wilson' and the hyphen, nor a space between the hyphen and the first letter of 'Phillips'.

- apostrophe, e.g. O'Brien, D'Agostino

Do not leave a space before or after the apostrophe, i.e. between the 'O' and the apostrophe, nor a space between the apostrophe and 'Brien'.

- full stop, e.g. St. John, St. George

Do not leave a space before a full stop, i.e. between 'St' and the full stop. Do leave a space between the full stop and 'John'.

- space, e.g. van der Humm, Le Brun, Mc Donald

If the health care client has recorded their family name as more than one word, displaying spaces in between the words, record their family name in the same way leaving one space between each word.

Registered unnamed newborn babies:

When registering a newborn, use the mother's family name as the baby's family name unless instructed otherwise by the mother. Record unnamed babies under the newborn Name type.

Persons with only one name:

Some people do not have a family name and a given name, they have only one name by which they are known. If the person has only one name, record it in the 'Family name' field and leave the 'Given name' field blank.

Registering an unidentified person:

The default for unknown family name, should be unknown in all instances and the name recorded as an alias name. Don't create a 'fictitious' family name such as 'Doe' as this is an actual family name. When the person's name becomes known, record it as the preferred family name and do not overwrite the alias name of unknown.

Registering health care clients from disaster sites:

Persons treated from disaster sites should be recorded under the alias Name Type. Local business rules should be developed for consistent recording of disaster site person details.

Care should be taken not to use identical dummy data (family name, given name, date of birth, sex) for two or more persons from a disaster site.

If the family name needs to be shortened:

If the length of the family name exceeds the length of the field, truncate the family name from the right (that is, dropping the final letters). Also, the last character of the name should be a hash (#) to identify that the name has been truncated.

Use of incomplete names or fictitious names:

Some health care facilities permit persons to use a pseudonym (fictitious or partial name) in lieu of their full or actual name. It is recommended that the person be asked to record both the pseudonym (Alias name) in addition to the person's Medicare card name.

Baby for **adoption**:

The word adoption should not be used as the family name, given name or alias for a newborn baby. A newborn baby that is for adoption should be registered in the same way that other newborn babies are registered. However, if a baby born in the hospital is subsequently adopted, and is admitted for treatment

as a child, the baby is registered under their adopted (current) name, and the record should not be linked to the birth record. This should be the current practice. Any old references to adoption in client registers (for names) should also be changed to unknown. Contact your State or Territory adoption information service for further information.

Prefixes:

Where a family name contains a prefix, such as one to indicate that the person is a widow, this must be entered as part of the 'Family name' field. When widowed, some Hungarian women add 'Ozvegy' (abbreviation is 'Ozy') before their married family name, e.g. 'Mrs Szabo' would become 'Mrs Ozy Szabo'. That is, 'Mrs Szabo' becomes an alias name and 'Mrs Ozy Szabo' becomes the preferred name.

Ethnic Names:

The Centrelink publication, Naming Systems for Ethnic Groups, provides the correct coding for ethnic names.

Misspelled family name:

If the person's family name has been misspelled in error, update the family name with the correct spelling and record the misspelled family name as an alias name. Recording misspelled names is important for filing documents that may be issued with previous versions of the person's name. Discretion should be used regarding the degree of recording that is maintained.

Comments:

Often people use a variety of names, including legal names, married / maiden names, nicknames, assumed names, traditional names, etc. Even small differences in recording - such as the difference between MacIntosh and McIntosh - can make record linkage impossible. To minimise discrepancies in the recording and reporting of name information, agencies or establishments should ask the person for their full (formal) 'Given name' and 'Family name'. These may be different from the name that the person may prefer the agency or establishment workers to use in personal dealings. Agencies or establishments may choose to separately record the preferred names that the person wishes to be used by agency or establishment workers. In some cultures it is traditional to state the family name first. To overcome discrepancies in recording / reporting that may arise as a result of this practice, agencies or establishments should always ask the person to specify their first given name and their family name or surname separately. These should then be recorded as 'Given name' and 'Family name' as appropriate, regardless of the order in which they may be traditionally given.

National Community Services Data Dictionary specific:

Selected letters of the family name in combination with selected letters of the given name, date of birth and sex, may be used for record linkage for statistical purposes only.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Standards Australia

Origin:

National Health Data Committee

National Community Services Data Committee

Commonwealth Department of Health and Family Services

1998. Home and Community Care Data Dictionary Version 1.0. Canberra: DHFS Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

Related metadata references: Supersedes Person (name)—family name, text X[X(39)] NHIG, Superseded 04/05/2005, NCSIMG, Superseded 25/08/2005

See also Person (name)—given name, text [X(40)] NHIG, Standard 04/05/2005, NCSIMG, Standard 25/08/2005, NHDAMG, Standard 20/06/2005

Is used in the formation of Person—letters of given name, text XX NCSIMG, Standard 27/03/2007

Is used in the formation of Person—letters of family name, text XXX NCSIMG, Standard 27/03/2007

Field of education

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—field of education, code (ASCED 2001) NN[{NN}{NN}]
METeOR identifier:	270172
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The main field of education undertaken by a person in relation to current study or completed education, as represented by a code.

Data element concept attributes

Data element concept:	Person—field of education
Definition:	The main field of education undertaken by a person in relation to current study or completed education.
Context:	This metadata item provides an indication of diversity in aspects of educational attainment.
Object class:	Person
Property:	Field of education

Value domain attributes

Representational attributes

Classification scheme:	Australian Standard Classification of Education 2001
Representation class:	Code
Data type:	Number
Format:	NN[{NN}{NN}]
Maximum character length:	6

Supplementary values:

Value	Meaning
99(9999)	Not stated/inadequately described

Collection and usage attributes

Guide for use:	Code 99(9999), Not stated/inadequately described, is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the metadata item has not been collected.
Collection methods:	A standard question module for self-enumerated collections is not available for this metadata item. Accurate data is best achieved using computer-assisted coding of both the field of education and the level of highest educational attainment at the same time. Computer-assisted coding will return a nine-digit code comprising both the field of education and level of highest educational attainment codes.

Data element attributes

Collection and usage attributes

Guide for use: This is a three-level hierarchical classification specifying broad, narrow and detailed fields of study. For example, social work is coded to the broad field 09 'Society and Culture', the narrow field 0905 'Human Welfare Studies and Services' and the detailed field 090501 'Social Work'.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Australian Standards Classification of Education (ASCED 2001). Australian Bureau of Statistics Cat. no 1272.0 (last viewed 21 Dec 2005)

Relational attributes

Related metadata references: Supersedes Field of education, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005

First language spoken

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—first language spoken, code (ASCL 2005) NN{NN}
METeOR identifier:	304131
Registration status:	NCSIMG, Standard 29/04/2006 NHDAMG, Standard 10/02/2006
Definition:	The language the person identifies as being the first language that they could understand to the extent of being able to conduct a conversation, as represented by a code.

Data element concept attributes

Data element concept:	Person—first language spoken
Definition:	The language the person identifies, or remembers, as being the first language that they could understand to the extent of being able to conduct a conversation.
Object class:	Person
Property:	First language spoken

Value domain attributes

Representational attributes

Classification scheme:	Australian Standard Classification of Languages 2005
Representation class:	Code
Data type:	Number
Format:	NN{NN}
Maximum character length:	4

Collection and usage attributes

Guide for use:

The Australian Standard Classification of Languages (ASCL) has a three- level hierarchical structure. The most detailed level of the classification consists of base units (languages) which are represented by four-digit codes. The second level of the classification comprises narrow groups of languages (the Narrow Group level), identified by the first two digits. The most general level of the classification consists of broad groups of languages (the Broad Group level) and is identified by the first digit. The classification includes Australian Indigenous languages and sign languages.

For example, the Lithuanian language has a code of 3102. In this case 3 denotes that it is an Eastern European language, while 31 denotes that it is a Baltic language. The Pintupi Aboriginal language is coded as 8713. In this case 8 denotes that it is an Australian Indigenous language and 87 denotes that the language is Western Desert language.

Language data may be output at the Broad Group level, Narrow Group level or base level of the classification. If necessary significant Languages within a Narrow Group can be presented separately while the remaining Languages in the

Narrow Group are aggregated. The same principle can be adopted to highlight significant Narrow Groups within a Broad Group.

Data element attributes

Collection and usage attributes

Collection methods:

Data should be captured, classified and stored at the base level of the classification wherever possible as this allows the greatest flexibility for output.

Recommended question:

Which language did you / the person / name first speak as a child?

English
Italian
Greek
Cantonese
Mandarin
Arabic
Vietnamese
German
Spanish
Tagalog (Filipino)
Other (please specify)

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, this standard should be used wherever practically possible.

Comments:

Persons whose first language is not English have been identified by service providers as a population group that may experience disadvantage when seeking to obtain equal access to government and community programs and services in Australia. Data relating to 'First language spoken' may thus provide a surrogate indicator of disadvantage potentially associated with a lack of English competence or with other factors associated with cultural background.

Source and reference attributes

Origin:

Australian Bureau of Statistics 2005. Australian Standard Classification of Languages (ASCL) 2005. Cat. no. 1267.0. 2nd Edition, Canberra: ABS. Viewed 29 July 2005.

Relational attributes

Related metadata references:

See also Person—proficiency in spoken English, code N NHIG, Standard 01 / 03 / 2005, NCSIMG, Standard 01 / 03 / 2005, NHDAMG, Standard 10 / 02 / 2006

See also Person—main language other than English spoken at home, code (ASCL 2005) NN{NN} NHIG, Standard 08 / 02 / 2006, NCSIMG, Standard 29 / 04 / 2006, NHDAMG, Standard 10 / 02 / 2006

See also Person—country of birth, code (SACC 1998) NNNN NHIG, Standard 01 / 03 / 2005, NCSIMG, Standard 01 / 03 / 2005,

NHDAMG, Standard 20/06/2005

Supersedes Person—first language spoken, code (ASCL 1997) N[NNN] NCSIMG, Superseded 29/04/2006, NHDAMG, Superseded 10/02/2006

First service contact date

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service event—first service contact date, DDMMYYYY
METeOR identifier:	270163
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The date on which the agency provides the first service to the client.

Data element concept attributes

Data element concept:	Service event—first service contact date
Definition:	The date on which the agency provides the first service to the client.
Object class:	Service event
Property:	First service contact date

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Date
Data type:	Date/Time
Format:	DDMMYYYY
Maximum character length:	8

Data element attributes

Collection and usage attributes

Guide for use:	Due to the considerable variation in the types of services provided in the community services sector, it is not possible at this stage to define in generic terms what will constitute the first service contact date.
Collection methods:	For each separate service episode a separate 'Service event—first service contact date, DDMMYYYY' should be recorded.
Comments:	This metadata item is used in calculation of measures of periods of support and duration of assistance.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Relational attributes

Related metadata references:	Supersedes First service contact date, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005
Implementation in Data Set Specifications:	Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27/03/2007

Floor/level number (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—floor / level identifier, [NNNA]
METeOR identifier:	270029
Registration status:	NHIG, Standard 01 / 03 / 2005 NCSIMG, Standard 30 / 09 / 2005
Definition:	The unique identifier for the floor / level where a person can be located.

Data element concept attributes

Data element concept:	Person (address)—floor / level identifier
Definition:	The floor / level identifier where a person can be located.
Object class:	Person
Property:	Floor / level identifier

Value domain attributes

Representational attributes

Representation class:	Identifier
Data type:	String
Format:	[NNNA]
Maximum character length:	4

Data element attributes

Collection and usage attributes

Guide for use:	Floor / level number and suffix are both optional. The Floor / level number must be recorded with its corresponding Floor / level type. Some Floor / level numbers may be followed by an alphabetic suffix. Examples of Floor / level identification: FL 1A L 3 LG A
Collection methods:	Do not leave a space between the number and alpha suffix. To be collected in conjunction with Floor / level type.

Source and reference attributes

Origin:	Health Data Standards Committee Australia Post Address Presentation Standard

Relational attributes

Related metadata references:	Supersedes Floor / level number, version 1, DE, NHDD, NHIMG, Superseded 01 / 03 / 2005 Is used in the formation of Person (address)—address line, text

[X(180)] NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Is used in the formation of Person (address)—health address line, text [X(180)] NHIG, Superseded 04/05/2005

Floor/level number (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—floor / level identifier, [NNNA]
METeOR identifier:	290264
Registration status:	NHIG, Standard 04 / 05 / 2005 NCSIMG, Standard 30 / 09 / 2005
Definition:	The unique identifier for floor / level, where an organisation can be located.

Data element concept attributes

Data element concept:	Service provider organisation (address)—floor / level identifier
Definition:	The floor / level identifier where an organisation can be located.
Object class:	Service provider organisation
Property:	Floor / level identifier

Value domain attributes

Representational attributes

Representation class:	Identifier
Data type:	String
Format:	[NNNA]
Maximum character length:	4

Data element attributes

Collection and usage attributes

Guide for use:	Floor / level number and suffix are both optional. The Floor / level number must be recorded with its corresponding Floor / level type. Some Floor / level numbers may be followed by an alphabetic suffix. Examples of Floor / level identification: FL 1A, L 3, LG A
Collection methods:	Do not leave a space between the number and alpha suffix. To be collected in conjunction with Floor / level type.

Source and reference attributes

Origin:	Health Data Standards Committee Australia Post Address Presentation Standard

Relational attributes

Related metadata references:	Is used in the formation of Service provider organisation (address)—address line, text [X(180)] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 30 / 09 / 2005

Floor/level type (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—floor / level type, code A[A]
METeOR identifier:	270024
Registration status:	NHIG, Standard 01 / 03 / 2005 NCSIMG, Standard 30 / 09 / 2005
Definition:	The type of floor / level where a person can be located, as represented by a code.

Data element concept attributes

Data element concept:	Person (address)—floor / level type
Definition:	The type of floor / level where a person can be located.
Object class:	Person
Property:	Floor / level type

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	String
Format:	A[A]
Maximum character length:	2

Permissible values:

Value	Meaning
B	Basement
FL	Floor
G	Ground
L	Level
LG	Lower Ground
M	Mezzanine
UG	Upper Ground

Data element attributes

Collection and usage attributes

Guide for use:	Some floor / level identification may require the Floor / level type plus a Floor / level number to be recorded.
Collection methods:	To be collected in conjunction with Floor / level number where applicable. Some Floor / level type entries will often have no corresponding number e.g. Basement, Ground, Lower ground, Mezzanine and Upper ground.

Source and reference attributes

Origin:	Health Data Standards Committee Australia Post Address Presentation Standard

Relational attributes

Related metadata references:

Supersedes Floor / level type, version 1, DE, NHDD, NHIMG, Superseded 01 / 03 / 2005

Is used in the formation of Person (address)—address line, text [X(180)] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 30 / 09 / 2005

Is used in the formation of Person (address)—health address line, text [X(180)] NHIG, Superseded 04 / 05 / 2005

Floor/level type (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—floor / level type, code A[A]
METeOR identifier:	290245
Registration status:	NHIG, Standard 04 / 05 / 2005 NCSIMG, Standard 30 / 09 / 2005
Definition:	The type of floor / level where an organisation can be located, as represented by a code.

Data element concept attributes

Data element concept:	Service provider organisation (address)—floor / level type
Definition:	The type of floor / level where an organisation can be located.
Object class:	Service provider organisation
Property:	Floor / level type

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	String
Format:	A[A]
Maximum character length:	2

Permissible values:

Value	Meaning
B	Basement
FL	Floor
G	Ground
L	Level
LG	Lower Ground
M	Mezzanine
UG	Upper Ground

Data element attributes

Collection and usage attributes

Collection methods:	To be collected in conjunction with Floor / level number where applicable. Some Floor / level type entries will often have no corresponding number e.g. Basement, Ground, Lower ground, Mezzanine and Upper ground.

Source and reference attributes

Origin: Health Data Standards Committee
Australia Post Address Presentation Standard

Relational attributes

Related metadata references: Is used in the formation of Service provider organisation (address)—address line, text [X(180)] NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Full financial year funding indicator

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation—full financial year funding indicator, yes/no code N
Synonymous names:	Full financial year of funding
METeOR identifier:	322176
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	Whether the agency has received funding for the full financial year, as represented by a code.

Data element concept attributes

Data element concept:	Service provider organisation—full financial year funding indicator
Definition:	Whether the agency has received funding for the full financial year.
Object class:	Service provider organisation
Property:	Full financial year funding indicator

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Yes
2	No

Data element attributes

Collection and usage attributes

Guide for use:	If an agency received funding in December but intends to operate for 52 weeks per year, 'No' should be reported for this data element and '52' should be reported for Service operation weeks. An agency may be funded for the entire financial year but only operates for, say, four school holiday periods of 2 weeks each. In this situation, the agency should report that it is funded for the full financial year.

Source and reference attributes

Submitting organisation:	CSTDA NMDS Network.
Origin:	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Relational attributes

Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Full-time equivalent paid staff

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation—full-time equivalent staff (paid), total N[NNN{.N}]
METeOR identifier:	270213
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The aggregate full time equivalent staff units for all paid staff.

Data element concept attributes

Data element concept:	Service provider organisation—full-time equivalent staff
Definition:	The aggregate full time equivalent staff units for all paid staff. Full time equivalent staff units are the on-job hours paid for (including overtime) and hours of paid leave of any type for a staff member (or contract employee where applicable) divided by the number of ordinary-time hours normally paid for a full-time staff member when on the job (or contract employee where applicable).
Context:	Resource and service planning: To assist in analyses of the resource use and activity of institutional health care providers. Inclusion of these data, classified by staffing category, allows analysis of costs per unit of labour and analysis of staffing inputs against establishment outputs.
Object class:	Service provider organisation
Property:	Full-time equivalent staff

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Total
Data type:	Number
Format:	N[NNN{.N}]
Maximum character length:	5
Unit of measure:	Full-time equivalent (FTE) staff
Unit of measure precision:	1

Data element attributes

Collection and usage attributes

Guide for use:	Calculated number of staff (full-time equivalents) for each staffing category. The ordinary time hours normally worked may differ according to the type of work. The hours under the relevant award or

agreement should be used if known. If the relevant award or agreement staff hours for an occupation is not known, or the worker is undertaking a variety of tasks, 38 hours per week should be used as a substitute.

Hours of unpaid leave are to be excluded.

Contract staff employed through an agency are included where the contract is for the supply of labour (e.g. nursing) rather than of products (e.g. provision of photocopies). In the former case, the contract would normally specify the amount of labour supplied and could be reported as full-time equivalent units.

If under the relevant award of agreement a full-time nurse is paid for an 80 (ordinary time) hour fortnight, the full-time equivalent for a part time nurse who works 64 hours is 0.8 (64 divided by 80). If a full-time nurse under the same award is paid for a 100 hours for that fortnight (20 hours overtime), then the full time equivalent is 100 divided by 80=1.25. This number would then be added to the full time equivalent staff units for all other staff and the number rounded to one decimal place.

Where staff provide services to more than one establishment, full-time equivalent staff members should be apportioned between all establishments to which services are provided on the basis of hours paid for in each. (Salary costs should be apportioned on the same basis).

Collection methods:

This metadata item is not intended to be a completely accurate calculation of staff hours, but a general indication of the number of hours an agency is staffed by paid staff.

This metadata item may be calculated over weeks, fortnights, months or an annual basis.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Related metadata references: Supersedes Full-time equivalent paid staff, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005

Full-time equivalent volunteer/unpaid staff

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation—full-time equivalent staff (volunteer/unpaid), total N[NNN{.N}]
METeOR identifier:	270214
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The aggregate full time equivalent staff units for all **volunteer**/unpaid staff.

Data element concept attributes

Data element concept:	Service provider organisation—full-time equivalent staff
Definition:	The aggregate full time equivalent staff units for all **volunteer**/unpaid staff. Full-time equivalent staff units are the on-job hours of any type, divided by the ordinary time hours normally worked for a full-time staff member.
Context:	Resource and service planning: To help in the analysis of resource use and staffing of community service agencies.
Object class:	Service provider organisation
Property:	Full-time equivalent staff

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Total
Data type:	Number
Format:	N[NNN{.N}]
Maximum character length:	5
Unit of measure:	Full-time equivalent (FTE) staff
Unit of measure precision:	1

Data element attributes

Collection and usage attributes

Guide for use:	The ordinary time hours normally worked may differ according to the type of work a **volunteer** is doing. The hours under the relevant award or agreement should be used if known. If the relevant award or agreement staff hours for an occupation is not known, or the volunteer is undertaking a variety of tasks, 38 hours per week should be used as a substitute. Example: A volunteer kitchen hand works 10 hours over a week. The

relevant award specifies that a full time kitchen hand usually works 38 hours in a week.

Full time equivalent staff units = 10 / 38 = 0.263 (for that person for a week) This number would then be added to the full time equivalent staff units for all other staff and the number rounded to one decimal place.

Collection methods: This metadata item is not intended to be a completely accurate calculation of staff hours, but a general indication of the number of volunteer hours an agency is staffed.

This metadata item may be calculated over weeks, fortnights, months or an annual basis.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Related metadata references: Supersedes Full-time equivalent volunteer / unpaid staff, version 1, DE, NCSDD, NCSIMG, Superseded 01 / 03 / 2005

Full-time/part-time status

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (employed)—full-time / part-time status, code N
METeOR identifier:	269950
Registration status:	NCSIMG, Standard 01 / 03 / 2005
Definition:	Whether a person in paid employment is employed full-time or part-time, as represented by a code.
Context:	Labour force characteristics.

Data element concept attributes

Data element concept:	Person (employed)—full-time / part-time status
Definition:	Whether a person in paid employment is employed full-time or part-time.
Context:	
Object class:	Person
Property:	Full-time / part-time status

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare
Origin:	Australian Bureau of Statistics 1999. Standards for Social, Labour and Demographic Variables, Labour Force Variables. Full-Time / Part-Time Status.

