SAAP Client Collection National Minimum Data Set

Exported from METeOR (AIHW's Metadata Online Registry)

List of metadata items

Data Element Technical Names

Metadata items

SAAP Client Collection National Minimum Data Set

Identifying and definitional attributes

Metadata item type:	Data Set Specification
METeOR identifier:	339019
Registration status:	Community services, Standard 30/11/2007
DSS type:	National Minimum Data Set (NMDS)
Scope:	The Supported Accommodation Assistance Program (SAAP) Client data collection forms part of the SAAP National Data Collection. The National Data Collection (NDC) aims to provide good information about the SAAP to agencies and program administrators to assist them in their work so that services for homeless people can be improved. In addition, the collection aims to provide good information about SAAP to peaks, community groups, and interested researchers to assist in debates about homelessness.
	The SAAP NDC has three components; the client collection, the demand collection and the administrative collection. The client collection is intended to collect information on all clients receiving ongoing or substantial support under SAAP. Data collection includes basic socio-demographic information and the services required by and provided to each client. Details about accompanying children are also obtained. Additionally, information is collected about the client circumstances before and after receiving SAAP support.
	The SAAP NMDS includes information about all clients receiving SAAP support lasting more than 1 hour. The information is collected throughout the year. The SAAP NMDS also identifies and describes the agencies funded under SAAP.

Collection and usage attributes

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

Source and reference attributes

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

Metadata items in this Data Set Specification

Seq No.	Metadata item	Obligation	Max occurs
-	Service event—accommodation period end date, DDMMYYYY[]	Conditional	1
-	Service event—accommodation period start date, DDMMYYYY[]	Conditional	1
-	Service provider organisation—organisation identifier (SAAP), NNNNA[]	Conditional	1
-	Person—Australian state/territory identifier, code N[]	Conditional	1

-	Client—case management plan goal status, code N[]	Conditional	1
-	Client—case management plan indicator, code N[]	Mandatory	1
-	Client—group type, SAAP code N[]	Mandatory	99
-	Client—consent obtained indicator, yes/no code N[]	Mandatory	1
-	Person—country of birth, code (SACC 1998) NNNN[]	Conditional	1
-	Date—accuracy indicator, code AAA[]	Conditional	1
-	Person—date of birth, DDMMYYYY[]	Conditional	1
-	Service episode—episode end date, DDMMYYYY[]	Conditional	2
-	Service episode—episode start date, DDMMYYYY[]	Conditional	2
-	Person (employed)—full-time/part-time status, code N[]	Conditional	1
-	Person—Indigenous status, code N[]	Conditional	1
-	Person—labour force status, code N[]	Conditional	99
-	Person—letters of family name, text XXX[]	Conditional	99
-	Person—letters of given name, text XX[]	Conditional	99
-	Person—living arrangement, SAAP code N[NN][]	Conditional	99
-	Person—source of cash income (principal), SAAP code N[]	Conditional	1
-	Person (address)—Australian postcode, code (Postcode datafile) {NNNN}[]	Conditional	99
-	Client—reason case management plan does not exist, SAAP code N[]	Conditional	1
-	Person—reason for seeking assistance, SAAP code N[NN][]	Conditional	99
-	Referral—referral source, SAAP code N[N][]	Conditional	99
-	Person—registered/awaiting government payment indicator, code N[]	Conditional	2
-	Service episode—service ongoing indicator, code N[]	Conditional	99
-	Person—sex, code N[]	Conditional	1
-	Person—student/employment training indicator, code N[]	Conditional	99
-	Person—student type, SAAP code N[N][]	Conditional	1
-	Person (address)—suburb/town/locality name, text [A(50)][]	Conditional	1
-	Client—service activity type needed, SAAP accompanying child code N[N][]	Conditional	1
-	Client—service activity type needed, SAAP code N[N][]	Conditional	1
-	Client—service activity type provided, SAAP accompanying child code N[N][]	Conditional	1
-	Client—service activity type provided, SAAP code N[N][]	Conditional	1
-	Client—service activity type referral arranged, SAAP accompanying child code N[N][]	Conditional	99
-	Client—service activity type referral arranged, SAAP code N[N][]	Conditional	2
-	Service event—supported accommodation type, code N[]	Mandatory	2
-	Person—tenure type, SAAP code N[N][]	Conditional	1

Accommodation period end date

Identifying and definitional attributes

Technical name: Service event—accommodation period end date, DDMMYYYY

METeOR identifier: 347334

Registration status: Community services, Standard 30/11/2007

Definition: The date at which an **accommodation period** was completed.

Data Element Concept: Service event—accommodation period end 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 data element refers to a discrete accommodation period within a service episode. There may be a number of accommodation periods within a service episode.

Collection methods: This data element is collected in conjunction with the Accommodation period start date and supported accommodation type.

Relational attributes

Implementation in Data Set Specifications: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Accommodation period start date

Identifying and definitional attributes

Technical name: Service event—accommodation period start date, DDMMYYYY

METeOR identifier: 348138

Registration status: Community services, Standard 30/11/2007

Definition: The date at which an **accommodation period** commences.

Data Element Concept: Service event—accommodation period 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 data element refers to a discrete accommodation period within a service episode. There may be a number of accommodation periods within a service episode.

Collection methods: This data element is collected in conjunction with the Accommodation period end date and Supported accommodation type.

Relational attributes

Implementation in Data Set Specifications: Accommodation period cluster *No registration status*

SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Agency identifier (SAAP)

Identifying and definitional attributes

Technical name:	Service provider organisation—organisation identifier (SAAP), NNNNA
Synonymous names:	Agency number
METeOR identifier:	349314
Registration status:	Community services, Standard 15/09/2007
Definition:	A unique identifier assigned to each SAAP agency by the SAAP National Data Collection Agency (NDCA).
Data Element Concept:	Service provider organisation—organisation identifier

Value domain attributes

Representational attributes

Representation class:	Identifier
Data type:	String
Format:	NNNNA
Maximum character length:	5

Data element attributes

Relational attributes

Related metadata references:	See also Service provider organisation—organisation identifier (SAAP State/Territory allocated), X(15)[] Community services, Standard 15/09/2007
Implementation in Data Set Specifications:	SAAP Administrative National Minimum Data Set Community services, Standard 30/11/2007
	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007
	SAAP Demand for Accommodation National Minimum Data Set Community services, Standard 30/11/2007

Australian state/territory identifier

Identifying and definitional attributes

Technical name:	Person—Australian state/territory identifier, code N
METeOR identifier:	286919
Registration status:	Health, Standard 04/05/2005 Community services, Standard 25/08/2005 Housing assistance, Standard 10/02/2006
Definition:	The Australian state or territory where a person can be located, as represented by a code.
Data Element Concept:	Person—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}[] Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 10/02/2006
Implementation in Data Set Specifications:	AROC inpatient data set specification Health, Candidate 14/02/2007
	Health care client identification DSS Health, Standard 04/05/2005
	Health care provider identification DSS Health, Superseded 04/07/2007
	Health care provider identification DSS Health, Standard 04/07/2007
	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

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

Case management plan goal status

Identifying and definitional attributes

Technical name: Client—case management plan goal status, code N

METeOR identifier: 336961

Registration status: Community services, Standard 30/11/2007

Definition: The extent to which a client has achieved his/her case management goals, as represented by a code.