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Full-time
2	Part-time

Supplementary values:

9	Not stated / inadequately described

Data element attributes

Collection and usage attributes

Guide for use:

Applies only to people whose labour force status is employed. (See metadata item Person—labour force status, code N for a definition of 'employed'). Paid employment includes persons who performed some work for wages or salary, in cash or in kind, and persons temporarily absent from a paid employment job but who retained a formal attachment to that job.

Code 1 Full-time:

Employed persons are working full-time if they:

(a) usually work 35 hours or more in a week (in all paid jobs) or

(b) although usually working less than 35 hours a week, actually worked 35 hours or more during the reference period.

Code 2 Part-time:

Employed persons are working part-time if they usually work less than 35 hours a week (in all paid jobs) and either did so during the reference period, or were not at work in the reference period.

Code 9 Not stated / inadequately described:

Is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Collection methods:

Can be collected for an actual week (e.g. a particular reference period), or a usual week (e.g. a person usually works part time though they worked full-time in the last week). Note: if collected for a particular reference period, respondents may report 0 hours if on leave for the reference period. For most purposes the hours usually worked will be more appropriate.

This metadata item should be based on the number of hours worked by the person (either actual or usual). It should not be based on the self-enumerated question suggested in the Collection methods of metadata item Person—labour force status, code N. Doing so would result in inaccurate information.

Comments:

See the Australian Bureau of Statistics website for details regarding labour force data items and standard questions.

Source and reference attributes

Origin:

Australian Bureau of Statistics 1999. Standards for Social, Labour and Demographic Variables, Labour Force Variables. Full-Time / Part-Time Status.

Relational attributes

Related metadata references:

Supersedes Employed - working full-time / part-time, version 2, DE, NCSDD, NCSIMG, Superseded 01 / 03 / 2005

Funding allocated

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation—funding allocated, total Australian currency N[N(8)]
Synonymous names:	Total CSTDA funds
METeOR identifier:	321039
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	The total amount of money allocated to an agency or organisation.

Data element concept attributes

Data element concept:	Service provider organisation—funding allocated
Definition:	The funding allocated to a service provider organisation or agency.
Object class:	Service provider organisation
Property:	Funding allocated

Value domain attributes

Representational attributes

Representation class:	Total
Data type:	Currency
Format:	N[N(8)]
Maximum character length:	9
Unit of measure:	Australian currency (AU$)

Data element attributes

Source and reference attributes

Submitting organisation:	CSTDA NMDS Network.
Origin:	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.
Reference documents:	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) Data Dictionary Version 1.1. July 2004. Australian Institute of Health and Welfare.

Relational attributes

Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Funding source

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation—funding source, level of government code N
METeOR identifier:	355759
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	The level of government responsible for provision of funds to an agency.

Data element concept attributes

Data element concept:	Service provider organisation—funding source
Definition:	The source of funds received by an agency.
Object class:	Service provider organisation
Property:	Funding source

Source and reference attributes

Submitting organisation:	CSTDA NMDS Network.

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	National (Australian government)
2	State/Territory government
3	Local government

Source and reference attributes

Reference documents:	Australian Bureau of Statistics 2002. Standard Economic Sector Classifications of Australia (SESCA), Cat No. 1218.0.

Data element attributes

Source and reference attributes

Submitting organisation:	CSTDA NMDS Network.
Origin:	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Relational attributes

Related metadata references:	See also Service provider organisation—Australian state/territory identifier, code N NHIG, Standard 04/05/2005, NCSIMG, Standard 07/12/2005
Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Geographic location of organisation

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation—geographic location, code (ASGC 2006) NNNNN
Synonymous names:	Statistical local area of service provider
METeOR identifier:	342729
Registration status:	NCSIMG, Standard 30/11/2006
Definition:	The geographical location of an agency using a five-digit numerical code which indicates the **Statistical Local Area (SLA)** within the State or Territory of Australia.

Data element concept attributes

Data element concept:	Service provider organisation—geographic location
Definition:	The geographical location of an agency.
Object class:	Service provider organisation
Property:	Geographic location

Value domain attributes

Representational attributes

Classification scheme:	Australian Standard Geographical Classification 2006
Representation class:	Code
Data type:	Number
Format:	NNNNN
Maximum character length:	5

Data element attributes

Collection and usage attributes

Guide for use:	Details on which edition was used in a particular data set should be included in the documentation of metadata accompanying that data set. Coding to ASGC codes is preferably done using the ABS National Localities Index, to map actual address. In some data collections, a compromise has to be made and the ASGC code derived from suburb/town/locality and Postcode-Australian only. However, this solution results in some inaccuracy of information. The accurate recording of the state or territory is essential.

Source and reference attributes

Origin:	Australian Bureau of Statistics (ABS)

Relational attributes

Related metadata references:	Supersedes Service provider organisation—geographic location, code (ASGC 2005) NNNNN NCSIMG, Superseded 30/11/2006
Implementation in DSS:	Commonwealth State/Territory Disability Agreement NMDS

Geographic location of person

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—geographic location, code (ASGC 2006) NNNNN
METeOR identifier:	342727
Registration status:	NCSIMG, Standard 30/11/2006
Definition:	The geographical location of a person using a five-digit numerical code which indicates the **Statistical Local Area (SLA)** within the State or Territory of Australia.

Data element concept attributes

Data element concept:	Person—geographic location
Definition:	The geographical location of a person.
Context:	This is used in analysis of geographical patterns of service distribution and utilisation.
Object class:	Person
Property:	Geographic location

Value domain attributes

Representational attributes

Classification scheme:	Australian Standard Geographical Classification 2006
Representation class:	Code
Data type:	Number
Format:	NNNNN
Maximum character length:	5

Data element attributes

Collection and usage attributes

Guide for use:	The geographical location is reported using a five digit numerical code. The first digit is the single-digit code to indicate State or Territory. The remaining four digits are the numerical code for the Statistical Local Area (SLA) within the State or Territory. The single digit codes for the states and territories and the four digit codes for the SLAs are as defined in the Australian Standard Geographical Classification (ASGC). The ASGC is updated on an annual basis with a date of effect of 1 July each year. Therefore, the edition effective for the data collection reference year should be used. The codes for SLA are unique within each State and Territory, but not within the whole country. Thus, to define a unique location, the code of the State or Territory is required in addition to the code for the SLA. The Australian Bureau of Statistics '(ABS) National Localities Index (NLI) (ABS Catalogue number 1252.0) can be used to assign each locality or address in Australia to a SLA. The NLI is

a comprehensive list of localities in Australia with their full code (including State or Territory and SLA) from the main structure of the ASGC.

For the majority of localities, the locality name (suburb or town, for example) is sufficient to assign a SLA. However, some localities have the same name. For most of these, limited additional information such as the postcode or State can be used with the locality name to assign the SLA. In addition, other localities cross one or more SLA boundaries and are referred to as split localities. For these, the more detailed information of the number and street of the person's residence is used with the Streets Sub-index of the NLI to assign the SLA.

If the information available on the person's address indicates that it is in a split locality but is insufficient to assign an SLA, the code for the SLA which includes most of the split locality should be reported. This is in accordance with the NLI assignment of SLA when a split locality is identified and further detail about the address is not available.

The NLI does not assign a SLA code if the information about the address is insufficient to identify a locality, or is not an Australian locality. In these cases, the appropriate codes for undefined SLA within Australia (State or Territory unstated), undefined SLA within a stated State or Territory, no fixed place of abode (within Australia or within a stated State or Territory) or overseas should be used.

Source and reference attributes

Origin: Australian Bureau of Statistics (ABS)

Relational attributes

Related metadata references: Supersedes Person—geographic location, code (ASGC 2005) NNNNN NCSIMG, Superseded 30/11/2006

Given name sequence number

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (name)—given name sequence number, code N
METeOR identifier:	287595
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The numerical order of the given names or initials of a person, as represented by a code.

Data element concept attributes

Data element concept:	Person (name)—given name sequence number
Definition:	The numerical order of the given names or initials of a person.
Object class:	Person
Property:	Given name sequence number

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	2

Permissible values:

Value	Meaning
1	First given name
2	Second given name
3	Third given name
4	Fourth given name
5	Fifth given name
6	Sixth given name
7	Seventh given name
8	Eighth given name
9	Ninth and subsequent given name

Data element attributes

Collection and usage attributes

Guide for use:

To be used in conjunction with Given name.
Example: Mary Georgina Smith

In the example above 'Mary' would have a given name sequence number of 1 and 'Georgina' would have a given name sequence number of 2.

Example: Jean Claude Marcel Moreaux

If the person has recorded a single given name as more than one word, displaying spaces in between the words(e.g. Jean Claude), their given names are recorded in data collection systems in the

same way (i.e. Jean Claude is one given name and Marcel is another given name). 'Jean Claude' would have a Given name sequence number of '1' and 'Marcel' would have a Given name sequence number of '2'.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Given name(s)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (name)—given name, text [X(40)]
METeOR identifier:	287035
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 20/06/2005
Definition:	The person's identifying name within the family group or by which the person is socially identified, as represented by text.

Data element concept attributes

Data element concept:	Person (name)—given name
Definition:	The person's identifying name(s) within the **family** group or by which the person is socially identified.
Context:	Administrative purposes and individual identification.
Object class:	Person
Property:	Given name

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(40)]
Maximum character length:	40

Data element attributes

Collection and usage attributes

Guide for use:	A person may have more than one Given name. All given names should be recorded. The agency or establishment should record the client's full given name(s) on their information systems. National Community Services Data Dictionary specific: In instances where there is uncertainty about which name to record for a person living in a remote Aboriginal or Torres Strait Islander community, Centrelink follows the practice of recording the Indigenous person's name as it is first provided to Centrelink. In situations where proof of identity is required, the name is recorded on a majority of the higher point scoring documents that are produced as proof of identity. National Health Data Dictionary specific: Each individual Given name should have a Given name sequence number associated with it. Health care establishments may record given names (first and other given names) in one field or several fields. This metadata item definition applies regardless of the format of data recording.

A full history of names is to be retained.

Collection methods:

This metadata item should be recorded for all clients.

Given name(s) should be recorded in the format preferred by the person. The format should be the same as that indicated by the person (eg written on a form) or in the same format as that printed on an identification card, such as Medicare card, to ensure consistent collection of name data.

It is acknowledged that some people use more than one given name (e.g. formal name, birth name, nick name or shortened name, or tribal name) depending on the circumstances. A person is able to change his or her name by usage in all States and Territories of Australia with the exception of Western Australia, where a person may only change his or her name under the Change of Name Act.

A person should generally be registered using their preferred name as it is more likely to be used in common usage and on subsequent visits to the agency or establishment. The person's preferred name may in fact be their legal (or Medicare card) name. The Person name type metadata item (see Comments) can be used to distinguish between the different types of names that may be used by the person.

The following format may assist with data collection:

What is the given name you would like to be known by?

_____

Are you known by any other given names that you would like recorded?

If so, what are they

_____

Please indicate the 'type' of given name that is to be recorded:

(a) Medicare card name (if different to preferred name).

(b) Alias (any other name that you are known by).

Whenever a person informs the agency or establishment of a change of given name (e.g. prefers to be know by their middle name), the former name should be recorded according to the appropriate name type. Do not delete or overwrite a previous given name e.g. 'Mary Georgina Smith' informs the hospital that she prefers to be known as 'Georgina'. Record 'Georgina' as her preferred given name and record 'Mary' as the Medicare card given name.

e.g. The establishment is informed that 'Baby of Louise Jones' has been named 'Mary Jones'. Retain 'Baby of Louise' as the newborn name and also record 'Mary' as the preferred 'Given name'.

Registering an unidentified health care client:

If the person is a health care client and her / his given name is not known record unknown in the 'Given name' field and use alias Name type. When the person's name becomes known, add the actual name as preferred Name type (or other as appropriate). Do not delete or overwrite the alias name of unknown.

Use of first initial:

If the person's given name is not known, but the first letter (initial) of the given name is known, record the first letter in the preferred 'Given name' field. Do not record a full stop following the initial.

Persons with only one name:

Some people do not have a **family** name and a given name: they have only one name by which they are known. If the person has only one name, record it in the 'Family name' field and leave the 'Given

name' blank.

Record complete information:

All of the person's given names should be recorded.

Shortened or alternate first given name:

If the person uses a shortened version or an alternate version of their first given name, record their preferred name, the actual name as their Medicare card name and any alternative versions as alias names as appropriate.

Example - The person's given name is Jennifer but she prefers to be called Jenny. Record 'Jenny' as the preferred 'Given name' and 'Jennifer' as her Medicare card name.

Example - The person's given name is 'Giovanni' but he prefers to be called 'John'.

Record 'John' as the preferred 'Given name' and 'Giovanni' as the Medicare card name.

Punctuation:

If special characters form part of the given names they shall be included, e.g. hyphenated names shall be entered with the hyphen.

- Hyphen, e.g. Anne-Maree, Mary-Jane

Do not leave a space before or after the hyphen, i.e. between last letter of 'Anne' and the hyphen, nor a space between the hyphen and the first letter of 'Maree'.

- spaces, e.g. Jean Claude Carcel Moreaux

If the person has recorded their given name as more than one word, displaying spaces in between the words, record their given names in data collection systems in the same way (i.e. Jean Claude is one given name and Marcel is another given name).

Names not for continued use:

For cultural reasons, a person such as an Aboriginal or Torres Strait Islander may advise that they are no longer using the given name they previously used and are now using an alternative current name. Record their current name as their preferred given name and record their previously used name as an alias name (with a Name conditional use flag of ‘not for continued use’).

Composite name:

If a person identifies their first name as being a composite word, both parts should be recorded under the first Given Name (rather than the first and second Given Name).

e.g. ‘Anne Marie Walker’ notes her preferred Given Name to be ‘Anne Marie’, then ‘Anne Marie’ is recoded as (first) Given Name , and (second) Given Name is left blank.

Registering an unnamed newborn baby:

An unnamed (newborn) baby is to be registered using the mother's given name in conjunction with the prefix 'Baby of'. For example, if the baby's mother's given name is Fiona, then record 'Baby of Fiona' in the preferred 'Given name' field for the baby. This name is recorded under the newborn Name type. If a name is subsequently given, record the new name as the preferred given name and retain the newborn name.

Registering unnamed multiple births:

An unnamed (newborn) baby from a multiple birth should use their mother's given name plus a reference to the multiple births. For example, if the baby's mother's given name is 'Fiona' and a set of twins is to be registered, then record 'Twin 1 of Fiona' in the Given name field for the first born baby, and 'Twin 2 of Fiona' in the 'Given

name' field of the second born baby. Arabic numbers (1, 2, 3 ...) are used, not Roman Numerals (I, II, III .....).

In the case of triplets or other multiple births the same logic applies. The following terms should be use for recording multiple births:

- Twin:

use Twin i.e. Twin 1 of Fiona

- Triplet:

use Trip i.e. Trip 1 of Fiona

- Quadruplet:

use Quad i.e. Quad 1 of Fiona

- Quintuplet:

use Quin i.e. Quin 1 of Fiona

- Sextuplet:

use Sext i.e. Sext 1 of Fiona

- Septuplet:

use Sept i.e. Sept 1 of Fiona.

These names should be recorded under the newborn Person name type. When the babies are named, the actual names should be recorded as the preferred name. The newborn name is retained.

Aboriginal / Torres Strait Islander names not for continued use:

For cultural reasons, an Aboriginal or Torres Strait Islander may advise an agency or establishment that they are no longer using the given name that they had previously registered and are now using an alternative current name.

Record their current name as the preferred 'Given name' and record their previous used given name as an alias name.

Ethnic Names:

The Centrelink Naming Systems for Ethnic Groups publication provides the correct coding for ethnic names. Refer to Ethnic Names Condensed Guide for summary information.

Misspelled given names:

If the person's given name has been misspelled in error, update the Given name field with the correct spelling and record the misspelled given name as an Alias name. Recording misspelled names is important for filing documents that may be issued with previous versions of the client's name. Discretion should be used regarding the degree of recording that is maintained.

Comments:

Often people use a variety of names, including legal names, married / maiden names, nicknames, assumed names, traditional names, etc. Even small differences in recording - such as the difference between Thomas and Tom - can make Record linkage impossible. To minimise discrepancies in the recording and reporting of name information, agencies or establishments should ask the person for their full (formal) Given name and Family name. These may be different from the name that the person may prefer the agency or establishment workers to use in personal dealings. Agencies or establishments may choose to separately record the preferred name that the person wishes to be used by agency or establishment workers. In some cultures it is traditional to state the family name first. To overcome discrepancies in recording / reporting that may arise as a result of this practice, agencies or establishments should always ask the person to specify their first given name and their family or surname separately. These should then be recorded as Given name and Family name as appropriate, regardless of the

order in which they may be traditionally given.

National Community Services Data Dictionary specific:

Selected letters of the given name in combination with selected letters of the family name, date of birth and sex may be used for **record linkage** for statistical purposes only.

National Health Data Dictionary specific:

Health care provider identification DSS and Health care client identification DSS
For the purpose of positive identification or contact, agencies or establishments that collect Given name should also collect Given name sequence number. Given name sequence number is also a metadata item in Australian Standard AS4846-2004 Health care provider identification and is proposed for inclusion in the review of Australian Standard AS5017-2002 Health care client identification. AS5017 and AS4846 use alternative alphabetic codes for Given name sequence number. Refer to the current standards for more details.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Standards Australia

Origin: National Health Data Committee

National Community Services Data Committee

Commonwealth Department of Health and Family Services 1998. Home and Community Care Data Dictionary Version 1.0. Canberra: DHFS

Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

Related metadata references: See also Person (name)—family name, text X[X(39)] NHIG, Standard 04/05/2005, NCSIMG, Standard 25/08/2005, NHDAMG, Standard 20/06/2005

Supersedes Person (name)—given name, text [X(40)] NHIG, Superseded 04/05/2005, NCSIMG, Superseded 25/08/2005

Is used in the formation of Person—letters of given name, text XX NCSIMG, Standard 27/03/2007

Goods and equipment received (service episode)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service episode—type of goods and equipment received, code N
METeOR identifier:	323299
Registration status:	NCSIMG, Standard 29/04/2006
Definition:	The types of goods or equipment received by the client (by purchase, loan, or gift) during a service episode, as represented by a code.

Data element concept attributes

Data element concept:	Service episode—type of goods and equipment received
Definition:	The types of goods or equipment received by the client (by purchase, loan, or gift) during a service episode.
Context:	Resource and financial planning: This provides one measure of the assistance received by a client or clients on a Service episode. In this case it will measure the types of goods and equipment received. This metadata item does not record an amount of assistance with goods and equipment in the same way that an amount is recorded for the other types of assistance provided by agencies (i.e. in time, quantity or cost). Rather this metadata item indicates the type of goods or equipment that the agency provides to the person on an occasion of service delivery. Information about the types of goods and equipment provided to clients by agencies facilitates interstate and cross regional comparisons of service provision and comparisons between different client sub-populations.
Object class:	Service episode
Property:	Type of goods and equipment received

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Self-care aids (e.g. button hook for dressing or bowl care for eating)
2	Support and mobility aids (e.g. walking frame, manual wheelchair)
3	Communication aids (e.g. hearing aids,

		mouthstick)
	4	Reading aids (e.g. magnifying glass, braille books)
	5	Medical care aids (e.g. ventilator, pacemaker)
	6	Car modifications (e.g. car ramp, room for wheelchair)
	8	Other goods and equipment (other goods and equipment not elsewhere classified)
Supplementary values:	9	Not stated / inadequately described

Collection and usage attributes

Guide for use:

CODE 1 Self-care aids

Eating aids – crockery, cutlery, plate guard, bowl guard
Dressing aids – button hook, clothes tongs, zip pull
Washing aids – bathrails / hoist / seat, shower rails / fitting / seat
Bag, urinal, incontinence pad, uredome, urinary appliances
Bowel appliances – colostomy bag, bowel pad
Toilet chair, commode, frame, conventional toilet use aids
Cooking aids (excl. eating utensils), special iron
Other aids for self care

CODE 2 Support and mobility aids

Callipers, splints
Belts, braces, neck collar, corsets
Crutches for support, walking frame / stick
Ankle / knee strap, built up shoe, foot / leg support NEC
Transporter chair, pusher, tricycle
Wheelchair manual or unspecified
Wheelchair, motorised
Henry lifter, hoist, patient lifter Scooter
Ejector chair, hard-back chair, made to measure chair, chair NEC
Special bed, cushions / pillows for support
White cane
Sonic beam, laser cane, optacon
Guide dog
bars / hooks / rails / straps, attached to walls, etc., for support and mobility
Other aids for support or mobility

CODE 3 Communication aids

Aid, hearing
Teletext
Telephone attachment or adaptation (e.g. answering service, flashing light, headpiece, TTY telephone)
Writing aids (mouthstick, writing pad, typewriter, communication board)
Computers – Kurzweil personal reader, communication
Speaking aids - electrolarynx

CODE 4 Reading aids

Contact lenses, reading / magnifying glasses
Braille books / items / watch
Books, large print / talking, cassette recorders / players
Reading frame, page turners, reading aids not associated with loss of sight
Other reading or sight aids
Dwelling modification to aid communication – intercom

Other aids for communication

CODE 5 Medical care aids

Breathing pumps – oxygen masks, ventilator
Dialysis machine, kidney functioning machines
Heart stimulus / functioning machines, pacemaker
Ostomy appliances / Stoma appliances, excluding colostomy bag
Other aids for medical care

CODE 6 Car modifications

Accelerator / brake / controls, hand – car modifications
Handles / lifter / rails / ramps – car modifications
Mirrors / steering / windows, power – car modifications
Other car modifications – automatic transmission, room for wheelchair

CODE 8 Other goods/equipment

Other goods / equipment NEC

Source and reference attributes

Origin: National HACC Minimum Data Set User Guide Version 2.0 2005. Home and Community Care (HACC) Program

Data element attributes

Collection and usage attributes

Collection methods: The agency should record the type of goods or equipment received by the client (on loan or by purchase) on each instance of assistance. This information can then be amalgamated to provide a measure of the types of goods and equipment received by a client over a reporting period (which will vary according to collection requirements).

Where the client receives more than one of the same type of good or equipment (e.g. several food packets) on the same occasion, the agency should only record this once. Where the client receives different types of goods or equipment on the same occasion, the agency should separately record each type of goods or equipment against the same date.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Australian Institute of Health and Welfare 1998. Home and Community Care (HACC) data dictionary, version 1.0. Commonwealth Department of Health and Family Services, Canberra

Relational attributes

Related metadata references: Supersedes Goods and equipment received, version 1, DE, NCSDD, NCSIMG, Superseded 01 / 03 / 2005

Supersedes Service episode—type of goods and equipment received, code N NCSIMG, Superseded 29 / 04 / 2006

Goods and equipment received (service event)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service event—type of goods and equipment received, code N
Synonymous names:	Goods and equipment received
METeOR identifier:	323236
Registration status:	NCSIMG, Standard 29/04/2006
Definition:	The types of goods or equipment received by the client (by purchase, loan, or gift) during a service event, as represented by a code.

Data element concept attributes

Data element concept:	Service event—type of goods and equipment received
Definition:	The types of goods or equipment received by the client (by purchase, loan, or gift) during a service event.
Context:	Resource and financial planning: This provides one measure of the assistance received by a client on an occasion of service. This metadata item does not record an amount of assistance with goods and equipment in the same way that an amount is recorded for the other types of assistance provided by agencies (i.e. in time, quantity or cost). Rather this metadata item indicates the type of goods or equipment that the agency provides to the person on an occasion of service delivery. Information about the types of goods and equipment provided to clients by agencies facilitates interstate and cross regional comparisons of service provision and comparisons between different client sub-populations.
Object class:	Service event
Property:	Type of goods and equipment received

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Self-care aids (e.g. button hook for dressing or bowl care for eating)
2	Support and mobility aids (e.g. walking frame, manual wheelchair)
3	Communication aids (e.g. hearing aids,

		mouthstick)
	4	Reading aids (e.g. magnifying glass, braille books)
	5	Medical care aids (e.g. ventilator, pacemaker)
	6	Car modifications (e.g. car ramp, room for wheelchair)
	8	Other goods and equipment (other goods and equipment not elsewhere classified)
Supplementary values:	9	Not stated / inadequately described

Collection and usage attributes

Guide for use:

CODE 1 Self-care aids

Eating aids – crockery, cutlery, plate guard, bowl guard
Dressing aids – button hook, clothes tongs, zip pull
Washing aids – bathrails / hoist / seat, shower rails / fitting / seat
Bag, urinal, incontinence pad, uredome, urinary appliances
Bowel appliances – colostomy bag, bowel pad
Toilet chair, commode, frame, conventional toilet use aids
Cooking aids (excl. eating utensils), special iron
Other aids for self care

CODE 2 Support and mobility aids

Callipers, splints
Belts, braces, neck collar, corsets
Crutches for support, walking frame / stick
Ankle / knee strap, built up shoe, foot / leg support NEC
Transporter chair, pusher, tricycle
Wheelchair manual or unspecified
Wheelchair, motorised
Henry lifter, hoist, patient lifter Scooter
Ejector chair, hard-back chair, made to measure chair, chair NEC
Special bed, cushions / pillows for support
White cane
Sonic beam, laser cane, optacon
Guide dog
bars / hooks / rails / straps, attached to walls, etc., for support and mobility
Other aids for support or mobility

CODE 3 Communication aids

Aid, hearing
Teletext
Telephone attachment or adaptation (e.g. answering service, flashing light, headpiece, TTY telephone)
Writing aids (mouthstick, writing pad, typewriter, communication board)
Computers – Kurzweil personal reader, communication
Speaking aids - electrolarynx

CODE 4 Reading aids

Contact lenses, reading / magnifying glasses
Braille books / items / watch
Books, large print / talking, cassette recorders / players
Reading frame, page turners, reading aids not associated with loss of sight
Other reading or sight aids
Dwelling modification to aid communication – intercom

Other aids for communication

CODE 5 Medical care aids

Breathing pumps – oxygen masks, ventilator
Dialysis machine, kidney functioning machines
Heart stimulus / functioning machines, pacemaker
Ostomy appliances / Stoma appliances, excluding colostomy bag
Other aids for medical care

CODE 6 Car modifications

Accelerator / brake / controls, hand – car modifications
Handles / lifter / rails / ramps – car modifications
Mirrors / steering / windows, power – car modifications
Other car modifications – automatic transmission, room for wheelchair

CODE 8 Other goods/equipment

Other goods / equipment NEC

Source and reference attributes

Origin: National HACC Minimum Data Set User Guide Version 2.0 2005. Home and Community Care (HACC) Program

Data element attributes

Collection and usage attributes

Collection methods: The agency should record the type of goods or equipment received by the client (on loan or by purchase) for each Service event. This information can then be amalgamated to provide a measure of the types of goods and equipment received by a client over a reporting period (which will vary according to collection requirements).

Where the client receives more than one of the same type of good or equipment (e.g. several food packets) on the same occasion, the agency should only record this once. Where the client receives different types of goods or equipment on the same occasion, the agency should separately record each type of goods or equipment against the same date.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Australian Institute of Health and Welfare 1998. Home and Community Care (HACC) data dictionary, version 1.0. Commonwealth Department of Health and Family Services, Canberra

Relational attributes

Related metadata references: Supersedes Service event—type of goods and equipment received, code N NCSIMG, Superseded 29 / 04 / 2006

Supersedes Goods and equipment received, version 1, DE, NCSDD, NCSIMG, Superseded 01 / 03 / 2005

Hours worked—paid staff

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation—hours worked (paid staff), total NNNNN
METeOR identifier:	347870
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	The total number of hours actually worked by all paid staff in an agency or organisation.

Data element concept attributes

Data element concept:	Service provider organisation—hours worked
Definition:	Hours actually worked by all staff within an agency or organisation.
Object class:	Service provider organisation
Property:	Hours worked

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Total
Data type:	Number
Format:	NNNNN
Maximum character length:	5
Unit of measure:	Hour (h)

Collection and usage attributes

Guide for use:	Total hours expressed as 00000, 00001, 00425 etc.

Data element attributes

Collection and usage attributes

Guide for use:	This metadata item is asking for actual staff hours worked, not the rostered hours or full-time equivalent staff. Contract staff employed through an agency are included where the contract is for the supply of labour (e.g. nursing) rather than of products (e.g. photocopier maintenance).
Collection methods:	In some collections this metadata item may be collected for a specified week. Other collections may specify a 'usual' week or an average week calculated from a number of weeks or the entire year.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Origin:	Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03. Canberra: AIHW
Reference documents:	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Relational attributes

Related metadata references:	Supersedes Service provider organisation—hours worked (paid staff), total NNNNN NCSIMG, Superseded 27/04/2007
Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Hours worked—volunteer/unpaid staff

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation—hours worked (volunteer / unpaid staff), total NNNNN
METeOR identifier:	347882
Registration status:	NCSIMG, Standard 27 / 04 / 2007
Definition:	The total number of hours actually worked by all **volunteer** / unpaid staff in an agency or organisation.
Context:	To assist in the analysis of staffing inputs and to enable a comparison of the staffing requirements of different service types. It is important to include volunteers due to the significant contribution they make within many organisations.

Data element concept attributes

Data element concept:	Service provider organisation—hours worked
Definition:	Hours actually worked by all staff within an agency or organisation.
Object class:	Service provider organisation
Property:	Hours worked

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Total
Data type:	Number
Format:	NNNNN
Maximum character length:	5
Unit of measure:	Hour (h)

Collection and usage attributes

Guide for use:	Total hours expressed as 00000, 00001, 00425 etc.

Data element attributes

Collection and usage attributes

Guide for use:	This metadata item is asking for actual staff hours worked by volunteer staff, not the rostered hours or full-time equivalent staff.
Collection methods:	In some collections this metadata item may be collected for a specified week. Other collections may specify a 'usual' week or an average week calculated from a number of weeks or the entire year.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare
Origin:	Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03. Canberra: AIHW
Reference documents:	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Relational attributes

Related metadata references:	Supersedes Service provider organisation—hours worked (volunteer/unpaid staff), total NNNNN NCSIMG, Superseded 27/04/2007
Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

House/property number (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—house / property identifier, text [X(12)]
METeOR identifier:	270030
Registration status:	NHIG, Standard 01 / 03 / 2005 NCSIMG, Standard 30 / 09 / 2005
Definition:	The identifier of a house or property where a person resides, as represented by text.

Data element concept attributes

Data element concept:	Person (address)—house / property identifier
Definition:	The identifier of a house or property where a person resides.
Context:	Australian addresses.
Object class:	Person
Property:	House / property identifier

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(12)]
Maximum character length:	12

Data element attributes

Collection and usage attributes

Guide for use:

Generally, only one house / property number is used. However, if the house / property number includes a number range, the range of applicable numbers should be included, separated by a hyphen (-), with no spaces between numerals, i.e. 17-19

- House / property number 1 - refers to physical House / property number and for ranges is the starting number (5 numeric characters)
- House / property number Suffix 1 - a single character identifying the House / property number suffix (1 alphanumeric character)
- House / property number 2 - refers to a physical House / property number and for ranges is the finishing number (5 numeric characters)
- House / property number suffix 2 - a single character identifying the House / property number suffix (1 alphanumeric character) with no space between the numeric and the alpha characters.

For example; '401A 403B'

'401' is House / property number first in range

'A' is the House / Property suffix 1

'403' is House / property number last in range

'B' is House / Property suffix 2

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Australia Post Address Presentation Standard

Relational attributes

Related metadata references: Supersedes House / property number, version 1, DE, NHDD, NHIMG, Superseded 01 / 03 / 2005

Is used in the formation of Person (address)—address line, text [X(180)] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 30 / 09 / 2005

Is used in the formation of Person (address)—health address line, text [X(180)] NHIG, Superseded 04 / 05 / 2005

House/property number (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—house / property identifier, text [X(12)]
METeOR identifier:	290241
Registration status:	NHIG, Standard 04 / 05 / 2005 NCSIMG, Standard 30 / 09 / 2005
Definition:	The unique identifier of a house or property where an organisation is located.

Data element concept attributes

Data element concept:	Service provider organisation (address)—house / property identifier
Definition:	The identifier of a house or property where an organisation is located.
Context:	Australian addresses.
Object class:	Service provider organisation
Property:	House / property identifier

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(12)]
Maximum character length:	12

Data element attributes

Collection and usage attributes

Guide for use:

Generally, only one house / property number is used. However, if the house / property number includes a number range, the range of applicable numbers should be included, separated by a hyphen (-), with no spaces between numerals, i.e. 17-19

- House / property number 1 - refers to physical House / property number and for ranges is the starting number (5 numeric characters)
- House / property number Suffix 1 - a single character identifying the House / property number suffix (1 alphanumeric character)
- House / property number 2 - refers to a physical House / property number and for ranges is the finishing number (5 numeric characters)
- House / property number suffix 2 - a single character

identifying the House / property number suffix (1 alphanumeric character) with no space between the numeric and the alpha characters.

For example; '401A 403B'

'401' is House / property number first in range

'A' is the House / Property suffix 1

'403' is House / property number last in range

'B' is House / Property suffix 2

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Australia Post Address Presentation Standard

Relational attributes

Related metadata references: Is used in the formation of Service provider organisation (address)—address line, text [X(180)] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 30 / 09 / 2005

Household family composition

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Household—family composition, code N[NNN]
METeOR identifier:	343206
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	The composition of the **family** within the household, as represented by a code.
Context:	Household and family statistics.

Data element concept attributes

Data element concept:	Household—family composition
Definition:	The composition of the family within the household.
Object class:	Household
Property:	Family composition

Value domain attributes

Representational attributes

Classification scheme:	Family, household and income unit variables (family composition)
Representation class:	Code
Data type:	Number
Format:	NNNN
Maximum character length:	4

Permissible values:

Value	Meaning
1	Couple family with no children
2	Couple family with children
3	One parent family
9	Other family

Supplementary values:

8	Not stated/inadequately described

Collection and usage attributes

Guide for use:

Children refers to children of any age, dependent and non-dependent.

The basis of a family is formed by identifying the presence of a couple relationship, lone parent-child relationship or other blood relationship. Some households will, therefore, contain more than one family.

The classification is based on the Australian Bureau of Statistics Standards for Statistics on Families (ABS Cat. No. 1286.0) which contains a 4-level hierarchical classification. Only level 1 of this classification has been adopted for this metadata item. If individual agencies need to classify family types at a lower level of detail than specified in this metadata item (for example, if they wish to split children into dependent and non-dependent children), they should ensure that the more detailed

ABS classification is used.

CODE 8 Not stated / inadequately described

This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the metadata item has not been collected.

Source and reference attributes

Origin: Australian Bureau of Statistics. Family, household and income unit variables. Cat. no. 1286.0. Canberra: ABS. Viewed on 29 / 09 / 2006

Data element attributes

Source and reference attributes

Origin: Australian Bureau of Statistics. Family, household and income unit variables. Cat. no. 1286.0. Canberra: ABS. Viewed on 29 / 09 / 2006

Relational attributes

Related metadata references: Supersedes Household—family type, code N NCSIMG, Superseded 27 / 04 / 2007

Household type

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Household—household type, code N
METeOR identifier:	351188
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	A categorisation of a household based on the presence or absence of family members, as represented by a code.
Context:	Household and family statistics.

Data element concept attributes

Data element concept:	Household—household type
Definition:	A categorisation of a household based on the presence or absence of family members.
Object class:	Household
Property:	Household type

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Household containing family members only
2	Household containing a mixture of family and non-family members
3	Household containing non-family members only
4	Not classifiable

Supplementary values:

9	Not stated/inadequately described

Collection and usage attributes

Guide for use:

The classification is based on a combination of the first and second levels of the ABS 3-level hierarchy. This classification differs from the ABS classification in that it seeks to determine whether there are non-family persons co-resident with the person of concern. Care should be taken in making comparisons with the ABS data for Household composition.

If individual agencies need to classify household types at a lower level of detail, they should ensure that the more detailed ABS classification 'Household composition' is used. The lower levels in the classification cover detail on the number of families or the number of household members. Thus, household type is allocated dependent on the basis of the number of families and whether unrelated household members are present (if it is a

family household), or the number of household members if it is a non-family household.

It should be noted that only usual residents of a household are considered when describing and categorising households by Household type. Since households are differentiated in terms of families, and visitors to a household are excluded from family coding, the identification of usual residence is essential to determine the household type.

CODE 4 Not Classifiable

Operationally, all households must contain at least one member 15 years of age or older. Any household consisting only of a person or persons all under 15 years of age is coded to 'Not classifiable'. This approach is consistent with that used in the family type classification, in which a family is likewise not defined unless it consists of at least one member aged 15 years or older.

CODE 9 Not stated / inadequately described

Is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Source and reference attributes

Reference documents: Australian Bureau of Statistics. Family, household and income unit variables. Cat. no. 1286.0. Canberra: ABS. Viewed on 29 / 09 / 2006

Data element attributes

Collection and usage attributes

Guide for use: At least one member of the household must be over 15 years of age.

Source and reference attributes

Reference documents: Australian Bureau of Statistics. Family, household and income unit variables. Cat. no. 1286.0. Canberra: ABS. Viewed on 29 / 09 / 2006

Relational attributes

Related metadata references: Supersedes Household—household type, code N NCSIMG, Superseded 27 / 04 / 2007

Impairment of body function

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—extent of impairment of body function, code (ICF 2001) N
METeOR identifier:	320138
Registration status:	NHIG, Standard 29/11/2006 NCSIMG, Standard 16/10/2006
Definition:	A person's degree of impairment in a specified body function, as represented by a code.
Context:	Human functioning and disability

Data element concept attributes

Data element concept:	Person—extent of impairment of body function
Definition:	A person's degree of impairment in a specified body function.
Object class:	Person
Property:	Extent of impairment of body function

Value domain attributes

Representational attributes

Classification scheme:	International Classification of Functioning, Disability and Health 2001
Representation class:	Code
Data type:	String
Format:	N
Maximum character length:	1

Permissible values: / *Supplementary values:*

Value	Meaning
0	No impairment
1	Mild impairment
2	Moderate impairment
3	Severe impairment
4	Complete impairment
8	Not specified
9	Not applicable

Collection and usage attributes

Guide for use:

This metadata item contributes to the definition of the concept '**Disability**' and gives an indication of the experience of disability for a person.

Impairments of body structure or body function are problems in body structure or function such as a loss or significant departure from population standards or averages.

CODE 0 No impairment

Used when there is no significant variation from accepted population standards in the biomedical status of the body

structure or its functions [0-4%].

CODE 1 Mild impairment

Used when there is a slight or low variation from accepted population standards in the biomedical status of the body structure or its functions [5-24%].

CODE 2 Moderate impairment

Used when there is a medium (significant but not severe) variation from accepted population standards in the biomedical status of the body structure or its functions [25-49%].

CODE 3 Severe impairment

Used when there is an extreme variation from accepted population standards in the biomedical status of the body structure or its functions [50-95%].

CODE 4 Complete impairment

Used when there is a total variation from accepted population standards in the biomedical status of the body structure or its functions [96-100%].

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Origin: World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents: Further information on the ICF including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website http://www.who.int/classifications/icf/en/
- Australian Collaborating Centre ICF website http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use: This coding is to be used in conjunction with specified Body Functions domains. For example, 'a mild impairment of functions related to the brain' to indicate the area of impairment and, potentially, the sorts of interventions that may result in improved functioning. The body function in which an individual experiences an impairment is indicated using the metadata item Person—body function, code (ICF 2001) AN[NNNN].

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Relational attributes

Implementation in Data Set Specifications:	Body functions cluster NHIG, Standard 29/11/2006 NCSIMG, Standard 16/10/2006

Impairment of body structure

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—extent of impairment of body structure, code (ICF 2001) N
METeOR identifier:	320165
Registration status:	NHIG, Standard 29/11/2006 NCSIMG, Standard 16/10/2006
Definition:	A person's degree of impairment in a specified body structure, as represented by a code.

Data element concept attributes

Data element concept:	Person—extent of impairment of body structure
Definition:	A person's degree of impairment in a specified body structure.
Object class:	Person
Property:	Extent of impairment of body structure

Value domain attributes

Representational attributes

Classification scheme:	International Classification of Functioning, Disability and Health 2001
Representation class:	Code
Data type:	String
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
0	No impairment
1	Mild impairment
2	Moderate impairment
3	Severe impairment
4	Complete impairment

Supplementary values:

Value	Meaning
8	Not specified
9	Not applicable

Collection and usage attributes

Guide for use:

This metadata item contributes to the definition of the concept '**Disability**' and gives an indication of the experience of disability for a person.

Impairments of body structure or body function are problems in body structure or function such as a loss or significant departure from population standards or averages.

CODE 0 No impairment

Used when there is no significant variation from accepted population standards in the biomedical status of the body structure or its functions [0-4%].

CODE 1 Mild impairment

Used when there is a slight or low variation from accepted population standards in the biomedical status of the body structure or its functions [5-24%].

CODE 2 Moderate impairment

Used when there is a medium (significant but not severe) variation from accepted population standards in the biomedical status of the body structure or its functions [25-49%].

CODE 3 Severe impairment

Used when there is an extreme variation from accepted population standards in the biomedical status of the body structure or its functions [50-95%].

CODE 4 Complete impairment

Used when there is a total variation from accepted population standards in the biomedical status of the body structure or its functions [96-100%].

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Origin: World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents: Further information on the ICF including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website http://www.who.int/classifications/icf/en/
- Australian Collaborating Centre ICF website http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use: This data element is used in conjunction with specified body structures, for example 'mild impairment of structures related to movement'. This data element may also be used in conjunction with Person—nature of impairment of body structure, code (ICF 2001) N and Person—location of impairment of body structure, code (ICF 2001) N.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Relational attributes

Implementation in Data Set Specifications: Body structures cluster NHIG, Standard 29/11/2006
NCSIMG, Standard 16/10/2006

Indigenous status

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—Indigenous status, code N
METeOR identifier:	291036
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
Definition:	Whether a person identifies as being of Aboriginal or Torres Strait Islander origin, as represented by a code. This is in accord with the first two of three components of the Commonwealth definition.

Data element concept attributes

Data element concept:	Person—Indigenous status
Definition:	Indigenous Status is a measure of whether a person identifies as being of Aboriginal or Torres Strait Islander origin. This is in accord with the first two of three components of the Commonwealth definition.
Context:	Australia's Aboriginal and Torres Strait Islander peoples occupy a unique place in Australian society and culture. In the current climate of reconciliation, accurate and consistent statistics about Aboriginal and Torres Strait Islander peoples are needed in order to plan, promote and deliver essential services, to monitor changes in wellbeing and to account for government expenditure in this area. The purpose of this metadata item is to provide information about people who identify as being of Aboriginal or Torres Strait Islander origin. Agencies or establishments wishing to determine the eligibility of individuals for particular benefits, services or rights will need to make their own judgments about the suitability of the standard measure for these purposes, having regard to the specific eligibility criteria for the program concerned.
Object class:	Person
Property:	Indigenous status

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Aboriginal but not Torres Strait Islander origin
2	Torres Strait Islander but not Aboriginal origin
3	Both Aboriginal and Torres Strait Islander origin
4	Neither Aboriginal nor Torres Strait Islander

		origin
Supplementary values:	9	Not stated / inadequately described

Collection and usage attributes

Guide for use:

This metadata item is based on the Australian Bureau of Statistics (ABS) standard for Indigenous status. For detailed advice on its use and application please refer to the ABS Website as indicated in the Reference documents.

The classification for Indigenous status has a hierarchical structure comprising two levels. There are four categories at the detailed level of the classification which are grouped into two categories at the broad level. There is one supplementary category for 'not stated' responses. The classification is as follows:

Indigenous:

- Aboriginal but not Torres Strait Islander origin.
- Torres Strait Islander but not Aboriginal origin.
- Both Aboriginal and Torres Strait Islander origin.