Data Element Concept: Client—case management goal status

Value domain attributes

Representational attributes

Representation class: Code

Data type: Number

Format: N

Maximum character length: 1

Permissible values:

Value	Meaning
1	Not at all
2	Some
3	Most
4	All

Collection and usage attributes

Guide for use: CODE 1 Not at all

This option is selected if no case management goals were achieved.

CODE 2 Some

This option is used if some case management goals were achieved.

CODE 3 Most

This option is selected if most case management goals were achieved.

CODE 4 All

This option is used if all case management goals were achieved.

Data element attributes

Collection and usage attributes

Collection methods: This item is answered from the perspective of the agency worker. It is answered at the end of a client's service episode or support period as to whether the case management goals were achieved.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Implementation in Data Set
Specifications: SAAP Client Collection National Minimum Data Set
                                     Community services, Standard 30/11/2007

Case management plan indicator

Identifying and definitional attributes

Technical name: Client—case management plan indicator, code N

METeOR identifier: 321129

Registration status: Community services, 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: Client—case management plan 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

Collection methods: This metadata item would be collected either at an initial assessment or subsequent assessments 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.

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 <u>Client—case management plan indicator, code N</u>[] Community services, Superseded 29/04/2006
Implementation in Data Set Specifications:	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

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

Client group type (SAAP)

Identifying and definitional attributes

Technical name: Client—group type, SAAP code N

METeOR identifier: 336756

Registration status: Community services, Standard 15/09/2007

Definition: The type of client group based on the structure and relationships amongst persons receiving SAAP assistance, as represented by a code.

Data Element Concept: Client—group type

Value domain attributes

Representational attributes

Representation class: Code

Data type: Number

Format: N[NN]

Maximum character length: 3

Permissible values:

Value	Meaning
1	Person alone or with unrelated person(s)
2	Couple without child(ren)
3	Person with child(ren)
4	Couple with child(ren)
999	Other

Unit of measure: Attendance

Collection and usage attributes

Guide for use: CODE 1 Person alone or with unrelated person(s)

Person with unrelated person(s) is selected if, for example, two friends are supported.

CODE 2 Couple with child(ren) and 4 Couple without child(ren)

Couple is used when a married or defacto couple present together.

CODE 999 Other

Other is used to record all other groups of related individuals. These include siblings and multi-generational families of more than two generations.

Data element attributes

Source and reference attributes

Submitting organisation: Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC).

Origin: SAAP National Data Collection Agency Collectors Manual July 2005.

Relational attributes

Implementation in Data Set Specifications:	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007
	SAAP Demand for Accommodation National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

Conditional obligation:	Conditional on consent being obtained from the client.

Consent obtained indicator

Identifying and definitional attributes

Technical name: Client—consent obtained indicator, yes/no code N

Synonymous names: Consent obtained

METeOR identifier: 338737

Registration status: Community services, Standard 30/11/2007

Definition: Whether the client has agreed to have personal information recorded, as represented by a code.

Data Element Concept: Client—consent 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: Code 1 Yes

Information has been provided to the client about the recording of personal information and they have given their consent to being involved.

Code 2 No

The client has been asked to give consent but has refused, or if consent was not obtained for other reasons.

Source and reference attributes

Submitting organisation: Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC).

Origin: SAAP National Data Collection Agency Collectors Manual July 2005.

Relational attributes

Implementation in Data Set Specifications: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

Information specific to this data set: This question must be answered.

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

analysis.

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

- be told why the collection is being conducted and how the information will be used; and

- refuse to participate in the collection without affecting their right to receive services.

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

Country of birth

Identifying and definitional attributes

Technical name: Person—country of birth, code (SACC 1998) NNNN

METeOR identifier: 270277

Registration status: Health, Standard 01/03/2005
Community services, Standard 01/03/2005
Housing assistance, Standard 20/06/2005

Definition: The country in which the person was born, as represented by a code.

Data Element Concept: Person—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.pdf](#) (19.86 KB)

Implementation in Data Set Specifications: Acute coronary syndrome (clinical) DSS Health, Superseded 07/12/2005

Acute coronary syndrome (clinical) DSS Health, Standard 07/12/2005

Admitted patient care NMDS Health, Superseded 07/12/2005

Admitted patient care NMDS 2006-2007 Health, Superseded 23/10/2006

Admitted patient care NMDS 2007-2008 Health, Standard 23/10/2006

Admitted patient mental health care NMDS Health, Superseded 07/12/2005

Admitted patient mental health care NMDS Health, Superseded 23/10/2006

Admitted patient mental health care NMDS 2007-2008 Health, Standard 23/10/2006

Admitted patient mental health care NMDS 2008-2009 Health, Candidate 13/12/2007

Admitted patient palliative care NMDS Health, Superseded 07/12/2005

Admitted patient palliative care NMDS 2006-2007 Health, Superseded 23/10/2006

Admitted patient palliative care NMDS 2007-08 Health, Standard 23/10/2006

Admitted patient palliative care NMDS 2008-09 Health, Candidate 13/12/2007

Alcohol and other drug treatment services NMDS Health, Superseded 21/03/2006

Alcohol and other drug treatment services NMDS Health, Superseded 23/10/2006

Alcohol and other drug treatment services NMDS 2007-2008 Health, Standard 23/10/2006

Alcohol and other drug treatment services NMDS 2008-2009 Health, Standardisation pending 19/12/2007

Cardiovascular disease (clinical) DSS Health, Superseded 15/02/2006

Cardiovascular disease (clinical) DSS Health, Superseded 04/07/2007

Cardiovascular disease (clinical) DSS Health, Standard 04/07/2007

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

Community mental health care 2004-2005 Health, Superseded 08/12/2004

Community mental health care NMDS 2005-2006 Health, Superseded 07/12/2005

Community mental health care NMDS 2006-2007 Health, Superseded 23/10/2006

Community mental health care NMDS 2007-2008 Health, Standard 23/10/2006

Community mental health care NMDS 2008-2009 Health, Candidate 13/12/2007

Computer Assisted Telephone Interview demographic module DSS Health, Standard 04/05/2005

Health care client identification Health, Superseded 04/05/2005

Health care client identification DSS Health, Standard 04/05/2005

Non-admitted patient emergency department care NMDS Health, Superseded 07/12/2005

Non-admitted patient emergency department care NMDS Health, Superseded 24/03/2006

Non-admitted patient emergency department care NMDS Health, Superseded 23/10/2006

Non-admitted patient emergency department care NMDS 2007-2008 Health, Standard 23/10/2006

Non-admitted patient emergency department care NMDS 2008-2009 Health, Candidate 13/12/2007

Perinatal NMDS Health, Superseded 07/12/2005

Perinatal NMDS Health, Superseded 06/09/2006

Perinatal NMDS 2007-2008 Health, Standard 06/09/2006

Perinatal NMDS 2008-2009 Health, Candidate 13/12/2007

Residential mental health care NMDS 2005-2006 Health, Superseded 07/12/2005

Residential mental health care NMDS 2006-2007 Health, Superseded 23/10/2006

Residential mental health care NMDS 2007-2008 Health, Standard 23/10/2006

Residential mental health care NMDS 2008-2009 Health, Candidate 13/12/2007

SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

Information specific to this data set:　This data element should be collected for the client and for each accompanying child.