Non-indigenous:

- Neither Aboriginal nor Torres Strait Islander origin.

Not stated / inadequately described:

This category is not to be available as a valid answer to the questions but is intended for use:

- Primarily when importing data from other data collections that do not contain mappable data.
- Where an answer was refused.
- Where the question was not able to be asked prior to completion of assistance because the client was unable to communicate or a person who knows the client was not available.

Only in the last two situations may the tick boxes on the questionnaire be left blank.

Data element attributes

Collection and usage attributes

Collection methods:

The standard question for Indigenous Status is as follows:

[Are you] [Is the person] [Is (name)] of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No.....

Yes, Aboriginal.....

Yes, Torres Strait Islander.....

This question is recommended for self-enumerated or interview-based collections. It can also be used in circumstances where a close relative, friend, or another member of the household is answering on behalf of the subject. It is strongly recommended that this question be asked directly wherever possible.

When someone is not present, the person answering for them should be in a position to do so, i.e. this person must know well the person about whom the question is being asked and feel

confident to provide accurate information about them.

This question must always be asked regardless of data collectors' perceptions based on appearance or other factors.

The Indigenous status question allows for more than one response. The procedure for coding multiple responses is as follows:

If the respondent marks 'No' and either 'Aboriginal' or 'Torres Strait Islander', then the response should be coded to either Aboriginal or Torres Strait Islander as indicated (i.e. disregard the 'No' response).

If the respondent marks both the 'Aboriginal' and 'Torres Strait Islander' boxes, then their response should be coded to 'Both Aboriginal and Torres Strait Islander Origin'.

If the respondent marks all three boxes ('No', 'Aboriginal' and 'Torres Strait Islander'), then the response should be coded to 'Both Aboriginal and Torres Strait Islander Origin' (i.e. disregard the 'No' response).

This approach may be problematical in some data collections, for example when data are collected by interview or using screen based data capture systems. An additional response category. Yes, both Aboriginal and Torres Strait Islander... may be included if this better suits the data collection practices of the agency or establishment concerned.

Comments:

The following definition, commonly known as 'The Commonwealth Definition', was given in a High Court judgement in the case of Commonwealth v Tasmania (1983) 46 ALR 625.

'An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives'.

There are three components to the Commonwealth definition:

- descent;
- self-identification; and
- community acceptance.

In practice, it is not feasible to collect information on the community acceptance part of this definition in general purpose statistical and administrative collections and therefore standard questions on Indigenous status relate to descent and self-identification only.

Source and reference attributes

Origin:

National Health Data Committee

National Community Services Data Committee

Reference documents:

Australian Bureau of Statistics 1999. Standards for Social, Labour and Demographic Variables. Cultural Diversity Variables, Canberra. Viewed 3 August 2005.

Relational attributes

Related metadata references:

Supersedes Person—Indigenous status, code N NHIG, Superseded 04/05/2005, NCSIMG, Superseded 25/08/2005

Implementation in Data Set Specifications:

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27/03/2007

Individual funding indicator

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—funding indicator, code N
METeOR identifier:	323170
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	Whether a person is currently receiving individualised funding from a service provider/program as represented by a code.

Data element concept attributes

Data element concept:	Person—funding indicator
Definition:	Whether a person is currently receiving individualised funding from a service provider/program.
Object class:	Person
Property:	Funding indicator

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Yes
2	No

Supplementary values:

9	Not stated/inadequately described

Collection and usage attributes

Guide for use: CODE 9 Not stated/inadequately described

This code is not for use in primary data collections.

Data element attributes

Collection and usage attributes

Guide for use: Individualised funding should have all of the following characteristics:

- the funding dollars are provided from with program funds;
- funding dollars are allocated to an individual on the basis of needs assessment, funding application or similar process;
- these funding dollars may be directly under the control of the individual or their carer/advocate; or may be managed by or in consultation with a service provider to access a range of services for the individual; or may be given directly to the service provider who providers the service to the individual;
- the funding is transportable and able to move with the

individual if they choose to use another service;

- the individual funding package is generally related to a policy ethos of fostering individual choice and autonomy.

Source and reference attributes

Submitting organisation:	CSTDA NMDS Network.
Origin:	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Relational attributes

Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Influence of environmental factor

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—extent of environmental factor influence, code (ICF 2001) [X]N
METeOR identifier:	320198
Registration status:	NHIG, Standard 29/11/2006 NCSIMG, Standard 16/10/2006
Definition:	The degree to which a specified environmental factor influences the body function or structure, the activity or participation of a person, as represented by a code.
Context:	The environment in which a person functions or experiences disability.

Data element concept attributes

Data element concept:	Person—extent of environmental factor influence
Definition:	The degree to which specified environmental factors influence the body function or structure, the activity or participation of a person.
Object class:	Person
Property:	Extent of environmental factor influence

Value domain attributes

Representational attributes

Classification scheme:	International Classification of Functioning, Disability and Health 2001
Representation class:	Code
Data type:	String
Format:	[X]N
Maximum character length:	2

Permissible values:

Value	Meaning
0	No barrier
1	Mild barrier
2	Moderate barrier
3	Severe barrier
4	Complete barrier
+0	No facilitator
+1	Mild facilitator
+2	Moderate facilitator
+3	Substantial facilitator
+4	Complete facilitator

Supplementary values:

8	Barrier not specified
+8	Facilitator not specified
9	Not applicable

Collection and usage attributes

Guide for use:

This metadata item contributes to the definition of the concept '**Disability**' and gives an indication of the experience of disability for a person.

Extent of influence of environmental factors corresponds to the degree or strength or magnitude of the influence and the amount of time the influence is experienced by the person. It is essentially a summary measure, in which are embedded the concepts of availability, quality and importance, that indicates the effect the specified environmental factor has on the person.

Whether, and by how much, environmental factors are influencing an individual's level of functioning, and whether the influence is a facilitator or barrier, may indicate the sorts of interventions that will optimise the individual's functioning. This information may be for policy development, service provision, or advocacy purposes. Preventative strategies could be indicated by this information.

This value domain can be used to collect information across the whole spectrum of influence, for example, tactile flooring may be a facilitator to a person with visual impairment and a barrier to a person with mobility impairments. In line with the ICF approach to functioning and disability, this value domain recognises, and gives the means to record, the positive influence of environmental factors as well as those factors that limit the level of functioning of a person.

The codes are mutually exclusive. The choice of codes depends on the context of the data collection. For example; if collecting information about the positive influence of an environmental factor such as a community service it would be appropriate to use Code 0 No facilitator if the service was not influencing the person's level of functioning (even if the service were not a barrier to the person's functioning).

Code +0 No facilitator:

Used when the environment factor does not impact in a positive way on the body structure or function, activity or participation of a person.

Code +1 Mild facilitator:

Used when the environmental factor impacts in a positive way on the body structure or function, activity or participation of a person between 5-24% of the time the person participates in the specified domain of functioning or has a low level of impact on the person's functioning.

Code +2 Moderate facilitators:

Used when the environmental factor impacts in a positive way on the body structure or function, activity or participation of a person between 25-49% of the time the person participates in the specified domain of functioning or has a significant, but moderate impact on the person's functioning.

Code +3 Substantial facilitators:

Used when the environmental factor impacts in a positive way on the body structure or function, activity or participation of a person between 50-95% of the time the person participates in the specified domain of functioning or has an extreme effect on the person's functioning.

Code +4 Complete facilitators:

Used when the environmental factor impacts in a positive way on the body structure or function, activity or participation of a person between 96-100% of the time the person participates in the specified domain of functioning or the person functions optimally with this environmental factor.

Code +8 Facilitator not specified:

Used when there is insufficient information to record the Extent of environmental influence code (ICF 2001) N in classes +1 to +4.

Code 0 No barrier:

Used when the environment factor does not impact in a negative way on the body structure or function, activity or participation of a person.

Code 1 Mild barriers:

Used when the environmental factor impacts in a negative way on the body structure or function, activity or participation of a person between 5-24% of the time the person participates in the specified domain of functioning or has a low level of impact on the person's functioning.

Code 2 Moderate barriers:

Used when the environmental factor impacts in a negative way on the body structure or function, activity or participation of a person between 25-49% of the time the person participates in that specified domain of functioning or has a significant, but moderate impact on the person's functioning.

Code 3 Severe barriers:

Used when the environmental factor impacts in a negative way on the body structure or function, activity or participation of a person between 50-95% of the time the person participates in that specified domain of functioning or has an extreme effect on the person's functioning.

Code 4 Complete barriers:

Used when the environmental factor impacts in a negative way on the body structure or function, activity or participation of a person between 96-100% of the time the person participates in the specified domain of functioning or is of such magnitude that the person is unable to function.

Code 8 Barrier not specified:

Used when there is insufficient information to record the Extent of environmental influence code (ICF 2001) N in classes 1 to 4.

Code 9 Not applicable:

Used when environmental factors impacts in neither a positive or negative way on the body structure or function, activity or participation of a person or for between 0-4% of the time the person participates in that specified area and has minimal impact on the person's level of functioning in the specified domain.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Origin: WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents:

Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website
  http://www.who.int/classifications/icf/en/
- Australian Collaborating Centre ICF website
  http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use:

Environmental factors represent the circumstances in which the individual lives. These factors are conceived as immediate (e.g. physical features of the environment, social environment) and societal (formal and informal social structures, services and systems). Different environments may have a very different impact on the same individual with a given health condition.

The influence of environmental factors may be positive, increasing the level of functioning (a facilitator), or negative, decreasing the level of functioning (a barrier).

The extent of influence of the **Environmental factors** is affected both by the degree or strength of influence, and the amount of time the influence is experienced by the person.

This metadata item is recorded in conjunction with *Environmental factor code N* to indicate the extent to which specified environmental factors influence the body function or structure, the activity or participation of a person.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Relational attributes

Implementation in Data Set Specifications:

Environmental factors cluster NHIG, Standard 29/11/2006
NCSIMG, Standard 16/10/2006

Informal carer co-residency

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Informal carer—co-residency status, code N
Synonymous names:	Carer residency status
METeOR identifier:	270167
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	Whether or not an informal carer lives with the person for whom they care, as represented by a code.

Data element concept attributes

Data element concept:	Informal carer—co-residency status
Definition:	Whether or not an informal carer lives with the person for whom they care.
Context:	Personal and social support
Object class:	Informal carer
Property:	Co-residency status

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Co-resident carer
2	Non-resident carer

Supplementary values:

9	Not stated/inadequately described

Collection and usage attributes

Guide for use: A co-resident carer is a person who provides care and assistance on a regular and sustained basis to a person who lives in the same household. A non-resident carer is a person who provides care and assistance on a regular and sustained basis to someone who usually lives in a different household.

Data element attributes

Collection and usage attributes

Guide for use: This metadata item is usually used to record residency status of the person who provides most care to the person.

If a client has both a co-resident (e.g. a spouse) and a visiting carer (e.g. a daughter or son), the coding response should be related to the carer who provides the most significant care and assistance related to the client's capacity to remain living at home. The expressed views of the client and/or their carer(s) or

	significant other should be used as the basis for determining this.
Collection methods:	This item can be collected when either the carer or the person being cared for is the client of an agency. Agencies may be required to collect this item at the beginning of each service episode. Agencies should also assess the currency of this information at subsequent assessments or re-assessments. Some agencies may record this information historically so that they can track changes over time. Historical recording refers to the practice of maintaining a record of changes over time where each change is accompanied by the appropriate date.
Comments:	This item helps to establish a profile of the characteristics of informal carers and as such increases knowledge about the dynamics and patterning of the provision of informal care. In particular, whether the informal carer lives with the person for whom they care or not is one indication of the level of informal support available to clients and of the intensity of care provided by the carer. This data element can be used to identify whether the carer is a co-resident carer (as per the Australian Bureau of Statistics Survey of Disability, Ageing and Carers) and thereby facilitates comparisons with population estimates of the number of informal carers who are also co-resident carers. This is important in the estimation of need for services.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare
Origin:	Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

Relational attributes

Related metadata references:	Supersedes Carer co-residency, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005
Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Informal carer existence indicator

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—informal carer existence indicator, code N
Synonymous names:	Informal carer availability, Informal carer existence flag, Carer arrangements (informal)
METeOR identifier:	320939
Registration status:	NHIG, Standardisation pending 31/05/2007 NCSIMG, Standard 29/04/2006
Definition:	Whether a person has an **informal carer**, as represented by a code.

Data element concept attributes

Data element concept:	Person—informal carer existence indicator
Definition:	Whether a person has an **informal carer**.
Object class:	Person
Property:	Informal carer existence indicator

Value domain attributes

Representational attributes

Representation class:	Code	
Data type:	Number	
Format:	N	
Maximum character length:	1	
Permissible values:	Value	Meaning
	1	Yes
	2	No
Supplementary values:	9	Not stated/inadequately described

Collection and usage attributes

Guide for use:	CODE 9 Not stated/inadequately described This code is not for use in primary data collections.

Data element attributes

Collection and usage attributes

Guide for use:	Informal carers may include those people who receive a pension or benefit for their caring role and people providing care under family care agreements. Excluded from the definition of informal carers are volunteers organised by formal services and paid workers. This metadata item is purely descriptive of a client's circumstances. It is not intended to reflect whether the informal carer is considered by the service provider to be capable of undertaking the caring role. The expressed views of the client and/or their carer should be used as the basis for determining

whether the client is recorded as having an informal carer or not.

When asking a client whether they have an informal carer, it is important for agencies or establishments to recognise that a carer does not always live with the person for whom they care. That is, a person providing significant care and assistance to the client does not have to live with the client in order to be called an informal carer.

Collection methods:

Agencies or establishments and service providers may collect this item at the beginning of each service episode and / or assess this information at subsequent assessments.

Some agencies, establishments / providers may record this information historically so that they can track changes over time. Historical recording refers to the practice of maintaining a record of changes over time where each change is accompanied by the appropriate date.

Examples of questions used for data collection include:

Home and Community Care NMDS

'Do you have someone who helps look after you?'

Commonwealth State / Territory Disability Agreement NMDS

*'Does the service user have an informal carer, such as **family** member, friend or neighbour, who provides care and assistance on a regular and sustained basis?*

Comments:

Recent years have witnessed a growing recognition of the critical role that informal support networks play in caring for frail older people and people with disabilities within the community. Not only are informal carers responsible for maintaining people with often high levels of functional dependence within the community, but the absence of an informal carer is a significant risk factor contributing to institutionalisation. Increasing interest in the needs of carers and the role they play has prompted greater interest in collecting more reliable and detailed information about carers and the relationship between informal care and the provision of and need for formal services.

This definition of informal carer is not the same as the Australian Bureau of Statistics (ABS) definition of principal carer, 1993 Disability, Ageing and Carers Survey and primary carer used in the 1998 survey. The ABS definitions require that the carer has or will provide care for a certain amount of time and that they provide certain types of care.

The ABS defines a primary carer as a person of any age who provides the most informal assistance, in terms of help or supervision, to a person with one or more disabilities. The assistance has to be ongoing, or likely to be ongoing, for at least six months and be provided for one or more of the core activities (communication, mobility and self care). This may not be appropriate for community services agencies wishing to obtain information about a person's carer regardless of the amount of time that care is for, or the types of care provided.

Information such as the amount of time for which care is provided can of course be collected separately but, if it were not needed, it would place a burden on service providers.

Source and reference attributes

Origin:	Australian Institute of Health and Welfare National Health Data Committee National Community Services Data Committee
Reference documents:	Australian Bureau of Statistics (ABS) 1993 Disability, Ageing and Carers Survey and 1998 survey. Australian Institute of Health and Welfare (2005) Commonwealth State/Territory Disability Agreement National Minimum Data Set collection (CSTDA NMDS) Data Guide: 2005-06. National HACC Minimum Data Set User Guide Version 2 July 2005. Home and Community Care (HACC) Program.

Relational attributes

Related metadata references:	Supersedes Person (requiring care)—carer availability status, code N NHIG, Standard 01/03/2005, NCSIMG, Superseded 02/05/2006
Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Informal carer primary status

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Informal carer—primary status, code N
Synonymous names:	Carer primary status
METeOR identifier:	323760
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	Whether the informal carer provides assistance with one or more core activities (communication, mobility and self-care), as represented by a code.

Data element concept attributes

Data element concept:	Informal carer—primary status
Definition:	Whether the informal carer provides assistance with one or more core activities (communication, mobility and self-care).
Object class:	Informal carer
Property:	Primary status

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Yes
2	No

Supplementary values:

9	Not stated/inadequately described

Collection and usage attributes

Guide for use: CODE 9 Not stated/inadequately described

This code is not for use in primary data collections.

Data element attributes

Collection and usage attributes

Guide for use: This data element should only be reported in relation to service users that have a carer.

Self-care includes activities such as bathing, dressing, eating and/or toiletting.

Mobility includes moving around the home and/or moving around away from home (including the ability to use transport or drive a motor vehicle) and getting in or out of bed or a chair.

If the only support provided to a service user is in the area of public transport or driving a motor vehicle and this support is not required every time the service user uses these modes of

transport, then a person is not generally considered to be a primary carer. For example, if a person drives the service user to the shops every second Wednesday to go shopping, and the service user can normally move / get around on their own using public transport or a motor vehicle, then the person would not be considered a 'primary carer'.

Communication includes making oneself understood by strangers / family / friends / staff, in own native language if applicable, and understanding others.

Comments: This data element can be used to identify whether the carer is a primary carer (as per the Australian Bureau of Statistics Survey of Disability, Ageing and Carers) and thereby facilitates comparisons with population estimates of the number of informal carers who are also primary carers. This is important in the estimation of need for services.

Source and reference attributes

Submitting organisation: CSTDA NMDS Network.

Origin: Commonwealth State / Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Relational attributes

Implementation in Data Set Specifications: Commonwealth State / Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27 / 04 / 2007

Interpreter service type

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—type of interpreter service required, code N
Synonymous names:	Type of interpreter service
METeOR identifier:	323185
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	Whether an interpreter service required by a person is for spoken language or non-spoken communication, as represented by a code.

Data element concept attributes

Data element concept:	Person—type of interpreter services required
Definition:	Whether an interpreter service required by a person is for spoken language or non-spoken communication.
Object class:	Person
Property:	Type of interpreter services required

Value domain attributes

Representational attributes

Representation class:	Code	
Data type:	Number	
Format:	N	
Maximum character length:	1	
Permissible values:	Value	Meaning
	1	Spoken language other than English
	2	Non-spoken communication
Supplementary values:	9	Not stated/inadequately described

Data element attributes

Collection and usage attributes

Guide for use:	CODE 2 Non-spoken communication If a person communicated with the assistance of a signer (i.e. not necessarily arranged by the agency/service provider) this code should be used.

Source and reference attributes

Submitting organisation:	CSTDA NMDS Network.
Origin:	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Relational attributes

Related metadata references:	See also Person—interpreter service required NHIG, Standard 08/02/2006, NCSIMG, Standard 10/04/2006
Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Interpreter services required

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—interpreter service required, yes / no code N
Synonymous names:	Need for interpreter service
METeOR identifier:	304294
Registration status:	NHIG, Standard 08 / 02 / 2006 NCSIMG, Standard 10 / 04 / 2006
Definition:	Whether an interpreter service is required by or for the person, as represented by a code.

Data element concept attributes

Data element concept:	Person—interpreter service required
Definition:	Whether an interpreter service is required by or for the person.
Context:	To assist in planning for provision of interpreter services.
Object class:	Person
Property:	Interpreter service required status

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Yes
2	No

Data element attributes

Collection and usage attributes

Guide for use:

Includes verbal language, non verbal language and languages other than English.

CODE 1 Yes

Use this code where interpreter services are required.

CODE 2 No

Use this code where interpreter services are not required.

Persons requiring interpreter services for any form of sign language should be coded as Interpreter required.

Collection methods:

Recommended question:

Do you [does the person] require an interpreter?

Yes

No

Relational attributes

Related metadata references:	See also Person—type of interpreter service required, code N NCSIMG, Standard 27/04/2007 Supersedes Person—interpreter service required (community services), code N NCSIMG, Superseded 01/05/2006
Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Labour force status

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—labour force status, code N
METeOR identifier:	270112
Registration status:	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
Definition:	The self reported status the person currently has in being either in the labour force (employed/unemployed) or not in the labour force, as represented by a code.

Data element concept attributes

Data element concept:	Person—labour force status
Definition:	The self reported status the person currently has in being either in the labour force (employed/unemployed) or not in the labour force. The categories are determined by a person's status in relation to current economic activity (which is measured by their activities in relation to work in a specified reference period).
Object class:	Person
Property:	Labour force status

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Employed
2	Unemployed
3	Not in the labour force

Supplementary values:

9	Not stated/inadequately described

Collection and usage attributes

Guide for use:

CODE 1 Employed:

Persons aged 15 years and over who, during the reference week:

(a) worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (comprising 'Employees', 'Employers' and 'Own Account Workers'); or

(b) worked for one hour or more without pay in a family business or on a farm (i.e. 'Contributing Family Worker'); or

(c) were 'Employees' who had a job but were not at work and were:

- on paid leave
- on leave without pay, for less than four weeks, up to the end

of the reference week

- stood down without pay because of bad weather or plant breakdown at their place of employment, for less than four weeks up to the end of the reference week
- on strike or locked out
- on workers' compensation and expected to be returning to their job, or
- receiving wages or salary while undertaking full-time study; or

(d) were 'Employers', 'Own Account Workers' or 'Contributing Family Workers' who had a job, business or farm, but were not at work.

CODE 2 Unemployed:

Unemployed persons are those aged 15 years and over who were not employed during the reference week, and:

(a) had actively looked for full-time or part-time work at any time in the four weeks up to the end of the reference week. Were available for work in the reference week, or would have been available except for temporary illness (i.e. lasting for less than four weeks to the end of the reference week). Or were waiting to start a new job within four weeks from the end of the reference week and would have started in the reference week if the job had been available then; or

(b) were waiting to be called back to a full-time or part-time job from which they had been stood down without pay for less than four weeks up to the end of the reference week (including the whole of the reference week) for reasons other than bad weather or plant breakdown. Note: Actively looking for work includes writing, telephoning or applying in person to an employer for work. It also includes answering a newspaper advertisement for a job, checking factory or job placement agency notice boards, being registered with a job placement agency, checking or registering with any other employment agency, advertising or tendering for work or contacting friends or relatives.

CODE 3 Not in the Labour Force:

Persons not in the labour force are those persons aged 15 years and over who, during the reference week, were not in the categories employed or unemployed, as defined. They include persons who were keeping house (unpaid), retired, voluntarily inactive, permanently unable to work, persons in institutions (hospitals, gaols, sanatoriums, etc.), trainee teachers, members of contemplative religious orders, and persons whose only activity during the reference week was jury service or unpaid voluntary work for a charitable organisation.

Collection methods:

For information about collection, refer to the ABS website:

http://www.abs.gov.au/Ausstats/abs@.nsf/0/AEB5AA310D68DF8FCA25697E0018FED8?Open

Source and reference attributes

Origin:

Australian Bureau of Statistics 1995. Directory of Concepts and Standards for Social, Labour and Demographic Variables. Australia 1995. Cat. no. 1361.0.30.001. Canberra: AGPS.

http://www.abs.gov.au/Ausstats/abs@.nsf/0/AEB5AA310D68DF8FCA25697E0018FED8?Open (last viewed 21 December 2005)

Data element attributes

Collection and usage attributes

Comments: Labour force status is one indicator of the socio-economic status of a person and is a key element in assessing the circumstances and needs of individuals and families.

Source and reference attributes

Origin: Health Data Standards Committee

Relational attributes

Related metadata references: Supersedes Labour force status, version 3, DE, Int. NCSDD & NHDD, NCSIMG & NHIMG, Superseded 01/03/2005

Implementation in Data Set Specifications: Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Last service provision date

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service event—last service provision date, DDMMYYYY
Synonymous names:	Last service contact date, Date service last received
METeOR identifier:	323253
Registration status:	NCSIMG, Standard 29/04/2006
Definition:	The date on which a service was last provided.

Data element concept attributes

Data element concept:	Service event—last service provision date
Definition:	The date on which a service was last provided.
Object class:	Service event
Property:	Last service provision date

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Date
Data type:	Date/Time
Format:	DDMMYYYY
Maximum character length:	8

Data element attributes

Collection and usage attributes

Collection methods:	Last service contact date must be related to a particular service event.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Relational attributes

Related metadata references:	Supersedes Last service contact date, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005
Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Legal order

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—legal order / arrangement type, code N
METeOR identifier:	324835
Registration status:	NCSIMG, Standard 29 / 04 / 2006
Definition:	The type of legal order or legal arrangement, to which a person is a subject of, or party to, as represented by a code.

Data element concept attributes

Data element concept:	Person—legal order / arrangement type
Definition:	The type of legal order or legal arrangement, to which a person is a subject of, or party to.
Context:	The legal status of a person is directly relevant to service provision in some community services areas (for example, care and protection orders in the child protection area, juvenile justice orders, restraining orders in Supported Accommodation Assistance Program (SAAP)). It may also be useful for agencies to assist in the provision of appropriate legal and other services. Mental health legal status is required to monitor trends in the use of compulsory treatment provisions under State and Territory mental health legislation by Australian hospitals and community health care facilities including, 24 hour community based residential services. Mental health legal status is an essential metadata item within local records for those hospitals and community mental health services that provide psychiatric treatment to involuntary patients. Information on legal status also provides a way of examining the link between clients and the criminal justice system and other service systems.
Object class:	Person
Property:	Legal order / arrangement type

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
0	Not applicable
1	Care and protection order
2	Juvenile justice order
3	Involuntary mental health patient (under mental health legislation)
4	Restraining order

	5	Other legal order
Supplementary values:	9	Not stated / inadequately described

Collection and usage attributes

Guide for use:

The legal orders and arrangements listed above are a state responsibility and may vary across jurisdictions (for example, the number and type of care and protection orders vary quite considerably). As a result care should be taken in interpreting data differences across jurisdictions.

CODE 0 Not applicable

To be used where there is no legal order / arrangement in effect.

CODE 1 Care and protection orders:

A legal order for the care and protection of a child under 18 years of age. Care and protection orders comprise the following:

- finalised guardianship or finalised custody orders sought through a court, or administrative arrangements that have the impact of transferring custody or guardianship;
- finalised supervisory and other finalised court orders which give the department some responsibility for the child's welfare; and
- interim and temporary orders and care applications.

Care and protection orders exclude administrative and voluntary arrangements with the community services departments that do not have the effect of transferring custody or guardianship.

There is a wide range of orders and arrangements included as care and protection orders, such as guardianship, custody, supervisory, undertakings, interim and temporary orders and undertakings. The types and numbers of orders vary considerably across states and territories.

CODE 2 Juvenile Justice orders:

Legal orders or arrangements under state and territory juvenile justice legislation. Includes orders involving detention and non-detention (non-detention orders may require supervision, commitments or undertakings from young people, fines and good behaviour bonds).

CODE 3 Involuntary mental health patient:

Approval is required under the state or territory mental health legislation in order to detain patients for the provision of mental health care or for patients to be treated compulsorily in the community. Each state and territory mental health legislation differs in the number of categories of involuntary patient that are recognised, and the specific titles and legal conditions applying to each type. The legal status categories, which provide for compulsory detention or compulsory treatment of the patient can be readily differentiated within each jurisdiction. These include special categories for forensic patients who are charged with or convicted of some form of criminal activity.

The mental health legal status of admitted patients treated within approved hospitals may change many times throughout the episode of care. Patients may be admitted to hospital on an involuntary basis and subsequently be changed to voluntary status; some patients are admitted as voluntary but are

transferred to involuntary status during the hospital stay. Multiple changes between voluntary and involuntary status during an episode of care in hospital or treatment in the community may occur depending on the patient's clinical condition and his/her capacity to consent to treatment.

Data element attributes

Collection and usage attributes

Guide for use: A person may be the subject of, or party to, more than one of the legal orders or legal arrangements at the same time (and may therefore have multiple codes).

Collection methods: This metadata item will be collected at different times depending on the requirements of the data collection. For some it may be at the time a person is seeking a service while for others it may be at regular or irregular intervals.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: National Health Data Dictionary Version 8.0 Children of care and protection orders, Australia: data collection standards, tables and counting rules, 1998-99 Supported Accommodation Assistance Program (SAPP) National Data Collection Data Dictionary Version 1.1, 1999

Relational attributes

Related metadata references: Supersedes Legal order, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005

Letters of family name

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—letters of family name, text XXX
METeOR identifier:	349481
Registration status:	NCSIMG, Standard 27/03/2007
Definition:	The combination of 2nd, 3rd and 5th letters of a person's family name.

Data element concept attributes

Data element concept:	Person—letters of family name
Definition:	A specific combination of letters selected from the person's family name (surname).
Object class:	Person
Property:	Letters of family name

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	XXX
Maximum character length:	3

Data element attributes

Collection and usage attributes

Guide for use:

In the three spaces, the agency should record the 2nd, 3rd and 5th letters of the client's family name.

For example: If the client's family name is Brown, the reported value should be RON. If the client's family name is Thompson, the reported value should be HOP.

If the client's family name includes non-alphabetic characters—for example hyphens (as in Lee-Archer), apostrophes (as in O'Mara) or blank spaces (as in De Vries)—these non-alphabetic characters should be ignored when counting the position of each character.

Regardless of the length of a person's name, the reported value should always be three characters long. If the legal family name is not long enough to supply the requested letters (i.e. a legal family name of less than five letters) then agencies should substitute the number '2' to reflect the missing letters. The placement of a number '2' should always correspond to the same space that the missing letter would have within the 3-digit field. A number (rather than a letter) is used for such a substitution in order to clearly indicate that an appropriate corresponding letter from the person's name is not available.

For example: If a person's family name is Farr, then value reported would be AR2 because the 2 is substituting for a

missing 5th letter of the family name. Similarly, if the person's family name was Hua, then the value reported would be UA2 because the 2 is substituting for the missing 5th letter of the family name.

If a client's family name is missing altogether the agency should record the number 999 for all three spaces associated with the family name, (not the number 2). In some cultures it is traditional to state the family name first. To overcome discrepancies in recording / reporting that may arise as a result of this practice, agencies should always ask the person to specify their legal first given name and their legal family name separately. These should then be recorded as first given name and family name as appropriate, regardless of the order in which they may be traditionally given.

Comments:

The selected *Letters of family name* can be used in combination with *Letters of given name, Date of birth* and *Sex* to develop a statistical linkage key to facilitate the linkage of records for statistical purposes only. This key will also enable linkage to other related databases that either have the same linkage key or the fundamental information to form the same key. The linkage is to assist research and analysis of the data, not for tracking of individuals through the system for case management.

The provision of letters of a person's name can be a sensitive issue because of privacy and confidentiality concerns. The use of this information will be in accordance with privacy principles.

Relational attributes

Related metadata references:

Is formed using Person (name)—family name, text X[X(39)] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 25 / 08 / 2005, NHDAMG, Standard 20 / 06 / 2005

Implementation in Data Set Specifications:

Commonwealth State / Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27 / 04 / 2007

Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27 / 03 / 2007

Letters of given name

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—letters of given name, text XX
METeOR identifier:	349483
Registration status:	NCSIMG, Standard 27/03/2007
Definition:	The combination of the 2nd and 3rd letters of a person's given name.

Data element concept attributes

Data element concept:	Person—letters of given name
Definition:	A specific combination of letters selected from the person's first name (given name).
Object class:	Person
Property:	Letters of given name

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	XX
Maximum character length:	2

Data element attributes

Collection and usage attributes

Guide for use:

In the two spaces the agency should record the 2nd and 3rd letters of the client's given name.

For example: If the client's given name is Elizabeth the reported value should be LI. If the client's given name is Robert the reported value should be OB.

If the client's given name includes non-alphabetic characters—for example hyphens (as in Jo_Anne) or apostrophes (as in D'Arcy), these non-alphabetic characters should be ignored when counting the position of each character.

Regardless of the length of a person's given name, the reported value should always be two characters long. If the given name of the person is not long enough to supply the requested letters (i.e. a name of less than three letters) then agencies should substitute the number '2' to reflect the missing letters. The placement of a number '2' should always correspond to the same space that the missing letter would have within the 2-digit field. A number (rather than a letter) is used for such substitutions in order to clearly indicate that an appropriate corresponding letter from the person's name is not available.

For example: If the person's legal name was Jo then the value reported would be O2 because the 2 is substituting for the

missing 3rd letter of the given name.

If the person's given name is missing altogether the agency should record 99 for the two spaces associated with the given name. In some cultures it is traditional to state the family name first. To overcome discrepancies in recording / reporting that may arise as a result of this practice, agencies should always ask the person to specify their given name and their family name separately. These should then be recorded as first given name and family name as appropriate, regardless of the order in which they may be traditionally given.

Comments:

The selected *Letters of given name* can be used in combination with *Letters of family name, Date of birth* and *Sex* to develop a statistical linkage key to facilitate the linkage of records for statistical purposes only. This key will also enable linkage to other related databases that either have the same linkage key or the fundamental information to form the same key. The linkage is to assist research and analysis of the data, not for tracking of individuals through the system for case management.

The provision of letters of a person's name can be a sensitive issue because of privacy and confidentiality concerns. The use of this information will be in accordance with privacy principles.

Relational attributes

Related metadata references:

Is formed using Person (name)—family name, text X[X(39)] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 25 / 08 / 2005, NHDAMG, Standard 20 / 06 / 2005

Is formed using Person (name)—given name, text [X(40)] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 25 / 08 / 2005, NHDAMG, Standard 20 / 06 / 2005

Implementation in Data Set Specifications:

Commonwealth State / Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27 / 04 / 2007

Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27 / 03 / 2007

Level of government

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation—level of government, code N
Synonymous names:	Funding jurisdiction, funding agency, funding source
METeOR identifier:	322239
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	The level of government associated with a service provider organisation, as represented by a code.

Data element concept attributes

Data element concept:	Service provider organisation—level of government
Definition:	The level of government associated with a service provider organisation.
Object class:	Service provider organisation
Property:	Level of government

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	National (Australian government)
2	State/Territory government
3	Local government

Source and reference attributes

Reference documents:	Australian Bureau of Statistics 2002. Standard Economic Sector Classifications of Australia (SESCA), Cat No. 1218.0.

Data element attributes

Collection and usage attributes

Guide for use:	Level of government is relevant to agencies that are defined as belonging to the government or public sector only.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare. CSTDA NMDS Network.
Origin:	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Relational attributes

Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Level of highest educational attainment

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—level of highest educational attainment, code NN
METeOR identifier:	321069
Registration status:	NCSIMG, Standard 29/04/2006
Definition:	The highest level of education achieved by a person in relation to completed education, as represented by a code.

Data element concept attributes

Data element concept:	Person—level of highest educational attainment
Definition:	The highest level of education achieved by a person in relation to completed education.
Object class:	Person
Property:	Level of educational attainment

Collection and usage attributes

Comments:	This metadata item provides an indication of diversity in aspects of educational attainment.

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	NN
Maximum character length:	2

Permissible values:

Value	Meaning
01	Postgraduate Degree Level
02	Graduate Diploma and Graduate Certificate Level
03	Bachelor Degree Level
04	Advanced Diploma and Diploma Level
05	Certificate Level
06	Senior Secondary Education (e.g. Year 12, Senior Secondary Certificate of Education)
07	Junior Secondary Education (e.g. Year 10)
08	Primary Education
09	Pre-primary Education
10	Other education
88	No Education

Supplementary values:

99	Not stated/inadequately described

Collection and usage attributes

Guide for use:	CODE 01 Postgraduate Degree Level

Includes Higher Doctorate, Doctorate by Research, Doctorate by Coursework, Professional Specialist Qualification at Doctoral Degree Level, Statement of Attainment at Doctoral Degree Level, Bridging and Enabling Course at Doctoral Degree Level, Master Degree by Research , Master Degree by Coursework , Professional Specialist Qualification at Master Degree Level , Statement of Attainment at Master Degree Level , Bridging and Enabling Course at Master Degree Level.

CODE 02 Graduate Diploma and Graduate Certificate Level

Includes Graduate Diploma, Graduate Qualifying or Preliminary, Professional Specialist Qualification at Graduate Diploma Level, Statement of Attainment at Graduate Diploma Level, Bridging and Enabling Course at Graduate Diploma Level, Graduate Certificate, Professional Specialist Qualification at Graduate Certificate Level, Statement of Attainment at Graduate Certificate Level, and Bridging and Enabling Course at Graduate Certificate Level.

CODE 03 Bachelor Degree Level

Includes Bachelor (Honours) Degree, Bachelor (Pass) Degree, Statement of Attainment at Bachelor Degree Level, and Bridging and Enabling Course at Bachelor Degree Level.

CODE 04 Advanced Diploma and Diploma Level

Includes Advanced Diploma, Statement of Attainment at Advanced Diploma Level, Associate Degree, Statement of Attainment at Associate Degree Level, Bridging and Enabling Course at Advanced Diploma and Associate Degree Level, Diploma, Statement of Attainment at Diploma Level, and Bridging and Enabling Course at Diploma Level.

CODE 05 Certificate Level

Includes Certificate IV, Statement of Attainment at Certificate IV Level, Bridging and Enabling Course at Certificate IV Level, Certificate III, Statement of Attainment at Certificate III Level, Bridging and Enabling Course at Certificate III Level, Certificate II, Statement of Attainment at Certificate II Level, Bridging and Enabling Course at Certificate II Level, Certificate, and Statement of Attainment at Certificate I Level.

CODE 06 Senior Secondary Education

Includes Year 12, Bridging and Enabling Course at Senior Secondary Level, and Year 11.

CODE 07 Junior Secondary Education

Includes Year 7 (NSW, Vic., Tas., ACT), and year 8 to 10.

CODE 08 Primary Education

Includes Pre-Year 1, Years 1 to 6, and year 7 (QLD, SA, WA, NT).

CODE 09 Pre-primary Education

Includes Pre-primary Education.

CODE 10 Other education

Includes Non-award Courses in Higher Education, Non-award Courses in Higher Education, Statements of Attainment not Identifiable by Level, Bridging and Enabling Courses not Identifiable by Level and Education, n.e.c.

CODE 88 No education

Applies only when the person reports that they have not completed any level of education whatsoever.

CODE 99 Not stated / inadequately described

This code is not for use on primary collection forms. It is

primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Comments: This codeset allows for data on Junior secondary education and Senior secondary education to be collected at the first level of detail along with the other first level detail data in the ASCED. The ASCED allows for collection of the junior and senior secondary education data at the second level of the classification.

Source and reference attributes

Reference documents: Australian Bureau of Statistics 2001. Australian Standard Classification of Education (ASCED) 2001. Cat. no. 1272.0. Canberra: ABS.

Online reference through:

Level of Education Structure - Australian Standard Classification of Education (ASCED)

Data element attributes

Collection and usage attributes

Guide for use: The highest level of educational attainment is the highest qualification reported by a person in any field of study, or the highest year of school completed, whichever is the higher.

This value domain allows for mapping of data to data obtained using the Australian Standard Classification of Education (ASCED) 2001 from the Australian Bureau of Statistics.

There are two exceptions to this:

1. Data using this codeset cannot be mapped to the ASCED for codes 06 and 07 unless the data from both is combined. When combined this data maps to ASCED code 6.

2. The ASCED does not collect information about a person having no educational qualifications whatsoever.

Collection methods: The recommended question wording for this metadata item is as follows:

'What is the highest level of education you / the person / (name) has completed?' (Mark one box only).

The focus of the item is completed education, so if the person is in Year 11, then the category Junior Secondary Education (Year 10) should be marked as the highest level of education completed.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Related metadata references: Supersedes Person—level of highest educational attainment, code N NCSIMG, Superseded 29/04/2006

Supersedes Level of highest educational attainment, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005

Living arrangement

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—living arrangement, code N
METeOR identifier:	270385
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	Whether a person usually resides alone or with others, as represented by a code.

Data element concept attributes

Data element concept:	Person—living arrangement
Definition:	Whether a person usually resides alone or with others.
Object class:	Person
Property:	Living arrangement

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Lives alone
2	Lives with family
3	Lives with others

Supplementary values:

9	Not stated/inadequately described

Collection and usage attributes

Guide for use:

CODE 2 Lives with **family**:

If the person's household includes both family and non-family members, the person should be recorded as living with family. 'Living with family' should be considered to include defacto and same sex relationships.

On occasion, difficulties can arise in deciding the living arrangement of a person due to their type of accommodation (e.g. boarding houses, hostels, group homes, retirement villages, residential aged care facilities).

In these circumstances the person should be regarded as living alone, except in those instances in which they are sharing their own private space/room within the premises with a significant other (e.g. partner, sibling, close friend).

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Data element attributes

Collection and usage attributes

Collection methods:	Generally this metadata item is collected for the person's usual living arrangement, but may also, if required, be collected for a person's main living arrangement or living arrangement at a particular time reference point.
Comments:	It is important to record the type of living arrangement for a person in order to develop a sense of the level of support, both physically and emotionally, to which a person may have access.

Source and reference attributes

Submitting organisation:	Commonwealth and State/Territory Home and Community Care Officials
Origin:	National Health Data Committee National Community Services Data Committee Commonwealth Department of Health and Family Services 1998. Home and Community Care Data Dictionary. Version 1.0. Canberra: DHFS.

Relational attributes

Related metadata references:	Supersedes Living arrangement, version 3, DE, NCSDD, NCSIMG, Superseded 01/03/2005
Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Location of impairment

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—location of impairment of body structure, code (ICF 2001) N
METeOR identifier:	320177
Registration status:	NHIG, Standard 29/11/2006 NCSIMG, Standard 16/10/2006
Definition:	The location of a person's impairment in a specified body structure, as represented by a code.
Context:	Human functioning and disability

Data element concept attributes

Data element concept:	Person—location of impairment of body structure
Definition:	The site of impairment in a person's specified body structure.
Object class:	Person
Property:	Location of impairment of body structure

Value domain attributes

Representational attributes

Classification scheme:	International Classification of Functioning, Disability and Health 2001
Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
0	More than one region
1	Right
2	Left
3	Both sides
4	Front
5	Back
6	Proximal
7	Distal

Supplementary values:

8	Not specified
9	Not applicable

Collection and usage attributes

Guide for use:	This metadata item contributes to the definition of the concept '**Disability**' and gives an indication of the experience of disability for a person. *Impairments of body structure* are problems in body structure such as a loss or significant departure from population

standards or averages.

Use only one code. Select the one that best describes the situation with this structure. Combinations are not possible.

CODE 0 More than one region (except both sides)

Used when the impairment is present in more than one body location (but not bilaterally see code 3); for example when burn scars affect many areas of skin.

CODE 1 Right

Used when the impairment is present to the right of the midline of the person's body.

CODE 2 Left

Used when the impairment is present to the left of the midline of the person's body.

CODE 3 Both sides (bilateral)

Used when the impairment is two-sided and disposed on opposite sides of the midline axis of the body, for example bilateral joint deformities.

CODE 4 Front

Used when the impairment is present in front of a line passing through the midline of the body when viewed from the side.

CODE 5 Back

Used when the impairment is present behind a line passing through the midline of the body when viewed from the side.

CODE 6 Proximal

Used when the impairment is situated towards the point of origin or attachment, as of a limb or bone (opposed to distal), for example the end of the structure that is closer to the centre of the body.

CODE 7 Distal

Used when the impairment is situated away from the point of origin or attachment, as of a limb or bone (opposed to proximal), for example the end of structure that is further away from the centre of the body.

CODE 8 Not specified

Used when there is an impairment of body structure but the location of the impairment is not recorded.