Date accuracy indicator

Identifying and definitional attributes

Technical name:	Date—accuracy indicator, code AAA
METeOR identifier:	294429
Registration status:	Health, Standard 04/05/2005 Community services, 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:	Date—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[] Health, Standard 04/05/2005, Community services, Standard 30/09/2005
	See also Service provider organisation—organisation start date, DDMMYYYY[] Health, Standard 04/05/2005, Community services, Standard 30/09/2005
	See also Person—date of birth, DDMMYYYY[] Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 20/06/2005
	See also Individual service provider—occupation start date, DDMMYYYY[] Health, Standard 04/05/2005, Community services, Standard 30/09/2005
	See also Individual service provider—occupation end date, DDMMYYYY[] Health, Standard 04/05/2005, Community services, Standard 30/09/2005
Implementation in Data Set Specifications:	Health care client identification DSS Health, Standard 04/05/2005
	Health care provider identification DSS Health, Superseded 04/07/2007
	Health care provider identification DSS Health, Standard 04/07/2007
	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

Information specific to this data set:	This data element should be collected for the client and for each accompanying child. It should be collected in conjunction with the client/accompanying children date of birth.

Date of birth

Identifying and definitional attributes

Technical name: Person—date of birth, DDMMYYYY

METeOR identifier: 287007

Registration status: Health, Standard 04/05/2005
                           Community services, Standard 25/08/2005
                           Housing assistance, Standard 20/06/2005

Definition: The date of birth of the person.

Data Element Concept: Person—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[] Health, Standard 04/05/2005, Community services, Standard 30/09/2005
	See also Date—estimate indicator, code N[] Community services, Standard 27/04/2007
	Supersedes Person—date of birth, DDMMYYYY[] Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005
	Is used in the formation of Episode of admitted patient care—major diagnostic category, code (AR-DRG v5.1) NN[] Health, Standard 01/03/2005
	Is used in the formation of Episode of admitted patient care—length of stay (including leave days) (postnatal), total N[NN][] Health, Standard 04/07/2007
	Is used in the formation of Episode of admitted patient care—length of stay (including leave days) (antenatal), total N[NN][] Health, Standard 04/07/2007
	Is used in the formation of Episode of admitted patient care—diagnosis related group, code (AR-DRG v5.1) ANNA[] Health, 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][] Health, Superseded 04/07/2007
	Is used in the formation of Episode of admitted patient care (antenatal)—length of stay (including leave days), total N[NN][] Health, Superseded 04/07/2007
Implementation in Data Set Specifications:	AROC inpatient data set specification Health, Candidate 14/02/2007
	Acute coronary syndrome (clinical) DSS Health, Superseded 07/12/2005
	Acute coronary syndrome (clinical) DSS Health, Standard 07/12/2005
	Admitted patient care NMDS Health, Superseded 07/12/2005
	Admitted patient care NMDS 2006-2007 Health, Superseded 23/10/2006
	Admitted patient care NMDS 2007-2008 Health, Standard 23/10/2006
	Admitted patient mental health care NMDS Health, Superseded 07/12/2005
	Admitted patient mental health care NMDS Health, Superseded 23/10/2006
	Admitted patient mental health care NMDS 2007-2008 Health, Standard 23/10/2006
	Admitted patient mental health care NMDS 2008-2009 Health, Candidate 13/12/2007
	Admitted patient palliative care NMDS Health, Superseded 07/12/2005
	Admitted patient palliative care NMDS 2006-2007 Health, Superseded 23/10/2006
	Admitted patient palliative care NMDS 2007-08 Health, Standard 23/10/2006
	Admitted patient palliative care NMDS 2008-09 Health, Candidate 13/12/2007
	Alcohol and other drug treatment services NMDS Health, Superseded 21/03/2006
	Alcohol and other drug treatment services NMDS Health, Superseded 23/10/2006
	Alcohol and other drug treatment services NMDS 2007-2008 Health, Standard 23/10/2006
	Alcohol and other drug treatment services NMDS 2008-2009 Health, Standardisation pending 19/12/2007
	Cancer (clinical) DSS Health, Superseded 07/12/2005
	Cancer (clinical) DSS Health, Standard 07/12/2005
	Cancer (clinical) DSS Health, Candidate 14/09/2006
	Cardiovascular disease (clinical) DSS Health, Superseded 15/02/2006
	Cardiovascular disease (clinical) DSS Health, Superseded 04/07/2007
	Cardiovascular disease (clinical) DSS Health, Standard 04/07/2007
	Children's Services NMDS Community services, Standard 18/12/2007
	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007

Community mental health care 2004-2005 Health, Superseded 08/12/2004

Community mental health care NMDS 2005-2006 Health, Superseded 07/12/2005

Community mental health care NMDS 2006-2007 Health, Superseded 23/10/2006

Community mental health care NMDS 2007-2008 Health, Standard 23/10/2006

Community mental health care NMDS 2008-2009 Health, Candidate 13/12/2007

Computer Assisted Telephone Interview demographic module DSS Health, Standard 04/05/2005

Diabetes (clinical) DSS Health, Superseded 21/09/2005

Diabetes (clinical) DSS Health, Standard 21/09/2005

Health care client identification DSS Health, Standard 04/05/2005

Health care provider identification DSS Health, Superseded 04/07/2007

Health care provider identification DSS Health, Standard 04/07/2007

Health labour force NMDS Health, Standard 01/03/2005

Juvenile Justice NMDS Community services, Standard 27/03/2007

Non-admitted patient emergency department care NMDS Health, Superseded 07/12/2005

Non-admitted patient emergency department care NMDS Health, Superseded 24/03/2006

Non-admitted patient emergency department care NMDS Health, Superseded 23/10/2006

Non-admitted patient emergency department care NMDS 2007-2008 Health, Standard 23/10/2006

Non-admitted patient emergency department care NMDS 2008-2009 Health, Candidate 13/12/2007

Perinatal NMDS Health, Superseded 07/12/2005

Perinatal NMDS Health, Superseded 06/09/2006

Perinatal NMDS 2007-2008 Health, Standard 06/09/2006

Perinatal NMDS 2008-2009 Health, Candidate 13/12/2007

Residential mental health care NMDS 2005-2006 Health, Superseded 07/12/2005

Residential mental health care NMDS 2006-2007 Health, Superseded 23/10/2006

Residential mental health care NMDS 2007-2008 Health, Standard 23/10/2006

Residential mental health care NMDS 2008-2009 Health, Candidate 13/12/2007

SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

SAAP date of birth data cluster *No registration status*

Statistical linkage key DSS *No registration status*

Younger people with disabilities in residential aged care program *No registration status*

Data set specification specific attributes

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

Episode end date

Identifying and definitional attributes

Technical name: Service episode—episode end date, DDMMYYYY

Synonymous names: Service exit date, Exit date, End date, Support period end date, Date of expiry

METeOR identifier: 270160

Registration status: Community services, Standard 01/03/2005

Definition: The date on which a service episode was completed.