CODE 9 Not applicable

Used when it is not appropriate to code the location of an impairment of body structure.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Origin: WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents: Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website

http://www.who.int/classifications/icf/en/

- Australian Collaborating Centre ICF website
  http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use: This data element is to be used in conjunction with specified body structures, for example, 'impairment of proximal structures related to movement'. This data element may also be used in conjunction with Person—extent of impairment of body structure, code (ICF 2001) N and Person—nature of impairment of body structure, code (ICF 2001).

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

Relational attributes

Implementation in Data Set Specifications: Body structures cluster NHIG, Standard 29/11/2006
NCSIMG, Standard 16/10/2006

Lot/section number (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—lot / section identifier, N[X(14)]
METeOR identifier:	270031
Registration status:	NHIG, Standard 01 / 03 / 2005 NCSIMG, Standard 30 / 09 / 2005
Definition:	The unique identifier for the lot / section of the location where a person resides.

Data element concept attributes

Data element concept:	Person (address)—lot / section identifier
Definition:	The lot / section identifier of the location where a person resides.
Object class:	Person
Property:	Lot / section identifier

Value domain attributes

Representational attributes

Representation class:	Identifier
Data type:	String
Format:	N[X(14)]
Maximum character length:	15

Data element attributes

Collection and usage attributes

Guide for use:	This standard is suitable for postal purposes as well as the physical identification of addresses. A lot number shall be used only when a street number has not been specifically allocated or is not readily identifiable with the property. For identification purposes, the word 'Lot' or 'Section' should precede the lot number and be separated by a space. Examples are as follows: Section 123456 Lot 716 Lot 534A Lot 17 Jones Street
Collection methods:	The lot / section number is positioned before the Street name and type, located in the same line containing the Street name.
Comments:	Lot / section numbers are generally used only until an area has been developed.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare
Origin:	AS 4590 Interchange of client information, Australia Post

Address Presentation Standard

Relational attributes

Related metadata references:

Supersedes Lot / section number, version 1, DE, NHDD, NHIMG, Superseded 01 / 03 / 2005

Is used in the formation of Person (address)—address line, text [X(180)] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 30 / 09 / 2005

Is used in the formation of Person (address)—health address line, text [X(180)] NHIG, Superseded 04 / 05 / 2005

Lot/section number (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—lot / section identifier, N[X(14)]
METeOR identifier:	290230
Registration status:	NHIG, Standard 04 / 05 / 2005 NCSIMG, Standard 30 / 09 / 2005
Definition:	The unique identifier for the lot / section of the location of an organisation.

Data element concept attributes

Data element concept:	Service provider organisation (address)—lot / section identifier
Definition:	The lot / section identifier of the location of an organisation.
Object class:	Service provider organisation
Property:	Lot / section identifier

Value domain attributes

Representational attributes

Representation class:	Identifier
Data type:	String
Format:	N[X(14)]
Maximum character length:	15

Data element attributes

Collection and usage attributes

Guide for use:	This standard is suitable for postal purposes as well as the physical identification of addresses. A lot number shall be used only when a street number has not been specifically allocated or is not readily identifiable with the property. For identification purposes, the word 'Lot' or 'Section' should precede the lot number and be separated by a space. Examples are as follows: Section 123456 Lot 716 Lot 534A Lot 17 Jones Street
Collection methods:	The lot / section number is positioned before the Street name and type, located in the same line containing the Street name.
Comments:	Lot / section numbers are generally used only until an area has been developed.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Origin:	AS 4590 Interchange of client information, Australia Post Address Presentation Standard

Relational attributes

Related metadata references:	Is used in the formation of Service provider organisation (address)—address line, text [X(180)] NHIG, Standard 04/05/2005, NCSIMG, Standard 30/09/2005

Main language other than English spoken at home

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—main language other than English spoken at home, code (ASCL 2005) NN{NN}
METeOR identifier:	304133
Registration status:	NHIG, Standard 08/02/2006 NCSIMG, Standard 29/04/2006 NHDAMG, Standard 10/02/2006
Definition:	The language reported by a person as the main language other than English spoken by that person in his/her home (or most recent private residential setting occupied by the person) to communicate with other residents of the home or setting and regular visitors, as represented by a code.

Data element concept attributes

Data element concept:	Person—main language other than English spoken at home
Definition:	The language reported by a person as the main language other than English spoken by that person in his/her home (or most recent private residential setting occupied by the person) to communicate with other residents of the home or setting and regular visitors.
Object class:	Person
Property:	Main language other than English spoken at home

Value domain attributes

Representational attributes

Classification scheme:	Australian Standard Classification of Languages 2005
Representation class:	Code
Data type:	Number
Format:	NN{NN}
Maximum character length:	4

Collection and usage attributes

Guide for use:	The Australian Standard Classification of Languages (ASCL) has a three- level hierarchical structure. The most detailed level of the classification consists of base units (languages) which are represented by four-digit codes. The second level of the classification comprises narrow groups of languages (the Narrow Group level), identified by the first two digits. The most general level of the classification consists of broad groups of languages (the Broad Group level) and is identified by the first digit. The classification includes Australian Indigenous languages and sign languages. For example, the Lithuanian language has a code of 3102. In this case 3 denotes that it is an Eastern European language, while 31 denotes that it is a Baltic language. The Pintupi Aboriginal language is coded as 8713. In this case 8 denotes that it is an

Australian Indigenous language and 87 denotes that the language is Western Desert language.

Language data may be output at the Broad Group level, Narrow Group level or base level of the classification. If necessary significant Languages within a Narrow Group can be presented separately while the remaining Languages in the Narrow Group are aggregated. The same principle can be adopted to highlight significant Narrow Groups within a Broad Group.

Data element attributes

Collection and usage attributes

Collection methods:

Recommended question:

Do you / Does the person / Does (name) speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

No (English only) ____

Yes, Italian ____

Yes, Greek ____

Yes, Cantonese ____

Yes, Mandarin ____

Yes, Arabic ____

Yes, Vietnamese ____

Yes, German ____

Yes, Spanish

Yes, Tagalog (Filipino) ____

Yes, Other (please specify) _____

This list reflects the nine most common languages other than English spoken in Australia.

Languages may be added or deleted from the above short list to reflect characteristics of the population of interest.

Alternatively a tick box for 'English' and an 'Other - please specify' response category could be used.

Comments:

This metadata item is consistent with that used in the Australian Census of Population and Housing and is recommended for use whenever there is a requirement for comparison with Census data.

This data element is important in identifying those people most likely to suffer disadvantage in terms of their ability to access services due to language and / or cultural difficulties. In conjunction with Indigenous status, Proficiency in spoken English and Country of birth this data element forms the minimum core set of cultural and language indicators recommended by the Australian Bureau of Statistics (ABS).

Data on main language other than English spoken at home are regarded as an indicator of 'active' ethnicity and also as useful for the study of inter-generational language retention. The availability of such data may help providers of health and community services to effectively target the geographic areas or population groups that need those services. It may be used for the investigation and development of language services such as interpreter / translation services.

Source and reference attributes

Origin:

Health Data Standards Committee

National Community Services Data Committee

Australian Bureau of Statistics 2005. Australian Standard Classification of Languages (ASCL) 2005. Cat. no. 1267.0. 2nd Edition, Canberra: ABS. Viewed 29 July 2005.

Relational attributes

Related metadata references:

See also Person—preferred language, code (ASCL 2005) NN{NN} NHIG, Standard 08/02/2006, NCSIMG, Standard 29/04/2006

See also Person—first language spoken, code (ASCL 2005) NN{NN} NCSIMG, Standard 29/04/2006, NHDAMG, Standard 10/02/2006

Supersedes Person—main language other than English spoken at home, code (ASCL 1997) NN{NN} NHIG, Superseded 08/02/2006, NCSIMG, Superseded 29/04/2006, NHDAMG, Not progressed 13/10/2005

Main occupation of person

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—occupation (main), code (ANZSCO 1st edition) N[NNN]{NN}
METeOR identifier:	350899
Registration status:	NHIG, Standardisation pending 14/06/2007 NCSIMG, Standard 27/03/2007
Definition:	The job in which the person is principally engaged, as represented by a code.

Data element concept attributes

Data element concept:	Person—occupation (main)
Definition:	The job in which the person is principally engaged.
Object class:	Person
Property:	Occupation

Value domain attributes

Representational attributes

Classification scheme:	Australian and New Zealand Standard Classification of Occupations, First edition, 2006
Representation class:	Code
Data type:	Number
Format:	N[NNN]{NN}
Maximum character length:	6

Data element attributes

Collection and usage attributes

Guide for use:	A job in any given establishment is a set of tasks designed to be performed by one individual in return for a wage or salary. For persons with more than one job, the main job is the one in which the person works the most hours. Caution is advised in its use with regard to service providers as their activity as a service provider may not be their main occupation.
Collection methods:	This metadata item should only be collected from people whose Labour force status is employed. Occupation is too complex and diverse an issue to fit neatly into any useable small group of categories. Therefore ABS recommend that this metadata item be collected by using the following two open-ended questions: Q1. In the main job held last week (or other recent reference period), what was your/the person's occupation? Q2. What are the main tasks that you/the person usually perform(s) in that occupation? The information gained from these two questions can then be used to select an appropriate

code from the ANZSCO at any of the available levels (see Guide for use section).

If only one question is asked, question one should be used. The use of question one only, however, sometimes elicits responses which do not provide a clear occupation title and specification of tasks performed. As a result accurate coding at unit group or occupation level may not be possible.

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, due to the complexities of the metadata item 'Main occupation of person', this will result in inaccurate information. The recommended question should be used wherever possible.

Comments:

This metadata item may be useful in gaining an understanding of a clients situation and needs. For example, the occupation of a person with a disability may be directly relevant to the type of aids that they require.

National Health Data Dictionary (NHDD) specific:

Injury surveillance - There is considerable user demand for data on occupation-related injury and illness, including from Worksafe Australia and from industry, where unnecessary production costs are known in some areas and suspected to be related to others in work-related illness, injury and disability.

Source and reference attributes

Origin:

Australian Bureau of Statistics 2006. Australian New Zealand Standard Classification of Occupations (ANZSCO) (Cat. no. 1220.0) (First edition), Viewed 13 March 2007.

Relational attributes

Related metadata references:

Supersedes Person—occupation (main), code (ASCO 2nd edn) N[NNN]{-NN} NHIG, Standard 01/03/2005, NCSIMG, Superseded 27/03/2007, NHDAMG, Standard 10/02/2006

See also Person—labour force status, code N NHIG, Standard 01/03/2005, NCSIMG, Standard 01/03/2005, NHDAMG, Standard 01/03/2005

Marital status

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—marital status, code N
METeOR identifier:	291045
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 10/02/2006
Definition:	A person's current relationship status in terms of a couple relationship or, for those not in a couple relationship, the existence of a current or previous registered marriage, as represented by a code.

Data element concept attributes

Data element concept:	Person—marital status
Definition:	A person's current relationship status in terms of a couple relationship or, for those not in a couple relationship, the existence of a current or previous registered marriage.
Context:	Marital status is a core metadata item in a wide range of social, labour and demographic statistics. Its main purpose is analysis of the association of marital status with the need for and use of services, and for epidemiological analysis. Marital status also acts as an indicator for the level of support adult recipients of the welfare system have at home. The item is also used in comparisons of administrative data and population censuses and surveys.
Object class:	Person
Property:	Marital status

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Never married
2	Widowed
3	Divorced
4	Separated
5	Married (registered and de facto)

Supplementary values:

6	Not stated/inadequately described

Collection and usage attributes

Guide for use:	Refers to the current marital status of a person. CODE 2 Widowed

This code usually refers to registered marriages but when self reported may also refer to de facto marriages.

CODE 4 Separated

This code refers to registered marriages but when self reported may also refer to de facto marriages.

CODE 5 Married (registered and de facto)

Includes people who have been divorced or widowed but have since re-married, and should be generally accepted as applicable to all de facto couples, including of the same sex.

CODE 6 Not stated / inadequately described

This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Source and reference attributes

Origin: The ABS standards for the collection of Social and Registered marital status appear on the ABS Website. Australian Bureau of Statistics. Family, household and income unit variables. Cat. no. 1286.0. Canberra: ABS.

Data element attributes

Collection and usage attributes

Collection methods: This metadata item collects information on social marital status. The recommended question module is:

Do you / Does the person usually live with a partner in a registered or de facto marriage?

Yes, in a registered marriage

Yes, in a defacto marriage

No, never married

No, separated

No, divorced

No, widowed

It should be noted that information on marital status is collected differently by the ABS, using a set of questions. However, the question outlined above is suitable and mostly sufficient for use within the health and community services fields. See Source document for information on how to access the ABS standards.

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, the recommended question should be used wherever practically possible.

Comments: The ABS standards identify two concepts of marital status:

- Registered marital status - defined as whether a person has, or has had, a registered marriage;
- Social marital status - based on a person's living arrangement (including de facto marriages), as reported by the person.

It is recommended that the social marital status concept be

collected when information on social support / home arrangements is sought, whereas the registered marital status concept need only be collected where it is specifically required for the purposes of the collection.

While marital status is an important factor in assessing the type and extent of support needs, such as for the elderly living in the home environment, marital status does not adequately address the need for information about social support and living arrangement and other data elements need to be formulated to capture this information.

Source and reference attributes

Origin: National Health Data Standards Committee
National Community Services Data Committee

Relational attributes

Related metadata references: Supersedes Person—marital status, code N NHIG, Superseded 04 / 05 / 2005, NCSIMG, Superseded 25 / 08 / 2005

Mother's original family name

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—mother's original family name, text [X(40)]
METeOR identifier:	270262
Registration status:	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
Definition:	The original family name of the person's mother as reported by the person, as represented by text.

Data element concept attributes

Data element concept:	Person—mother's original family name
Definition:	The original family name of the person's mother as reported by the person.
Context:	May be used to confirm the identity of a person.
Object class:	Person
Property:	Mother's original family name

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(40)]
Maximum character length:	40

Data element attributes

Collection and usage attributes

Guide for use:	Mixed case should be used (rather than upper case only).
Collection methods:	See relevant paragraphs in the collection methods section of the metadata item Person (name)—family name, text X[X(39)].

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	National Health Data Committee National Community Services Data Committee Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Relational attributes

Related metadata references:	Supersedes Mother's original family name, version 2, DE, Int. NCSDD & NHDD, NCSIMG & NHIMG, Superseded 01/03/2005

Name context flag

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (name)—name conditional use flag, code N
Synonymous names:	Name conditional use flag
METeOR identifier:	287101
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
Definition:	An indicator of specific conditions that may be applied to an individual's name, as represented by a code.

Data element concept attributes

Data element concept:	Person (name)—name conditional use flag
Definition:	An indicator of specific conditions that may be applied to an individual's name.
Object class:	Person
Property:	Name conditional use flag

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Unreliable information
2	Name not for continued use
3	Special privacy/security requirement

Data element attributes

Collection and usage attributes

Guide for use:

A single Person name may have multiple Name conditional use flags associated with it. Record as many as applicable.

Code 1 - Unreliable information: should be used where it is known that the name recorded is a fictitious or partial name. These names should not be used for matching client data.

Code 2 - Name not for continued use, indicates that this name should NOT be used when referring to this person. The name is retained for identification purposes only. For Aboriginal and Torres Strait Islanders, certain tribal names may become 'not for continued use' due to the death of a relative.

Code 3 – Special privacy/security requirements– may apply to names for which episodes are attached that should only be accessible to specified authorised persons. There must be a specific need to implement this additional security level. Local

policy should provide guidance to the use of this code.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	National Health Data Committee National Community Services Data Committee Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia
Reference documents:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

Related metadata references:	Supersedes Person (name)—name context flag, code N NHIG, Superseded 04/05/2005, NCSIMG, Superseded 25/08/2005

Name suffix

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (name)—name suffix, text [A(12)]
METeOR identifier:	287164
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
Definition:	Additional term following a person's name used to identify a person when addressing them by name, whether by mail, by phone, or in person, as represented by text.

Data element concept attributes

Data element concept:	Person (name)—name suffix
Definition:	Additional term following a person's name used to identify a person when addressing them by name, whether by mail, by phone, or in person.
Object class:	Person
Property:	Name suffix

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[A(12)]
Maximum character length:	12

Collection and usage attributes

Guide for use:	Valid abbreviations from the Australian Standard AS4590-1999 Interchange of client information.

Source and reference attributes

Origin:	Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Data element attributes

Collection and usage attributes

Guide for use:	Mixed case should be used (rather than upper case only). Examples of name suffixes are 'Jr' for Junior and 'MP' for Member of Parliament.
Collection methods:	A person's name may have multiple Name suffixes. For the purpose of positive identification of a person, each Name suffix must have an associated Name suffix sequence number recorded.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	National Health Data Committee National Community Services Data Committee
Reference documents:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

Related metadata references:	Supersedes Person (name)—name suffix, text [A(12)] NHIG, Superseded 04/05/2005, NCSIMG, Superseded 25/08/2005

Name suffix sequence number

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (name)—name suffix sequence number, code N
METeOR identifier:	288226
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The numeric order of any additional terms used at the conclusion of a name, as represented by a code.

Data element concept attributes

Data element concept:	Person (name)—name suffix sequence number
Definition:	The numeric order of any additional terms used at the conclusion of a name.
Object class:	Person
Property:	Name suffix sequence number

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	First name suffix
2	Second name suffix
3	Third name suffix
4	Fourth name suffix
5	Fifth name suffix
6	Sixth name suffix
7	Seventh name suffix
8	Eighth name suffix
9	Ninth and subsequent name suffix

Data element attributes

Collection and usage attributes

Collection methods:

Multiple Name suffixes may be recorded. A Name suffix sequence number must be recorded for each Name suffix.

Example: For the name ‘John Markham Jr MP’, 'Jr' would have a name suffix sequence number of 1 and 'MP' would have a name suffix sequence number of 2.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Name title

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (name)—name title, text [A(12)]
METeOR identifier:	287166
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
Definition:	An honorific form of address, commencing a name, used when addressing a person by name, whether by mail, by phone, or in person, as represented by text.

Data element concept attributes

Data element concept:	Person (name)—name title
Definition:	An honorific form of address, commencing a name, used when addressing a person by name, whether by mail, by phone, or in person.
Object class:	Person
Property:	Name title

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	A(12)
Maximum character length:	12

Collection and usage attributes

Guide for use:	Valid abbreviations from the Australian Standard AS4590-1999 Interchange of client information.

Source and reference attributes

Origin:	Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Data element attributes

Collection and usage attributes

Guide for use:	Mixed case should be used (rather than upper case only). The Name title for Master should only be used for persons less than 15 years of age. Name titles for Doctor and Professor should only be applicable to persons of greater than 20 years of age. More than one Name title may be recorded eg Prof Sir John Markham.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	National Health Data Committee National Community Services Data Committee Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia
Reference documents:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

Related metadata references:	Supersedes Person (name)—name title, text [A(12)] NHIG, Superseded 04/05/2005, NCSIMG, Superseded 25/08/2005

Name title sequence number

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (name)—name title sequence number, code N
METeOR identifier:	288263
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The numeric order of an honorific form of address commencing a person's name, as represented by a code.

Data element concept attributes

Data element concept:	Person (name)—name title sequence number
Definition:	The numeric order of an honorific form of address commencing a person's name.
Object class:	Person
Property:	Name title sequence number

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	First name title
2	Second name title
3	Third name title
4	Fourth name title
5	Fifth name title
6	Sixth name title
7	Seventh name title
8	Eighth name title
9	Ninth and subsequent name title

Data element attributes

Collection and usage attributes

Collection methods:	Multiple Name titles may be recorded. For the purpose of positive identification of a person, each Name title must have a Name title sequence number recorded. Example: Professor Sir John Markham

In the example above 'Professor' would have a name title sequence number of 1 and 'Sir' would have a name title sequence number of 2.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Name type

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (name)—name type, code N
METeOR identifier:	287203
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	A classification that enables differentiation between recorded names for a person, as represented by a code.

Data element concept attributes

Data element concept:	Person (name)—name type
Definition:	A classification that enables differentiation between recorded names for a person.
Object class:	Person
Property:	Name type

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Preferred name
2	Medicare name
3	Newborn name
4	Alias name

Data element attributes

Collection and usage attributes

Guide for use:

A person may have more than one name that they use. At least one name must be recorded for each person. Each name recorded must have one or more appropriate Person name type associated with it. Record all that are required.

One name is sufficient, however, where the person offers more than one name, clarification should be obtained from the person to ensure accurate identification of the person and recording of the various names. The currently used name, as well as names by which the person has previously been known, should be recorded if these are known.

Field value definitions for Person name type codes are:

Code 1 - Preferred name is the name by which the person chooses to be identified.
There should only be one preferred name recorded for a person.

Where the person changes their preferred name, record the previously recorded preferred name as an Alias name. Preferred name is the default name type (i.e. if only one name is recorded it should be the person's preferred name). There must be a preferred name recorded except for unnamed newborns where the newborn name is the only name recorded.
Also, if the person is a health care client, record his / her Medicare card name if different to the preferred name, and any known alias names.

Code 2 - Medicare name For a health care client, this is the person's name as it appears on their Medicare card. The name stated on the Medicare card is required for all electronic Medicare claim lodgement. If the preferred name of the person is different to the name on the Medicare card, the Medicare card name should also be recorded. For an individual health care provider, this is the person's name registered by Medicare (Health Insurance Commission).

Code 3 - Newborn name: type is reserved for the identification of unnamed newborn babies.

Code 4 - Alias name is any other name that a person is also known by, or has been known by in the past; that is, all alias names. This includes misspelt names or name variations that are to be retained as they have been used to identify this person. More than one alias name may be recorded for a person.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	National Health Data Committee National Community Services Data Committee AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia
Reference documents:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia In AS5017 and AS4846 alternative alphabetic codes are presented. Refer to the current standard for more details.

Name type (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (name)—name type, code N
METeOR identifier:	288937
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	A classification that enables differentiation between recorded names for an establishment, agency or organisation, as represented by a code.