Data Element Concept: Service episode—episode end 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: 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

Related metadata references: Has been superseded by Service episode—episode end date, DDMMYYYY[]*No registration status*

Implementation in Data Set Specifications:	Child protection and support services (CPSS) - care and protection order episode NMDS (July 2007) Community services, Standard 18/12/2007
	Child protection and support services (CPSS) - out-of-home care NMDS (July 2007) Community services, Standard 18/12/2007
	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007
	Juvenile Justice NMDS *No registration status*
	Juvenile Justice NMDS Community services, Standard 27/03/2007
	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

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

Episode start date

Identifying and definitional attributes

Technical name:	Service episode—episode start date, DDMMYYYY
Synonymous names:	Service start date, Entry date, Support period start date, Date of effect
METeOR identifier:	338558
Registration status:	Community services, Standard 16/05/2006
Definition:	The date on which a service episode commenced.
Data Element Concept:	Service episode—episode 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:	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.pdf (14.68 KB) Has been superseded by Service episode—episode start date, DDMMYYYY[]*No registration status*
Implementation in Data Set Specifications:	Child protection and support services (CPSS) - care and protection order episode NMDS (July 2007) Community services, Standard 18/12/2007 Child protection and support services (CPSS) - out-of-home care NMDS (July 2007) Community services, Standard

18/12/2007

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

Juvenile Justice NMDS *No registration status*

Juvenile Justice NMDS Community services, Standard 27/03/2007

SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

Information specific to this data set: In SAAP, a service episode is known as a support period. It commences when a client begins to receive support from a SAAP agency.

Full-time/part-time status

Identifying and definitional attributes

Technical name: Person (employed)—full-time/part-time status, code N

METeOR identifier: 269950

Registration status: Community services, 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: Person (employed)—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.pdf (16.53 KB)

                                   Has been superseded by Person (employed)—full-time/part-time status, code N[]*No registration status*

Implementation in Data Set Specifications: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

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

Indigenous status

Identifying and definitional attributes

Technical name: Person—Indigenous status, code N

METeOR identifier: 291036

Registration status: Health, Standard 04/05/2005
                             Community services, 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: Person—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[] Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005
Implementation in Data Set Specifications:	AROC inpatient data set specification Health, Candidate 14/02/2007
	Acute coronary syndrome (clinical) DSS Health, Superseded 07/12/2005
	Acute coronary syndrome (clinical) DSS Health, Standard 07/12/2005
	Acute coronary syndrome (clinical) DSS *No registration status*
	Acute coronary syndrome (clinical) DSS *No registration status*
	Acute coronary syndrome (clinical) DSS - Queensland Health CPIC *No registration status*
	Admitted patient care NMDS Health, Superseded 07/12/2005
	Admitted patient care NMDS 2006-2007 Health, Superseded 23/10/2006
	Admitted patient care NMDS 2007-2008 Health, Standard 23/10/2006
	Admitted patient mental health care NMDS Health, Superseded 07/12/2005
	Admitted patient mental health care NMDS Health, Superseded 23/10/2006
	Admitted patient mental health care NMDS 2007-2008 Health, Standard 23/10/2006
	Admitted patient mental health care NMDS 2008-2009 Health, Candidate 13/12/2007
	Admitted patient palliative care NMDS Health, Superseded

07/12/2005

Admitted patient palliative care NMDS 2006-2007 Health, Superseded 23/10/2006

Admitted patient palliative care NMDS 2007-08 Health, Standard 23/10/2006

Admitted patient palliative care NMDS 2008-09 Health, Candidate 13/12/2007

Alcohol and other drug treatment services NMDS Health, Superseded 21/03/2006

Alcohol and other drug treatment services NMDS Health, Superseded 23/10/2006

Alcohol and other drug treatment services NMDS 2007-2008 Health, Standard 23/10/2006

Alcohol and other drug treatment services NMDS 2008-2009 Health, Standardisation pending 19/12/2007

Cardiovascular disease (clinical) DSS Health, Superseded 15/02/2006

Cardiovascular disease (clinical) DSS Health, Superseded 04/07/2007

Cardiovascular disease (clinical) DSS Health, Standard 04/07/2007

Cardiovascular disease (clinical) DSS - Demo for CPIC *No registration status*

Child protection and support services (CPSS) - out-of-home care NMDS (July 2007) Community services, Standard 18/12/2007

Child protection and support services (CPSS) client cluster Children's Services NMDS Community services, Standard 18/12/2007

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

Community mental health care 2004-2005 Health, Superseded 08/12/2004

Community mental health care NMDS 2005-2006 Health, Superseded 07/12/2005

Community mental health care NMDS 2006-2007 Health, Superseded 23/10/2006

Community mental health care NMDS 2007-2008 Health, Standard 23/10/2006

Community mental health care NMDS 2008-2009 Health, Candidate 13/12/2007

Community-based palliative care client DSS *No registration status*

Computer Assisted Telephone Interview demographic module DSS *No registration status*

Computer Assisted Telephone Interview demographic module DSS Health, Standard 04/05/2005

Congenital anomalies NMDS (Under development by the NPSU September 2006) *No registration status*

Diabetes (clinical) DSS Health, Superseded 21/09/2005

Diabetes (clinical) DSS Health, Standard 21/09/2005

Gambling Support Services *No registration status*

Health care client identification DSS Health, Standard 04/05/2005

Juvenile Justice NMDS *No registration status*

Juvenile Justice NMDS Community services, Standard 27/03/2007

National Bowel Screening Program NMDS *No registration status*

Non-admitted patient emergency department care NMDS Health, Superseded 07/12/2005

Non-admitted patient emergency department care NMDS Health, Superseded 24/03/2006

Non-admitted patient emergency department care NMDS Health, Superseded 23/10/2006

Non-admitted patient emergency department care NMDS *No registration status*

Non-admitted patient emergency department care NMDS 2007-2008 Health, Standard 23/10/2006

Non-admitted patient emergency department care NMDS 2008-2009 Health, Candidate 13/12/2007

Outpatient care patient level DSS *No registration status*

Perinatal NMDS Health, Superseded 07/12/2005

Perinatal NMDS Health, Superseded 06/09/2006

Perinatal NMDS 2007-2008 Health, Standard 06/09/2006

Perinatal NMDS 2007-2008 *No registration status*

Perinatal NMDS 2008-2009 Health, Candidate 13/12/2007

Recommended Data Specifications for Community Care *No registration status*

Residential mental health care NMDS 2005-2006 Health, Superseded 07/12/2005

Residential mental health care NMDS 2006-2007 Health, Superseded 23/10/2006

Residential mental health care NMDS 2007-2008 Health, Standard 23/10/2006

Residential mental health care NMDS 2008-2009 Health, Candidate 13/12/2007

SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

SAAP Demand for Accommodation National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

Information specific to this data set: This data element should be collected for the client and for each accompanying child.

Labour force status

Identifying and definitional attributes

Technical name: Person—labour force status, code N

METeOR identifier: 270112

Registration status: Health, Standard 01/03/2005
                                    Community services, Standard 01/03/2005
                                    Housing assistance, 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: Person—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.pdf](#) (19.53 KB)
Implementation in Data Set Specifications:	AROC inpatient data set specification Health, Candidate 14/02/2007
	Cardiovascular disease (clinical) DSS Health, Superseded 15/02/2006
	Cardiovascular disease (clinical) DSS Health, Superseded 04/07/2007
	Cardiovascular disease (clinical) DSS Health, Standard 04/07/2007
	Cardiovascular disease (clinical) DSS - Demo for CPIC *No registration status*
	Children's Services NMDS Community services, Standard 18/12/2007
	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007
	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

Information specific to this data set:	This data element is collected a minimum of twice (for the client):

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

Only one permissible value is selected in each case.

Note code values below:

Code 98 Client left without providing any information.

Code 99 Don't know

Letters of family name

Identifying and definitional attributes

Technical name: Person—letters of family name, text XXX

METeOR identifier: 349481

Registration status: Community services, Standard 27/03/2007

Definition: The combination of 2nd, 3rd and 5th letters of a person's family name.

Data Element Concept: Person—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)][] Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 20/06/2005

Has been superseded by Person—letters of family name, text XXX[]*No registration status*

Is used in the formation of Record—linkage key 581, statistical code XXXXXDDMMYYYYN[]*No registration status*

Implementation in Data Set Specifications:

Children's Services NMDS Community services, Standard 18/12/2007

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

Juvenile Justice NMDS *No registration status*

Juvenile Justice NMDS Community services, Standard 27/03/2007

SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Younger people with disabilities in residential aged care program *No registration status*

Data set specification specific attributes

Information specific to this data set: This data element should be collected for the client and for each accompanying child.

Letters of given name

Identifying and definitional attributes

Technical name: Person—letters of given name, text XX

METeOR identifier: 349483

Registration status: Community services, Standard 27/03/2007

Definition: The combination of the 2nd and 3rd letters of a person's given name.

Data Element Concept: Person—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 <u>Person (name)—family name, text X[X(39)]</u>[] Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 20/06/2005
	Is formed using <u>Person (name)—given name, text [X(40)]</u>[] Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 20/06/2005
	Is used in the formation of <u>Record—linkage key 581, statistical code XXXXXDDMMYYYYN</u>[]*No registration status*
Implementation in Data Set Specifications:	Children's Services NMDS Community services, Standard 18/12/2007
	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007
	Juvenile Justice NMDS *No registration status*
	Juvenile Justice NMDS Community services, Standard 27/03/2007
	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007
	Younger people with disabilities in residential aged care program *No registration status*

Data set specification specific attributes

Information specific to this data set:	This data element should be collected for the client and for each accompanying child.

Living arrangement (SAAP)

Identifying and definitional attributes

Technical name: Person—living arrangement, SAAP code N[NN]

METeOR identifier: 337909

Registration status: Community services, Recorded 07/08/2007

Definition: Whether a SAAP client usually lives alone or with others, as represented by a code.

Data Element Concept: Person—living arrangement

Value domain attributes

Representational attributes

Representation class: Code

Data type: Number

Format: N[NN]

Maximum character length: 3

Permissible values:

Value	Meaning
1	With both parents
2	With one parent and parent's spouse/partner
3	With one parent
4	With foster family
7	With spouse/partner
8	With spouse/partner and child(ren)
9	Alone with child(ren)
10	Alone
13	Living with other unrelated persons
16	With relatives/friends temporary
17	With relatives/friends long-term
88	Other

Supplementary values: 99   Not stated/inadequately described

Collection and usage attributes

Guide for use: CODE 1 With both parents

This option refers to living with both biological or both adoptive parents, with or without siblings or children and/or any other relative or unrelated person. *Other* is chosen if the client is also living with a spouse or partner.

CODE 2 With one parent and parent's spouse/partner

This option refers to living with either one biological or one adoptive parent and that parent's spouse or partner, with or without siblings or children and/or any other relative or unrelated person. *Other* is chosen if the client is also living with a spouse or partner.

CODE 3 With one parent

This option refers to living with one either biological or adoptive parent, with or without siblings or children and/or any other relative or unrelated person. *Other* is chosen if the

client is also living with a spouse or partner.

CODE 4 With foster family

This option refers to living with unrelated individuals who receive a foster allowance by a government or non-government organisation for the care of a child (excluding children in family group homes).

CODE 7 With spouse/partner

This option refers to living with a spouse or partner without biological or adopted children, or the children of the client's spouse/partner. This also includes living with a spouse/partner and relatives or unrelated people, however, *Other* is chosen if the client is also living with parent(s).

CODE 8 With spouse/partner and child(ren)

This option refers to living with a spouse or partner and biological, adopted or the spouse/partner's children. This also includes living with a spouse/partner and children and relatives or unrelated people, however, *Other* is chosen if the client is also living with parent(s).

CODE 9 Alone with child(ren)

This option refers to a person living only with biological or adopted children. This may also include a situation in which a boarder is present in the home.

CODE 10 Alone

This option refers to living without any other individual but includes living in a boarding house or hostel.

CODE 13 Living with other unrelated persons

This option includes living in shared accommodation with flatmates and living in a supported group home, or living with a boarder present in the home. It also includes situations in which the client is living communally such as in a boarding school, hospital, prison or other institution.

CODE 16 With relatives/friends temporary

This option refers to living with friends or relatives (other than parents, spouse/partner or children) for up to three months.

CODE 17 With relatives/friends long-term

This option refers to living with friends or relatives (other than parents, spouse/partner or children) for a period greater than three months.

CODE 88 Other

This option refers to any other combination of people not elsewhere included with whom the client lived before or after support.

CODE 99 Not stated/inadequately described

Not stated/inadequately described is chosen if there is insufficient information to determine a client's living arrangement either before or after support, or if a client did not want to answer this question.

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 is collected a minimum of twice (for the client):
	• the client's labour force status immediately before the support period starts; and
	• the client's labour force status immediately after the support period ends.
	Only one permissible value is selected in each case.
Comments:	This item refers to the people with whom the client lived immediately before and after the current support period.
	By comparing the client's situation before and after receiving SAAP assistance, this item may also give information about ongoing resolution of conflicts in their living situation—an important outcome indicator.

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Relational attributes

Implementation in Data Set Specifications:	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Main source of income (SAAP)

Identifying and definitional attributes

Technical name: Person—source of cash income (principal), SAAP code N

METeOR identifier: 348574

Registration status: Community services, Recorded 07/08/2007

Definition: The source from which a person derives the greatest proportion of his/her income, as represented by a code.