Data element concept attributes

Data element concept:	Service provider organisation (name)—name type
Definition:	A classification that enables differentiation between recorded names for an establishment, agency or organisation.
Context:	Administrative purposes and organisation identification
Object class:	Service provider organisation
Property:	Name type

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values: / *Supplementary values:*

Value	Meaning
1	Organisation unit/section/division
2	Service location name
3	Business name
4	Locally used name
5	Abbreviated name
6	Enterprise name
8	Other
9	Unknown

Collection and usage attributes

Guide for use:

CODE 1 Organisation unit/section/division

This code is used where a business unit, section or division within an organisation may have its own separate identity.

CODE 2 Service location name

This code is used where the service location name is an important part of the organisation name and is used for identification purposes, e.g. Mobile Immunisation Unit at Bankstown.

CODE 3 Business name

Business name used only for trading purposes.

CODE 4 Locally used name

This code is used where a local name is used, e.g. where a medical practice is known by a name that is different to the company registration name or business name.

CODE 5 Abbreviated name

A short name or an abbreviated name by which the organisation is known, e.g. HIC.

CODE 6 Enterprise name

Generally, the complete organisation name should be used to avoid any ambiguity in identification. This should usually be the same as company registration name.

CODE 8 Other

This code is used when the organisation name does not fit into any one of the categories listed above.

CODE 9 Unknown

This code is used when the organisation name type is unknown.

Data element attributes

Collection and usage attributes

Guide for use: At least one organisation name must be recorded for each organisation and each name must have an appropriate Organisation name type.

Non-Australian state/province (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—non-Australian state / province, text [X(40)]
METeOR identifier:	288648
Registration status:	NHIG, Standard 04 / 05 / 2005 NCSIMG, Standard 30 / 09 / 2005
Definition:	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of a person, as represented by text.

Data element concept attributes

Data element concept:	Person (address)—non-Australian state / province
Definition:	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of a person.
Object class:	Person
Property:	Non-Australian state / province

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(40)]
Maximum character length:	40

Data element attributes

Collection and usage attributes

Guide for use:	The name of the state or territory or province should be recorded using the standard ASCII character set and should be done so in accordance with the official conventions of the country.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare Standard Australia
Origin:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Non-Australian state/province (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—non-Australian state / province, text [X(40)]
METeOR identifier:	288636
Registration status:	NHIG, Standard 04 / 05 / 2005 NCSIMG, Standard 30 / 09 / 2005
Definition:	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of an establishment, as represented by text.

Data element concept attributes

Data element concept:	Service provider organisation (address)—non-Australian state / province
Definition:	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of an establishment.
Object class:	Service provider organisation
Property:	Non-Australian state / province

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(40)]
Maximum character length:	40

Data element attributes

Collection and usage attributes

Guide for use:	The name of the state or territory or province should be recorded using the standard ASCII character set and should be done so in accordance with the official conventions of the country.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Number of clients

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation—number of clients, total people N[NNNN]
Synonymous names:	Number of service users
METeOR identifier:	321271
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	The total number of clients receiving services or care from an agency or organisation.

Data element concept attributes

Data element concept:	Service provider organisation—number of clients
Definition:	The number of clients receiving services or care from an an agency or organisation.
Object class:	Service provider organisation
Property:	Number of clients

Value domain attributes

Representational attributes

Representation class:	Total
Data type:	Number
Format:	N[NNNN]
Maximum character length:	5
Unit of measure:	Person

Data element attributes

Collection and usage attributes

Guide for use:	Each client receiving a service during the reporting period should be counted only once, regardless of the number of times they accessed the service in that time period. This data item refers to the number of clients receiving services, not those 'on the books', 'on waiting lists', number of 'beds' or 'places'.
Comments:	The information is needed to provide a basic count of people accessing services, and will relate to population data from the Australian Bureau of Statistics (ABS) to help in assessing met and unmet need.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare. CSTDA NMDS Network.
Origin:	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Relational attributes

Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Organisation end date

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation—organisation end date, DDMMYYYY
METeOR identifier:	288733
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The date on which an establishment, agency or organisation stopped or concluded operations or practice.

Data element concept attributes

Data element concept:	Service provider organisation—organisation end date
Definition:	The date on which an establishment, agency or organisation stopped or concluded operations or practice.
Object class:	Service provider organisation
Property:	Organisation end date

Value domain attributes

Representational attributes

Representation class:	Date
Data type:	Date/Time
Format:	DDMMYYYY
Maximum character length:	8

Organisation name

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (name)—organisation name, text [X(200)]
METeOR identifier:	288917
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The appellation by which an establishment, agency or organisation is known or called, as represented by text.

Data element concept attributes

Data element concept:	Service provider organisation (name)—organisation name
Definition:	The appellation by which an establishment, agency or organisation is known or called.
Object class:	Service provider organisation
Property:	Organisation name

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(200)]
Maximum character length:	200

Data element attributes

Collection and usage attributes

Guide for use:	Generally, the complete establishment, agency or organisation name should be used to avoid any ambiguity in identification. This should usually be the same as company registration name. However, in certain circumstances (e.g. internal use), a short name (i.e. an abbreviated name by which the organisation is known) or a locally used name (e.g. where a medical practice is known by a name that is different to the company registration name) can be used. Further, a business unit within an organisation may have its own separate identity; this should be captured (as the unit name – see Organisation name type). More than one name can be recorded for an organisation. That is, this field is a multiple occurring field. At least one organisation name must be recorded for each organisation and each name must have an appropriate Organisation name type.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

Implementation in Data Set Specifications:	Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27/03/2007

Organisation start date

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation—organisation start date, DDMMYYYY
METeOR identifier:	288963
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The date on which an establishment, agency or organisation started or commenced operations or service.

Data element concept attributes

Data element concept:	Service provider organisation—organisation start date
Definition:	The date on which an establishment, agency or organisation started or commenced operations or service.
Object class:	Service provider organisation
Property:	Organisation start date

Value domain attributes

Representational attributes

Representation class:	Date
Data type:	Date/Time
Format:	DDMMYYYY
Maximum character length:	8

Data element attributes

Collection and usage attributes

Guide for use: This field must—

- be a valid date;
- be less than or equal to the Organisation end date.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Person identifier

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—person identifier, XXXXXX[X(14)]
METeOR identifier:	290046
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
Definition:	Person identifier unique within an establishment or agency.

Data element concept attributes

Data element concept:	Person—person identifier
Definition:	Person identifier unique within an establishment or agency.
Context:	This item could be used for editing at the agency, establishment or collection authority level and, potentially, for record linkage. There is no intention that this item would be available beyond collection authority level.
Object class:	Person
Property:	Person identifier

Value domain attributes

Representational attributes

Representation class:	Identifier
Data type:	String
Format:	XXXXXX[X(14)]
Maximum character length:	20

Data element attributes

Collection and usage attributes

Guide for use:	Individual agencies, establishments or collection authorities may use their own alphabetic, numeric or alphanumeric coding systems. Field cannot be blank.

Source and reference attributes

Reference documents:	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

Related metadata references:	Supersedes Person—person identifier (within establishment/agency), XXXXXX[X(14)] NHIG, Superseded 04/05/2005, NCSIMG, Superseded 25/08/2005
Implementation in Data Set Specifications:	Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27/03/2007

Postal delivery point identifier (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—postal delivery point identifier, {N(8)}
METeOR identifier:	287220
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
Definition:	A unique number assigned to a person's postal address as recorded on the Australia Post Postal Address File (PAF).

Data element concept attributes

Data element concept:	Person (address)—postal delivery point identifier
Definition:	A unique number assigned to a person's postal address as recorded on the Australia Post Postal Address File (PAF).
Object class:	Person
Property:	Postal delivery point identifier

Value domain attributes

Representational attributes

Representation class:	Identifier
Data type:	Number
Format:	{N(8)}
Maximum character length:	8

Source and reference attributes

Origin:	Customer Barcoding Technical Specifications, 1998: Australia Post
Reference documents:	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Data element attributes

Collection and usage attributes

Guide for use:	Australia Post maintains a Postal Address File (PAF) database which contains Australian postal delivery addresses and their corresponding eight (8) character unique identification number known as a Delivery Point Identifier (DPID). While the PAF is concerned with postal address, for many persons' a postal address will be the same as their residential address. The PAF can be used to improve the recording of address data at the time of data collection. The Postal Address File may be used at the time of data collection to confirm that the combined metadata items of address line, suburb/town/locality, Australian state/territory identifier and postcode - Australian are accurately recorded.

Collection methods: The Delivery Point Identifier (DPID) is assigned electronically to recognised Australia Post delivery addresses following reference to the Postal Address File (PAF) database.

Comments: In October 1999, Australia Post introduced a bar-coding system for bulk mail lodgements. Agencies or establishments can use software to improve the quality of person address data it collects and records and, at the same time, receive financial benefits by reducing its postage expenses.

The DPID is easily converted to a bar code and can be included on correspondence and address labels. If the bar code is displayed on a standard envelope that passes through a mail-franking machine (e.g. as used by most major hospitals), the postage cost is reduced. Every three months, Australia Post provides updates to the PAF database. For more information, contact Australia Post.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Standards Committee

National Community Services Data Committee

Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Relational attributes

Related metadata references: Is formed using Person (address)—suburb / town / locality name, text [A(50)] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 25 / 08 / 2005

Supersedes Person (address)—postal delivery point identifier, {N(8)} NHIG, Superseded 04 / 05 / 2005, NCSIMG, Superseded 25 / 08 / 2005

Postal delivery point identifier (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—postal delivery point identifier, {N(8)}
METeOR identifier:	290141
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 31/08/2005
Definition:	A unique number assigned to a service provider organisation's postal address as recorded on the Australia Post Postal Address File (PAF).

Data element concept attributes

Data element concept:	Service provider organisation (address)—postal delivery point identifier
Definition:	A unique number assigned to a service provider organisation's postal address as recorded on the Australia Post Postal Address File (PAF).
Object class:	Service provider organisation
Property:	Postal delivery point identifier

Value domain attributes

Representational attributes

Representation class:	Identifier
Data type:	Number
Format:	{N(8)}
Maximum character length:	8

Source and reference attributes

Origin:	Customer Barcoding Technical Specifications, 1998: Australia Post
Reference documents:	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Data element attributes

Collection and usage attributes

Collection methods:	The Delivery Point Identifier (DPID) is assigned electronically to recognised Australia Post delivery addresses following reference to the Postal Address File (PAF) database.
Comments:	In October 1999, Australia Post introduced a bar-coding system for bulk mail lodgements. Agencies or establishments can use software to improve the quality of person address data it collects and records and, at the same time, receive financial

benefits by reducing its postage expenses.

The DPID is easily converted to a bar code and can be included on correspondence and address labels. If the bar code is displayed on a standard envelope that passes through a mail-franking machine (e.g. as used by most major hospitals), the postage cost is reduced. Every three months, Australia Post provides updates to the PAF database. For more information, contact Australia Post.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Standards Committee

National Community Services Data Committee

Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Relational attributes

Related metadata references: Is formed using Service provider organisation (address)—suburb / town / locality name, text [A(50)] NHIG, Standard 04 / 05 / 2005, NCSIMG, Standard 31 / 08 / 2005

Postcode—Australian (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—Australian postcode, code (Postcode datafile) {NNNN}
METeOR identifier:	287224
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 10/02/2006
Definition:	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a person.

Data element concept attributes

Data element concept:	Person (address)—Australian postcode
Definition:	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a person.
Context:	Postcode is an important part of a person's postal address and facilitates written communication. It is one of a number of geographic identifiers that can be used to determine a geographic location. Postcode may assist with uniquely identifying a person.
Object class:	Person
Property:	Australian postcode

Value domain attributes

Representational attributes

Classification scheme:	Postcode datafile
Representation class:	Code
Data type:	Number
Format:	{NNNN}
Maximum character length:	4

Collection and usage attributes

Comments:	Postcode - Australian may be used in the analysis of data on a geographical basis, which involves a conversion from postcodes to the Australian Bureau of Statistics (ABS) postal areas. This conversion results in some inaccuracy of information. However, in some data sets postcode is the only geographic identifier, therefore the use of other more accurate indicators (e.g. Statistical Local Area (SLA)) is not always possible. When dealing with aggregate data, postal areas, converted from postcodes, can be mapped to Australian Standard Geographical Classification codes using an ABS concordance, for example to determine SLAs. It should be noted that such concordances should not be used to determine the SLA of any individual's postcode. Where individual street addresses are available, these can be mapped to ASGC codes (e.g. SLAs) using the ABS National Localities Index (NLI).

Data element attributes

Collection and usage attributes

Guide for use:

The postcode book is updated more than once annually as postcodes are a dynamic entity and are constantly changing.

Collection methods:

Leave Postcode - Australian blank for:

- Any overseas address
- Unknown address
- No fixed address.

May be collected as part of Address line or separately. Postal addresses may be different from where a person actually resides.

Source and reference attributes

Submitting organisation:

Standards Australia

Origin:

National Health Data Committee

National Community Services Data Committee

Reference documents:

AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia

AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Australia Post Postcode book. Reference through:

http://www1.auspost.com.au/postcodes/

Relational attributes

Related metadata references:

Supersedes Person (address)—Australian postcode (Postcode datafile), code NNN[N] NHIG, Superseded 04/05/2005, NCSIMG, Superseded 25/08/2005

See also Person—Australian state/territory identifier, code N NHIG, Standard 04/05/2005, NCSIMG, Standard 25/08/2005, NHDAMG, Standard 10/02/2006

Is used in the formation of Person—geographic location, community services code (ASGC 2004) NNNNN NCSIMG, Superseded 02/05/2006

Is used in the formation of Dwelling—geographic location, remoteness structure code (ASGC 2004) N[N] NHDAMG, Retired 10/02/2006

Implementation in Data Set Specifications:

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27/03/2007

Postcode—Australian (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—Australian postcode, code (Postcode datafile) {NNNN}
METeOR identifier:	290064
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 31/08/2005
Definition:	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of an organisation, as represented by a code.

Data element concept attributes

Data element concept:	Service provider organisation (address)—Australian postcode
Definition:	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of an organisation.
Context:	Postcode is an important part of an organisation's postal address and facilitates written communication. It is one of a number of geographic identifiers that can be used to determine a geographic location. Postcode may assist with uniquely identifying an organisation.
Object class:	Service provider organisation
Property:	Australian postcode

Value domain attributes

Representational attributes

Classification scheme:	Postcode datafile
Representation class:	Code
Data type:	Number
Format:	{NNNN}
Maximum character length:	4

Collection and usage attributes

Comments:	Postcode - Australian may be used in the analysis of data on a geographical basis, which involves a conversion from postcodes to the Australian Bureau of Statistics (ABS) postal areas. This conversion results in some inaccuracy of information. However, in some data sets postcode is the only geographic identifier, therefore the use of other more accurate indicators (e.g. Statistical Local Area (SLA)) is not always possible. When dealing with aggregate data, postal areas, converted from postcodes, can be mapped to Australian Standard Geographical Classification codes using an ABS concordance, for example to determine SLAs. It should be noted that such concordances should not be used to determine the SLA of any individual's postcode. Where individual street addresses are available, these can be mapped to ASGC codes (e.g. SLAs) using the ABS National Localities Index (NLI).

Data element attributes

Collection and usage attributes

Collection methods:	May be collected as part of Address line or separately. Postal addresses may be different from where a service is actually located.

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	National Health Data Committee National Community Services Data Committee Australia Post Postcode book. Reference through: http://www1.auspost.com.au/postcodes/
Reference documents:	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

Implementation in Data Set Specifications:	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007 Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27/03/2007

Postcode—international (person)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person (address)—international postcode, text [X(10)]
METeOR identifier:	288985
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The code for a postal delivery area, aligned with locality, suburb or place for the address of a person, as defined by the postal service of a country other than Australia, as represented by text.

Data element concept attributes

Data element concept:	Person (address)—international postcode
Definition:	The code for a postal delivery area, aligned with locality, suburb or place for the address of a person, as defined by the postal service of a country other than Australia.
Object class:	Person
Property:	International postcode

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(10)]
Maximum character length:	10

Data element attributes

Collection and usage attributes

Collection methods:	This is a self-reported code from a person and may be non-verifiable without reference to the specific country's coding rules. May be collected as part of Address or separately. Postal addresses may be different from where a person actually resides.

Source and reference attributes

Submitting organisation:	Standards Australia

Postcode—international (service provider organisation)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Service provider organisation (address)—international postcode, text [X(10)]
METeOR identifier:	288987
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The code for a postal delivery area, aligned with locality, suburb or place for the address of an organisation, as defined by the postal service of a country other than Australia.

Data element concept attributes

Data element concept:	Service provider organisation (address)—international postcode
Definition:	The code for a postal delivery area, aligned with locality, suburb or place for the address of an organisation, as defined by the postal service of a country other than Australia.
Object class:	Service provider organisation
Property:	International postcode

Source and reference attributes

Submitting organisation:	Standards Australia

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[X(10)]
Maximum character length:	10

Data element attributes

Collection and usage attributes

Collection methods:	This is a self-reported code from an organisation and may be non-verifiable without reference to the specific country's coding rules. May be collected as part of Address or separately. Postal addresses may be different from where a service is actually located.

Source and reference attributes

Submitting organisation:	Standards Australia

Preferred language

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—preferred language, code (ASCL 2005) NN{NN}
METeOR identifier:	304128
Registration status:	NHIG, Standard 08/02/2006 NCSIMG, Standard 29/04/2006
Definition:	The language (including sign language) most preferred by the person for communication, as represented by a code.

Data element concept attributes

Data element concept:	Person—preferred language
Definition:	The language (including sign language) most preferred by the person for communication.
Context:	Health and welfare services: An important indicator of ethnicity, especially for persons born in non-English-speaking countries. Its collection will assist in the planning and provision of multilingual services and facilitate program and service delivery for migrants and other non-English speakers.
Object class:	Person
Property:	Preferred language

Value domain attributes

Representational attributes

Classification scheme:	Australian Standard Classification of Languages 2005
Representation class:	Code
Data type:	Number
Format:	NN{NN}
Maximum character length:	4

Collection and usage attributes

Guide for use:	The Australian Standard Classification of Languages (ASCL) has a three- level hierarchical structure. The most detailed level of the classification consists of base units (languages) which are represented by four-digit codes. The second level of the classification comprises narrow groups of languages (the Narrow Group level), identified by the first two digits. The most general level of the classification consists of broad groups of languages (the Broad Group level) and is identified by the first digit. The classification includes Australian Indigenous languages and sign languages. For example, the Lithuanian language has a code of 3102. In this case 3 denotes that it is an Eastern European language, while 31 denotes that it is a Baltic language. The Pintupi Aboriginal language is coded as 8713. In this case 8 denotes that it is an Australian Indigenous language and 87 denotes that the language is Western Desert language.

Language data may be output at the Broad Group level, Narrow Group level or base level of the classification. If necessary significant Languages within a Narrow Group can be presented separately while the remaining Languages in the Narrow Group are aggregated. The same principle can be adopted to highlight significant Narrow Groups within a Broad Group.

Data element attributes

Collection and usage attributes

Guide for use: This may be a language other than English even where the person can speak fluent English.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Reference documents: ABS cat. no.1267.0.Australian Standard Classification of Languages (ASCL), 2005-06. Canberra: Australian Bureau of Statistics

Proficiency in spoken English

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—proficiency in spoken English, code N
METeOR identifier:	270203
Registration status:	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 10/02/2006
Definition:	A person's self-assessed level of ability to speak English, as represented by a code.

Data element concept attributes

Data element concept:	Person—proficiency in spoken English
Definition:	A person's self-assessed level of ability to speak English.
Object class:	Person
Property:	Proficiency in spoken English

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
0	Not applicable (persons under 5 years of age or who speak only English)
1	Very well
2	Well
3	Not well
4	Not at all

Supplementary values:

9	Not stated/inadequately described

Collection and usage attributes

Guide for use:

CODE 0 Not applicable (persons under 5 years of age or who speak only English)

Not applicable, is to be used for people under 5 year of age and people who speak only English.

CODE 9 Not stated/inadequately described

Not stated/inadequately described, is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Comments: The ABS advises that the most useful information provided by this metadata item is in the distinction between the two category groups of Very well/Well and Not well/Not at all.

Source and reference attributes

Reference documents: Standards for Statistics on Cultural and Language Diversity 1999. Cat. no. 1289.0. Canberra: ABS.

Data element attributes

Collection and usage attributes

Collection methods: This metadata item is only intended to be collected if a person has a main language other than English spoken at home; and / or first language spoken is not English.

Recommended question:

How well do you speak English? (tick one)

1. Very well
2. Well
3. Not well
4. Not at all

Generally this would be a self-reported question, but in some circumstances (particularly where a person does not speak English well) assistance will be required in answering this question. It is important that the person's self-assessed proficiency in spoken English be recorded wherever possible. This metadata item does not purport to be a technical assessment of proficiency but is a self-assessment in the four broad categories outlined above.

This metadata item is not relevant to and should not be collected for persons under the age of five years.

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, this standard should be used wherever practically possible.

Comments: This metadata item identifies those people who may suffer disadvantage in terms of their ability to access services due to lack of ability in the spoken English language. This information can be used to target the provision of services to people whose lack of ability in spoken English is potentially a barrier to gaining access to government programs and services.

In conjunction with Indigenous status, the main language other than English spoken at home and the country of birth, this metadata item forms the minimum core set of cultural and language indicators recommended by the Australian Bureau of Statistics.

Source and reference attributes

Origin: National Health Data Committee

National Community Services Data Committee

Relational attributes

Related metadata references: See also Person—main language other than English spoken at home, code (ASCL 2005) NN{NN} NHIG, Standard 08 / 02 / 2006, NCSIMG, Standard 29 / 04 / 2006, NHDAMG,

Standard 10/02/2006

See also Person—country of birth, code (SACC 1998) NNNN NHIG, Standard 01/03/2005, NCSIMG, Standard 01/03/2005, NHDAMG, Standard 20/06/2005

Supersedes Proficiency in spoken English, version 2, DE, Int. NCSDD & NHDD, NCSIMG & NHIMG, Superseded 01/03/2005

Provider occupation category (self-identified)

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Individual service provider—occupation (self-identified), code (ANZSCO 1st edition) N[NNN]{NN}
METeOR identifier:	350896
Registration status:	NHIG, Standardisation pending 14/06/2007 NCSIMG, Standard 27/03/2007
Definition:	A health care occupation that an individual provider identifies as being one in which they provide a significant amount of services, as represented by a code.