Data Element Concept: Person—source of cash income (principal)

Value domain attributes

Representational attributes

Representation class: Code

Data type: Number

Format: N

Maximum character length: 1

Permissible values:

Value	Meaning
4	Newstart
8	Community development employment project (CDEP)
12	Disability support pension
13	Age pension
19	Workcover/compensation
20	Maintenance/child support
21	Wages/salary/own business
22	Spouse/partner's income
28	Austudy payment for students aged 25 years and over
31	ABSTUDY
33	Youth allowance
34	Parenting payment
35	DVA payment (pension or support)
36	Other type of allowance or benefit
88	Other

Supplementary values:

97	No income
99	Not stated/inadequately described

Collection and usage attributes

Guide for use: CODE 4 Newstart
Newstart refers to a Commonwealth government payment for unemployed persons over the age of 21 years but under Age Pension age.
CODE 8 Community Development Employment Project (CDEP)
Community Development Employment Project (CDEP) refers to payments to those who participate in these projects. CDEPs

are run in Aboriginal and Torres Strait Islander communities.

CODE 12 Disability support pension

Disability support pension refers to a Commonwealth government payment to people aged 16 years and over but under Age Pension age whose illness, injury or disability prevents them from working full-time or undertaking educational or vocational training for at least two years. This payment is also made to people 16 years and over but under Age Pension Age who are permanently blind or people who are participating in the Supported Wage System.

CODE 13 Age pension

Age pension refers to a Commonwealth government payment to women over the age of 61 years and men over the age of 65 years.

CODE 19 Workcover/compensation

Workcover/compensation refers to payments made in lieu of wages as a result of work-related illness or injury.

CODE 20 Maintenance/child support

Maintenance/child support refers to payments from a former spouse in support of the client (spousal maintenance) or payments from a non-custodial parent in support of children (child support).

CODE 21 Wages/salary/own business

Wages/salary/own business refers to income derived from regular employment or profits from a private business, including farms or properties.

CODE 22 Spouse/partner's income

Spouse/partner's income refers to income regularly obtained from the client's spouse or partner. This does not include payments from a former spouse paid as spousal maintenance.

CODE 28 Austudy payment for students aged 25 years and over

Austudy payment for students aged 25 years and over refers to a Commonwealth government payment for full-time students aged 25 years and over doing an approved course at an approved education institution.

CODE 31 ABSTUDY

ABSTUDY refers to a Commonwealth government payment to people who are of Aboriginal or Torres Strait Islander descent according to the ABSTUDY definition of Aboriginality, who are studying an approved course at an approved education institution; and who do not receive any other government assistance for study.

CODE 33 Youth allowance

Youth allowance refers to the Commonwealth government payments to young people including students and those looking for work. This includes full-time students 16–24 years or unemployed people aged under 21 years who are undertaking job search or a combination of approved activities.

CODE 34 Parenting payment

Parenting payment refers to a Commonwealth government payment to a parent, grandparent, foster carer who is supporting at least one child under the age of 16 years. The parenting payment is only paid to one member of a couple.

CODE 35 DVA payment (pension or support)

DVA payment (pension or support) refers to a Department of

Veteran's Affairs service pension or disability pension. DVA service pensions are means-tested and are paid to eligible veterans and eligible partners (including widow/er's and dependents). Examples are the age service pension, invalidity service pension, social security age pension (paid by DVA), and partner service pension.

CODE 36 Other type of allowance or benefit

Other type of allowance or benefit refers to any other Centrelink, Department of Veteran's Affairs (DVA) or other government payment that is not listed above. An example is sickness allowance.

CODE 88 Other

Other refers to any other income source not defined above.

CODE 97 No income

No income means the client has no money coming in or has only a small and irregular amount of money coming in. This option is chosen if a client has left a relationship and no longer has access to her/his partner's income. If the client has recently applied for a government payment, registered/awaiting benefit is chosen.

CODE 99 Not stated/inadequately described

Not stated/inadequately described is chosen if there is insufficient information to determine the client's main income source, or if the client did not want to answer this question.

Data element attributes

Collection and usage attributes

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

- the client's main income source immediately before the support period starts; and
- the client's main income source immediately after the support period ends.

Only one permissible value is selected in each case.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Related metadata references: See also Person—registered/awaiting government payment indicator, code N[] Community services, Standard 30/11/2007

Implementation in Data Set Specifications: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Postcode—Australian (person)

Identifying and definitional attributes

Technical name:	Person (address)—Australian postcode, code (Postcode datafile) {NNNN}
METeOR identifier:	287224
Registration status:	Health, Standard 04/05/2005 Community services, Standard 25/08/2005 Housing assistance, 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:	Person (address)—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][] Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005
	See also Person—Australian state/territory identifier, code N[] Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 10/02/2006
	Is used in the formation of Person—geographic location, community services code (ASGC 2004) NNNNN[] Community services, Superseded 02/05/2006
	Is used in the formation of Dwelling—geographic location, remoteness structure code (ASGC 2004) N[N][] Housing assistance, Retired 10/02/2006
Implementation in Data Set Specifications:	AROC inpatient data set specification Health, Candidate 14/02/2007
	Acute coronary syndrome (clinical) DSS - Queensland Health CPIC *No registration status*
	Cardiovascular disease (clinical) DSS Health, Superseded 15/02/2006
	Cardiovascular disease (clinical) DSS Health, Superseded 04/07/2007
	Cardiovascular disease (clinical) DSS Health, Standard 04/07/2007
	Cardiovascular disease (clinical) DSS - Demo for CPIC *No registration status*
	Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS (July 2007) Community services, Standard 18/12/2007
	Child protection and support services (CPSS) - out-of-home care NMDS (July 2007) Community services, Standard 18/12/2007
	Children's Services NMDS Community services, Standard 18/12/2007
	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007
	Community-based palliative care client DSS *No registration status*
	Computer Assisted Telephone Interview demographic module DSS *No registration status*

Computer Assisted Telephone Interview demographic module
DSS Health, Standard 04/05/2005

Dementia MDS *No registration status*

Draft Needle and Syringe program client data dictionary *No registration status*

Gambling Support Services *No registration status*

Health care client identification DSS Health, Standard 04/05/2005

Health care provider identification DSS Health, Superseded 04/07/2007

Health care provider identification DSS Health, Standard 04/07/2007

Juvenile Justice NMDS *No registration status*

Juvenile Justice NMDS Community services, Standard 27/03/2007

National Bowel Screening Program NMDS *No registration status*

National Maternal Death NMDS *No registration status*

Person usual physical address DSS *No registration status*

SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

Information specific to this data set:	In the SAAP NMDS, the postcode location of the client's last home is recorded. This is defined as the location where the client last lived in a home in which they were safe, for which they had security of tenure, and that was adequate in terms of the amenities or resources necessary for living.
	Guide for use
	Additional codes used in the SAAP client data collection are:
	Code 9998 overseas
	Code 0 don't know/no information

Reason case management plan does not exist (SAAP)

Identifying and definitional attributes

Technical name: Client—reason case management plan does not exist, SAAP
                                 code N

METeOR identifier: 350385

Registration status: Community services, Standard 15/09/2007

Definition: The reason a current case management plan for the client does
                                 not exist, as represented by a code.

Data Element Concept: Client—reason case management plan does not exist

Value domain attributes

Representational attributes

Representation class: Code

Data type: Number

Format: N

Maximum character length: 1

Permissible values: Value   Meaning

                                 1   Client did not agree to one

                                 2   Support period too short

                                 8   Other

Supplementary values: 9   Not stated/inadequately described

Collection and usage attributes

Guide for use: CODE 1 Client did not agree to one

                                 This option is used if the client was asked about formulating a
                                 plan, but they did not agree.

                                 CODE 2 Support period too short

                                 Case management plans may not be appropriate for all clients,
                                 for example, when a client stays for a 24 hour period or less.

                                 CODE 8 Other

                                 If a case management plan was not formulated for a client for
                                 some other reason.

                                 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 is answered from the prespective of a SAAP
                                 agency worker. It is answered at the end of a SAAP client's
                                 support period.

Source and reference attributes

Submitting organisation: Supported Accommodation Assistance Program Information
                                 Sub-Committee (SAAP-ISC).

Relational attributes

Implementation in Data Set
Specifications:

SAAP Client Collection National Minimum Data Set
Community services, Standard 30/11/2007

Reason for seeking assistance (SAAP)

Identifying and definitional attributes

Technical name: Person—reason for seeking assistance, SAAP code N[NN]

METeOR identifier: 337012

Registration status: Community services, Standard 15/09/2007

Definition: The reason why a person presented to a SAAP agency in order to seek assistance, as represented by a code.

Data Element Concept: Person—reason for seeking assistance

Value domain attributes

Representational attributes

Representation class: Code

Data type: Number

Format: N[N]

Maximum character length: 2

Permissible values:

Value	Meaning
Interpersonal relationships	
2	Time out from family/other situation
3	Relationship/family breakdown
4	Interpersonal conflict
7	Sexual abuse
6	Domestic/family violence
5	Physical/emotional abuse
Financial	
20	Gambling
23	Budgeting problems
24	Rent too high
21	Other financial difficulty
Accommodation	
27	Overcrowding issues
25	Eviction/asked to leave
11	Emergency accommodation ended
26	Previous accommodation ended
Health	
28	Mental health issues
10	Problematic drug/alcohol/substance use
13	Psychiatric illness
29	Other health issues
Other reasons	
30	Gay/lesbian/transgender issues
12	Recently left institution

	14	Recent arrival to area with no means of support
	15	Itinerant
	88	Other
Supplementary values:	99	Not stated/inadequately described

Collection and usage attributes

Guide for use: CODE 2 Time out from family/other situation

Time out from family/other situation is selected if the client needed some time away from her/his family or if the client needed some time away from non-related individuals.

CODE 3 Relationship/family breakdown

Relationship/family breakdown is used if the client sought assistance because of the dissolution of a spouse/partner relationship or other family relationship. Homelessness as a result of the death of a family member should be recorded under *other* by writing 'Bereavement/death in the family'.

CODE 4 Interpersonal conflict

Interpersonal conflict is selected if the client sought assistance because of interpersonal conflicts with either family members or non-related individuals.

CODE 5 Physical/emotional abuse

Physical/emotional abuse is used if the client sought assistance as a result of physical or emotional abuse inflicted on the client by a non-related individual.

CODE 6 Domestic/family violence

Domestic/family violence is selected if the client sought assistance as a result of physical or emotional abuse inflicted on the client by a family member.

CODE 7 Sexual abuse

Sexual abuse should is used if the client sought assistance as a result of sexual abuse inflicted on the client by a family member or non-related individual.

CODE 10 Problematic drug/alcohol/substance abuse

Problematic drug/alcohol/substance use is used if the client sought assistance as a result of his/her drug or alcohol related problem. This does not include a situation in which the client sought assistance as a result of drug or alcohol abuse by another person.

CODE 11 Emergency accommodation ended

Emergency accommodation ended is selected if the client was required to leave the emergency accommodation (including SAAP accommodation) at which s/he was previously staying.

CODE 12 Recently left institution

Recently left institution is used if the client was recently released from prison, a detention centre, a hospital or other institution.

CODE 13 Psychiatric illness

Psychiatric illness is selected if the client sought assistance as a result of his/her diagnosed psychiatric problem. This does not include a situation in which the client sought assistance as a result of another person's psychiatric problem.

CODE 14 Recent arrival to area with no means of support

Recent arrival to area with no means of support is selected if the client sought assistance because s/he recently arrived in the area (from another town or another country) and had nowhere to stay.

CODE 15 Itinerant

Itinerant is used if the client was moving from place to place or had no fixed address.

CODE 20 Gambling

Gambling is selected if the client sought assistance because they had insufficient means to cover the cost of living as a consequence of a one-off instance or an on going gambling problem.

CODE 21 Other financial difficulty

Other financial difficulty is used if the client sought assistance because the client had insufficient money to pay for accommodation, food, bills or other essentials.

CODE 23 Budgeting problems

Budgeting problems is used if the client has adequate financial resources but has difficulties managing these resources.

CODE 24 Rent too high

Rent too high is selected if the client doesn't have the financial resources to meet rental commitments.

CODE 25 Eviction/asked to leave

Eviction/asked to leave is used if the client was formally evicted from her/his previous accommodation arrangement (for example, by a landlord or public housing official) or if the client was asked to leave their previous accommodation (for example, if the client was asked to leave by flatmates).

CODE 26 Previous accommodation ended

Previous accommodation ended is used if the client's previous accommodation was no longer available (for example, the breakup of a group home).

CODE 27 Overcrowding issues

Overcrowding issues is selected if the client sought assistance as a result of household stress from an overcrowded living situation.

CODE 28 Mental health issues

Mental health issues is selected if the client sought assistance because of mental health issues that interfered with their ability to function effectively, impacting on their capacity to maintain their housing situation. This does not include a situation in which the client sought assistance as a result of another person's mental health issues.

CODE 29 Other health issues

Other health issues is used if the client had health issues, excluding mental health, psychiatric issues or drug dependency issues.

CODE 30 Gay/lesbian/transgender issues

Gay/lesbian/transgender issues is selected if the client sought assistance as a result of his/her sexuality or sexual identification.

CODE 88 Other

Other is used if the client is seeking assistance for a reason not listed above.

CODE 99 Not stated/inadequately described

Not stated/inadequately described is selected if there is insufficient information to determine the client's presenting reasons for seeking assistance, or if the client did not want to answer this question.

Data element attributes

Collection and usage attributes

Guide for use: There may be more than one reason why a client seeks assistance. This data element is used to collect all of these reasons. While multiple options may be chosen for the presenting reason(s) (including that indicated as being the 'main' one), only one option may be chosen for the main presenting reason. However it is all one concept.

         The presenting reason(s) is intended to focus on the reasons the client presented to the agency as opposed to the underlying reasons or causes that may have built up over a lifetime.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Implementation in Data Set Specifications: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Referral source (SAAP)

Identifying and definitional attributes

Technical name:	Referral—referral source, SAAP code N[N]
METeOR identifier:	336797
Registration status:	Community services, Recorded 07/08/2007
Definition:	The person or agency responsible for the referral of a client to a SAAP agency, as represented by a code.
Data Element Concept:	Referral—referral source

Value domain attributes

Representational attributes

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

Permissible values:

Value	Meaning
2	School/other education institution
3	Community services department
7	Psychiatric unit
8	Telephone/crisis referral agency
9	SAAP agency/worker
10	Other government department
11	Other non-government organisation
13	Self
16	Family/friends
17	Police/legal unit/correction institution
18	Health services
88	Other

Supplementary values:	99	Not stated/inadequately described

Collection and usage attributes

Guide for use: CODE 2 School/other education institution

School/other education institution refers to a teacher, other staff member, pamphlet or advertisement at a school, college (including TAFE), university or other training institution.