Data element concept attributes

Data element concept:	Individual service provider—occupation (self-identified)
Definition:	A health care occupation that an individual provider identifies as being one in which they provide a significant amount of services.
Object class:	Individual service provider
Property:	Occupation

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Classification scheme:	Australian and New Zealand Standard Classification of Occupations, First edition, 2006
Representation class:	Code
Data type:	Number
Format:	N[NNN]{NN}
Maximum character length:	6

Data element attributes

Collection and usage attributes

Guide for use:	The following is a list of the more common health care occupations, however, it is not intended to represent all the possible health care occupations: Aboriginal and Torres Strait Islander Health Worker (ANZSCO code 411511) Acupuncturist (ANZSCO code 252211) Aged or disabled carer (ANZSCO code 423111) Ambulance officer (ANZSCO code 411111) Anaesthetist (ANZSCO code 253211) Audiologist (ANZSCO code 252711) Chiropractor (ANZSCO code 252111)

Clinical psychologist (ANZSCO code 272311)
Complementary Health Therapists nec (ANZSCO code 252299)
Dental assistant (ANZSCO code 423211)
Dental hygienist (ANZSCO code 411211)
Dental specialist (ANZSCO code 252311)
Dental technician (ANZSCO code 411213)
Dental therapist (ANZSCO code 411214)
Dentist (ANZSCO code 252312)
Dermatologist(ANZSCO code 253911)
Dietitian (ANZSCO code 251111)
Drug and Alcohol Counsellor (ANZSCO code 272112)
Enrolled nurse (ANZSCO code 411411)
General medical practitioner (ANZSCO code 253111)
Health professionals (ANZSCO code 25)
Hospital pharmacist (ANZSCO code 251511)
Intensive care ambulance paramedic (Aus) / ambulance paramedic (NZ) (ANZSCO code 411112)
Massage therapist (ANZSCO code 411611)
Medical diagnostic radiographer (ANZSCO code 251211)
Medical practitioners nec (ANZSCO code 253999)
Medical radiation therapist (ANZSCO code 251212)
Midwife (ANZSCO code 254111)
Naturopath (ANZSCO code 252213)
Nuclear medicine technologist (ANZSCO code 251213)
Nurse educator (ANZSCO code 254211)
Nurse manager (ANZSCO code 254311)
Nurse practitioner (ANZSCO code 254411)
Nurse researcher (ANZSCO code 254212)
Nursing assistant support worker (ANZSCO code 423312)
Occupational therapist (ANZSCO code 252411)
Ophthalmologist (ANZSCO code 253914)
Optometrist (ANZSCO code 251411)
Orthoptist (ANZSCO code 251412)
Orthotist or Prosthetist (ANZSCO code 251912)
Osteopath (ANZSCO code 252112)
Paediatrician (ANZSCO code 253321)
Pathologist (ANZSCO code 253915)
Physiotherapist (ANZSCO code 252511)
Podiatrist (ANZSCO code 252611)
Psychiatrist (ANZSCO code 253411)
Psychologists nec (ANZSCO code 272399)
Radiologist (ANZSCO code 253916)
Registered nurse (developmental disability)(ANZSCO code 254416)
Registered nurse (mental health)(ANZSCO code 254422)
Registered Nurses nec (ANZSCO code 254499)
Rehabilitation counsellor (ANZSCO code 272114)
Retail pharmacist (ANZSCO code 251513)
Social worker (ANZSCO code 272511)
Sonographer (ANZSCO code 251214)

Specialist physician(general medicine) (ANZSCO code 253311)

Speech pathologist (aus) / speech language therapist (nz) (ANZSCO code 252712)

Surgeon (general) (ANZSCO code 253511)

Therapy aide (ANZSCO code 423314)

Collection methods:

Data is collected at the time a health care provider identification record is created.

Multiple instances of health care occupation may be collected where the individual provides a significant amount of services in more than one category. For example, a dentist who is also a medical practitioner may practice as both.

Record as many as apply.
Accurate data are best achieved using computer assisted coding. A computer assisted coding system is available from the ABS to assist in coding occupational data to ANZSCO codes.

Data coded at the 4-digit and 6-digit level will provide more detailed information than that collected at the higher levels and may be more useful. However, the level at which data are coded and reported will depend on the purpose of collecting this information.

Comments:

ANZSCO defines 'occupation' as 'a set of jobs with similar sets of tasks'. Operationally this is defined as 'a collection of jobs which are sufficiently similar in their main tasks to be grouped together for purposes of the classification'. Job is defined as 'a set of tasks designed to be performed by one individual for a wage or salary'.

Source and reference attributes

Reference documents:

In AS4846 this data element is referred to as 'Provider main field of practice'.

Relational attributes

Related metadata references:

Supersedes Individual service provider—occupation (self-identified), code (ASCO 2nd edn) N[NNN]{-NN} NHIG, Standard 04/05/2005, NCSIMG, Superseded 27/03/2007

Provider occupation end date

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Individual service provider—occupation end date, DDMMYYYY
METeOR identifier:	289053
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The date on which an individual health care provider ceased practising in an identified occupation.

Data element concept attributes

Data element concept:	Individual service provider—occupation end date
Definition:	The date on which an individual health care provider ceased practising in an identified occupation.
Object class:	Individual service provider
Property:	Occupation end date

Value domain attributes

Representational attributes

Representation class:	Date
Data type:	Date/Time
Format:	DDMMYYYY
Maximum character length:	8

Data element attributes

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Provider occupation start date

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Individual service provider—occupation start date, DDMMYYYY
METeOR identifier:	289059
Registration status:	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
Definition:	The date on which an individual health care provider commenced practising in an identified occupation.

Data element concept attributes

Data element concept:	Individual service provider—occupation start date
Definition:	The date on which an individual health care provider commenced practising in an identified occupation.
Object class:	Individual service provider
Property:	Occupation start date

Value domain attributes

Representational attributes

Representation class:	Date
Data type:	Date/Time
Format:	DDMMYYYY
Maximum character length:	8

Data element attributes

Source and reference attributes

Submitting organisation:	Standards Australia
Origin:	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Referral contact method

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Referral—contact method code N
METeOR identifier:	323145
Registration status:	NCSIMG, Standard 29/04/2006
Definition:	The means by which a person makes contact with an agency at the time of referral, as represented by a code.

Data element concept attributes

Data element concept:	Referral—contact method
Definition:	The means by which a person makes contact with an agency at the time of referral.
Object class:	Referral
Property:	Contact method

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Code	
Data type:	Number	
Format:	N	
Maximum character length:	1	
Permissible values:	Value	Meaning
	1	Face to face
	2	Over the telephone
	3	In writing (including electronic)
	4	Other method of referral/contact
Supplementary values:	9	Not stated/inadequately described

Data element attributes

Collection and usage attributes

Guide for use:	This metadata item only describes the way in which contact regarding referral to an agency was made. It can be applied to anyone, including self referral, or any party making referral. Source of referral to a service provider agency provides the information on who is actually making the referral.
Collection methods:	This information should be collected at the time initial contact regarding the referral is made.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Reference documents: Supported Accommodation Assistance Program (SAAP) National Data Collection Agency 2001. National Data Collection Data Dictionary. Version 2. Unpublished

Relational attributes

Related metadata references: Supersedes Referral—referral or contact method, code N NCSIMG, Superseded 02/05/2006

Supersedes Referral/ contact method, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005

Referral date

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Referral—referral receipt date, DDMMYYYY
METeOR identifier:	270005
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The date on which an agency receives a client referral from another party.

Data element concept attributes

Data element concept:	Referral—referral receipt date
Definition:	The date on which an agency receives a client referral from another party.
Context:	Many providers collect the date of referral because it has administrative importance. It can be used in the calculation of response times and for performance indicators that measure the provision of service. Can also be used to measure work-load (i.e. the number of referrals coming to a particular agency). This may be measured for particular clients or particular types of services.
Object class:	Referral
Property:	Referral receipt date

Value domain attributes

Representational attributes

Representation class:	Date
Data type:	Date/Time
Format:	DDMMYYYY
Maximum character length:	8

Data element attributes

Collection and usage attributes

Guide for use:	This metadata item should always be recorded as an 8 digit valid date comprising day, month and year. Year should always be recorded in its full 4 digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if an agency receives a client referral on July 1 2000 the Referral—referral receipt date, DDMMYYYY should be recorded as 01072000 as specified in the representational layout.
Collection methods:	Can be collected at initial referral of a client to an agency or at each referral, although this should be done consistently within a collection. Individual collections will also need to determine what constitutes a referral for their purposes (e.g. Is it only formal referrals that are considered, or are self-referral counted as a referral also etc).

Source and reference attributes

Origin: National Health Data Committee
National Health Data Dictionary

Relational attributes

Related metadata references: Supersedes Referral date, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005

Referral source

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Referral—referral source, code N[.N]
METeOR identifier:	297469
Registration status:	NCSIMG, Standard 02/06/2005
Definition:	The person or agency responsible for the referral of a client to a service provider agency, as represented by a code.
Context:	Source of referral is important in assisting in the analyses of inter-service client flow and for service planning.

Data element concept attributes

Data element concept:	Referral—referral source
Definition:	The person or agency responsible for the referral of a client to an agency.
Object class:	Referral
Property:	Referral source

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N[.N]
Maximum character length:	2

Permissible values:

Value	Meaning
1	Agency
1.1	Health agency
1.2	Community services agency
1.3	Educational agency
1.4	Legal agency
1.5	Employment/ job placement agency
1.6	Other agency
2	Non-agency
2.1	Self
2.2	Family
2.3	Friends
2.4	General Medical Practitioner
2.5	Other party

Supplementary values:

9	Not stated/inadequately described

Collection and usage attributes

Guide for use:

Individual data collections use specific categories relevant to their particular information needs. These categories should be mappable to the above generic domain at the 1-digit or 2-digit level.

The separation of agency from non-agency for source of referral is a significant distinction. For instance, it is important to differentiate between a referral from a private practising general medical practitioner and a referral from a health agency, such as a health clinic in a hospital.

Examples:

- Aged care assessment team would map to category 1.1
- Residential aged care factor to category 1.1
- Community nursing service to category 1.1
- School / other education institution to category 1.3
- General Practitioner to category 2.4
- Police / legal unit to category 1.4 etc.

Data element attributes

Collection and usage attributes

Collection methods:

Individual collections may like to expand categories further for example, by distinguishing between immediate family and non-immediate family.

In addition, this item may be collected at the point of initial contact with an agency, or for other contact points as well, for the agency as a whole, or for different services provided by that agency.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

Supported Accommodation Assistance Program (SAAP) National Data Collection Agency 2001. National Data Collection Data Dictionary. Version 2. Unpublished

Relational attributes

Related metadata references:

Supersedes Referral—referral source (community services), code N[.N] NCSIMG, Superseded 06/06/2005

Relationship in household

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—relationship to household reference person, code NN
METeOR identifier:	351307
Registration status:	NCSIMG, Standard 27/04/2007
Definition:	The familial and non-familial relationship of each person in a given household to the reference person in that same household, as represented by a code.

Data element concept attributes

Data element concept:	Person—relationship to household reference person
Definition:	The familial and non-familial relationship of each person in a given household to the reference person in that same household.
Object class:	Person
Property:	Relationship to reference person

Value domain attributes

Representational attributes

Classification scheme:	Family, household and income unit variables (relationship in household)
Representation class:	Code
Data type:	Number
Format:	NN
Maximum character length:	2

Permissible values:

Value	Meaning
11	In a registered marriage
12	In a de facto marriage
21	Lone parent
31	Natural or adopted child under 15
32	Step-child under 15
33	Foster child under 15
34	Grandchild under 15
35	Otherwise related child under 15
36	Unrelated child under 15
41	Natural or adopted dependent student
42	Student step-child
43	Student foster child
51	Non-dependent natural or adopted child
52	Non-dependent step-child
53	Non-dependent foster child
61	Brother/Sister

62	Father / Mother
63	Non-dependent grandchild
64	Grandfather / grandmother
65	Cousin
66	Uncle / Aunt
67	Nephew / Niece
69	Other related individual (not elsewhere classified)
71	Unrelated individual living in a family household
72	Group household member
73	Lone person
99	Visitor

Collection and usage attributes

Guide for use:

CODE 21 Lone parent:

Should be used where a person has no spouse or partner present in the household but who forms a parent-child relationship with at least one **dependent** or non-dependent child who is usually resident in the household.

CODE 99 Not stated / inadequately described:

Not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected

Collection methods:

A major purpose of this classification is as the basis for identification of **income units** and families, statistical units that are important for further analysis.

Data captured on relationships are allocated to the 'Relationship in household' classification in output processing.

Relationships to the selected Person 1 are coded, enabling the family units existing in the household to be identified.

The first person named is identified as Person 1.

Q1 below is asked of all usual residents of the household, except for Person 1:

Q1. What is (Your / the Person's) relationship to (Person 1)?

Source and reference attributes

Reference documents:

Statistical Concepts Library - Standards for Social, Labour and Demographic Variables - Family, Household and Income Unit Variables - Relationship in household - Classification and coding

Reference online through:

Family, Household and Income Unit Variables, Relationship in Household

Data element attributes

Collection and usage attributes

Guide for use:

This metadata item is measured using relationships in respect of a household reference person. Relationships in the household are determined by establishing the relationship between this

household reference person and each other member of the household in turn.

The household reference person may be determined in a variety of ways. For example, it could be the person first listed on a form ('Person 1'), or the oldest person in the household, or the client. In measuring the types of relationships that exist between persons in a household, we must recognise that there may not be any familial relationship.

Collection methods:

The second level of the ABS classification has been adopted for this metadata item. Individual agencies may wish to classify 'Relationship in household' at the 3-digit level for their own operational purposes.

Collecting these data is quite complex, due to inter-relationships that may exist in a household. Refer to ABS Standards for details of interviewer or self enumerated collection methods.

Comments:

For the purposes of this metadata item the term child refers to the relationship to the reference person and not a person under 15 years of age.

The ability to determine familial relationships between persons residing within the same household is essential in a wide range of statistics on household type, family type and income unit. It may also be useful in determining possible levels of need and support available for clients.

Relational attributes

Related metadata references:

Supersedes Person—relationship to household reference person, code NN NCSIMG, Superseded 27/04/2007

Relationship of carer to care recipient

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Informal carer—relationship to care recipient, code N
METeOR identifier:	270012
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The relationship of the informal carer to the person for whom they care, as represented by a code.

Data element concept attributes

Data element concept:	Informal carer—relationship to care recipient
Definition:	The relationship of the informal carer to the person for whom they care.
Object class:	Informal carer
Property:	Relationship to care recipient

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Spouse/ partner
2	Parent
3	Child
4	Child-in-law
5	Other relative
6	Friend/ neighbour

Supplementary values:

9	Not stated/inadequately described

Data element attributes

Collection and usage attributes

Guide for use:

This data element should always be used to record the relationship of the carer to the person for whom they care, regardless of whether the client of the agency is the carer or the person for whom they care.

For example, if a woman were caring for her frail aged mother-in-law, the agency would record that the carer is the daughter-in-law of the care recipient (i.e. code 4). Similarly, if a man were caring for his disabled son, then the agency would record that the carer is the father of the care recipient (i.e. code 2).

If a person has more than one carer (e.g. a spouse and a son), the coding response to relationship of carer to care recipient

should relate to the carer who provides the most significant care and assistance related to the person's capacity to remain living at home. The expressed views of the client and / or their carer or significant other should be used as the basis for determining which carer should be considered to be the primary or principal carer in this regard.

Code 1 includes de facto and same sex partnerships.

Collection methods: To obtain greater detailed information about carers data can be collected using other elements such as Person—age (community services), total years N[NN] and Person—sex, code N etc.

Comments: There is inconsistency between the definition of informal carer with the ABS definition of principal carer.

The ABS defines a primary carer as a person of any age who provides the most informal assistance, in terms of help or supervision, to a person with on or more disabilities. The assistance has to be ongoing, or likely to be ongoing, for at least six months and be provided for one or more of the core activities (communication, mobility and self care). This may not be appropriate for community services agencies wishing to obtain information about a person's carer regardless of the amount of time that care is for, or the types of care provided.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

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

Relational attributes

Related metadata references: Supersedes Relationship of carer to care recipient, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005

Religious affiliation

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—religious affiliation, code (ASCRG 2005) N[NNN]
METeOR identifier:	334326
Registration status:	NCSIMG, Standard 29/04/2006
Definition:	The religious group to which a person belongs or adheres, as represented by a code.

Data element concept attributes

Data element concept:	Person—religious affiliation
Definition:	The religious group to which a person belongs or adheres.
Context:	In some circumstances this item can allow agencies to provide more culturally relevant services to some clients. It also provides a useful indicator of aspects of cultural diversity.
Object class:	Person
Property:	Religious affiliation

Value domain attributes

Representational attributes

Classification scheme:	Australian Standard Classification of Religious Groups 2005
Representation class:	Code
Data type:	Number
Format:	N[NNN]
Maximum character length:	4

Data element attributes

Collection and usage attributes

Collection methods:	It is essential that where this question is asked, it be clearly marked as optional. The following question is recommended. Q1. What is your / the person's / (name)'s religion? (Answering this question is OPTIONAL.) For example, Salvation Army, Hinduism, Judaism or Humanism. If no religion, mark last option. Catholic (not Eastern Churches) Anglican (Church of England) Uniting Church Presbyterian Greek Orthodox Baptist Lutheran Islam

Buddhism

Other - please specify:. . . . . .

No religion

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, the recommended question should be used wherever practically possible.

Relational attributes

Related metadata references: Supersedes Person—religious affiliation, code (ASCRG 1996) N[NNN] NCSIMG, Superseded 08/05/2006

Residential setting

Identifying and definitional attributes

Metadata item type:	Data Element
Technical name:	Person—residential setting, code N
METeOR identifier:	269979
Registration status:	NCSIMG, Standard 01/03/2005
Definition:	The setting in which a person resides, as represented by a code.

Data element concept attributes

Data element concept:	Person—residential setting
Definition:	The setting in which a person resides.
Object class:	Person
Property:	Residential setting

Value domain attributes

Representational attributes

Representation class:	Code
Data type:	Number
Format:	N
Maximum character length:	1

Permissible values:

Value	Meaning
1	Private setting
2	Community based setting
3	Institutional setting
4	None/homeless/public place

Supplementary values:

9	Not stated/inadequately described

Collection and usage attributes

Guide for use:

To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS V2, but they should always be mappable to categories in the NCCS V2. Categories used in individual community services data collections such as the Home and Community Care (HACC), Commonwealth State/Territory Disability Agreement (CSTDA) and the Supported Accommodation Assistance Program (SAAP) have been mapped to the settings classification in the National Classifications of Community Services.

CODE 1 Private setting

A largely self contained dwelling intended for occupation by one or more usual residents, or movable, makeshift or improvised dwelling occupied by one or more usual residents, regardless of whether the dwelling is owned, being purchased or being rented privately, publicly or through a community organisation. This includes,
Owner/purchaser/renter occupied dwellings and

Unsupported independent living facilities.

For example houses, flats, units, hotels / motels, caravan, craft in a marina, a houseboat, independent living in a retirement village (where no support services are provided as a package with the accommodation) and makeshift and improvised dwellings (such as humpies).

CODE 2 Community based setting

This type of setting includes:

Short-term crisis or emergency accommodation facility, Supported independent residential facility, Transitional accommodation facility, Supported accommodation facility (where support is provided together with the accommodation as a package) and Supported independent living.

The distinguishing features of a community based setting as opposed to private:

- An adult accommodated in a community setting has less control or choice, over when, where and how, they undertake basic personal activities than in a private setting (e.g. shared or scheduled meals, communal laundry, etc.).
- In community based settings some form of service by paid staff is generally provided in association with occupancy of a dwelling.
- The person has more choice or control over such activities in a community based setting than in an institutional setting.
- Persons living in community settings are generally housed in domestic scale sized dwellings.
- Located within the general community, in areas where other people live privately.

CODE 3 Institutional setting

This category includes:

Hospital (including psychiatric), Special purpose residential facility (including those that provide 'out of home' placements for children who cannot live with their families), Community care unit and Custodial settings, (prisons, remand centres, corrective institutions for children / youth). It also includes larger institutions for people with disabilities, larger institutional supported accommodation facilities, convents and monasteries, boarding schools and residential colleges.

The distinguishing features of an institutional setting (as opposed to community):

- Existence of a regulatory or licensing body.
- Accommodation units are usually not self contained.
- Adult residents have little or no control over when, where and how they undertake basic personal activities (e.g. shared or scheduled meals, communal laundry, etc.).
- They are generally situated out of the general community (e.g. gaols, hospitals).
- They are often of a larger scale than community settings.

Should difficulties arise concerning the categorisation of a setting, refer to the features listed below for guidance:

- Level of choice / control
- Scale / size
- Location within / outside of general community

- Existence of a regulatory or licensing body
- Paid staff.

CODE 4 None / **homeless** / public place includes non dwelling living rough and informal housing

CODE 9 Not stated / inadequately described

This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Collection methods: This metadata item could be used to describe the residential setting of individual persons, groups of people or households.

Data element attributes

Collection and usage attributes

Comments: Linking human service outcomes with people's housing situations has been identified as an important step in providing better targeted services. Collecting information about residential setting also gives an indication of the type and variety of settings to which agencies deliver their services when providing assistance. This metadata item assists when making comparisons of data from administrative data collections with data from the five yearly Census of Population and Housing, and to assist in analyses of de-institutionalisation

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Related metadata references: Supersedes Residential setting, version 1, DE, NCSDD, NCSIMG, Superseded 01 / 03 / 2005