CODE 3 Community services department

Community services department refers to the department in the state or territory responsible for administering SAAP. This also includes units such as Crisis Care.

CODE 7 Psychiatric unit

Psychiatric unit includes information and referrals from dedicated psychiatric hospitals and psychiatric units.

CODE 8 Telephone/crisis referral agency

Telephone/crisis referral agency includes both SAAP and non-SAAP funded agencies providing information and referrals.

CODE 9 SAAP agency/worker

SAAP agency/worker includes information and referrals by other SAAP-funded agencies or workers at the agency.

CODE 10 Other government department

Other government department includes referrals and information from government departments excluding community services departments. These include Centrelink, state or territory departments of housing and health (if different from the agency's funding body), and local councils.

CODE 11 Other non-government organisation

Other non-government organisation includes information and referrals from non-SAAP-funded church organisations, non-SAAP-funded migrant, youth, women's or Aboriginal resource centres, and organisations such as Lifeline.

CODE 13 Self

Self is used for clients who self-refer to the agency. They may be previous clients of the agency.

CODE 16 Family/friends

Family/friends is used to identify whether the client was referred by or heard about the agency from family members or friends.

CODE 17 Police/legal unit/correction institution

Police/legal unit/correction institution includes members of both State and Federal police departments, including community policing squads, and any officer of a court of law, the Director of Public Prosecutions (DPP), or a worker at a legal aid office. It also includes information and referrals from public and private prisons and juvenile detention centres.

CODE 18 Health services

Health services includes information and referrals from public and private hospitals, other than psychiatric hospitals, community health centres, health clinics, rehabilitation and detoxification centres, and health care professionals including general practitioners.

CODE 88 Other

Other is selected if the client gained information or was referred by a source not listed above.

CODE 99 Not stated/inadequately described

Not stated/inadequately described is selected if the referral/information source is not known or if information can not be obtained.

Data element attributes

Collection and usage attributes

Guide for use: This data element should be collected once (for the client).

Source and reference attributes

Submitting organisation: Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC).

Origin: SAAP National Data Collection Agency Collectors Manual July 2005.

Reference documents: SAAP National Data Collection Data Dictionary Version 2

November 2001.

Relational attributes

Implementation in Data Set Specifications:

SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Registered/awaiting government payment indicator

Identifying and definitional attributes

Technical name: Person—registered/awaiting government payment indicator, code N

METeOR identifier: 350279

Registration status: Community services, Standard 30/11/2007

Definition: Whether a SAAP client has applied for a government benefit, pension or allowance, but is still awaiting their first payment, as represented by a code.

Data Element Concept: Person—registered/awaiting government payment 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: This data item is only applicable for those SAAP clients who have no income.

In the SAAP NMDS, this data element may be collected twice (for the client):

1. whether a client has applied for a government benefit, pension or allowance, but is still awaiting their first payment before the support period starts; and
2. whether a client has applied for a government benefit, pension or allowance, but is still awaiting their first payment after the support period ends.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Implementation in Data Set Specifications: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Service ongoing indicator

Identifying and definitional attributes

Technical name: Service episode—service ongoing indicator, code N

Synonymous names: Support period ongoing

METeOR identifier: 338787

Registration status: Community services, Standard 30/11/2007

Definition: Whether a client was receiving ongoing assistance or support by the agency at the end of the financial year, as represented by a code.

Data Element Concept: Service episode—service ongoing 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

Comments: This information enables an accurate count of clients assisted at the agency to be made at the end of reporting.

Source and reference attributes

Submitting organisation: Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC).

Origin: SAAP National Data Collection Agency Collectors Manual July 2005.

Relational attributes

Implementation in Data Set Specifications: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Sex

Identifying and definitional attributes

Technical name: Person—sex, code N

METeOR identifier: 287316

Registration status: Health, Standard 04/05/2005
                             Community services, Standard 25/08/2005
                             Housing assistance, Standard 10/02/2006

Definition: The biological distinction between male and female, as
                             represented by a code.

Data Element Concept: Person—sex

Value domain attributes

Representational attributes

Representation class: Code

Data type: Number

Format: N

Maximum character length: 1

Permissible values:

Value	Meaning
1	Male
2	Female
3	Intersex or indeterminate

Supplementary values: 9   Not stated/inadequately described

Collection and usage attributes

Guide for use: Diagnosis and procedure codes should be checked against the
                             national ICD-10-AM sex edits, unless the person is undergoing,
                             or has undergone a sex change or has a genetic condition
                             resulting in a conflict between sex and ICD-10-AM code.

                             CODE 3   Intersex or indeterminate

                             Intersex or indeterminate, refers to a person, who because of a
                             genetic condition, was born with reproductive organs or sex
                             chromosomes that are not exclusively male or female or whose
                             sex has not yet been determined for whatever reason.

                             Intersex or indeterminate, should be confirmed if reported for
                             people aged 90 days or greater.

Comments: The definition for Intersex in Guide for use is sourced from the
                             ACT Legislation (Gay, Lesbian and Transgender) Amendment
                             Act 2003.

Source and reference attributes

Origin: Australian Capital Territory 2003. Legislation (Gay, Lesbian and
                             Transgender) Amendment Act 2003

Reference documents: Legislation (Gay, Lesbian and Transgender) Amendment Act
                             2003. See http://www.legislation.act.gov.au/a/2003-
                             14/20030328-4969/pdf/2003-14.pdf.

Data element attributes

Collection and usage attributes

Collection methods: Operationally, sex is the distinction between male and female, as reported by a person or as determined by an interviewer.

When collecting data on sex by personal interview, asking the sex of the respondent is usually unnecessary and may be inappropriate, or even offensive. It is usually a simple matter to infer the sex of the respondent through observation, or from other cues such as the relationship of the person(s) accompanying the respondent, or first name. The interviewer may ask whether persons not present at the interview are male or female.

A person's sex may change during their lifetime as a result of procedures known alternatively as sex change, gender reassignment, transsexual surgery, transgender reassignment or sexual reassignment. Throughout this process, which may be over a considerable period of time, the person's sex could be recorded as either Male or Female.

In data collections that use the ICD-10-AM classification, where sex change is the reason for admission, diagnoses should include the appropriate ICD-10-AM code(s) that clearly identify that the person is undergoing such a process. This code(s) would also be applicable after the person has completed such a process, if they have a procedure involving an organ(s) specific to their previous sex (e.g. where the patient has prostate or ovarian cancer).

CODE 3   Intersex or indeterminate

Is normally used for babies for whom sex has not been determined for whatever reason.

Should not generally be used on data collection forms completed by the respondent.

Should only be used if the person or respondent volunteers that the person is intersex or where it otherwise becomes clear during the collection process that the individual is neither male nor female.

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.

Source and reference attributes

Origin: Australian Institute of Health and Welfare (AIHW) National Mortality Database 1997/98 AIHW 2001 National Diabetes Register, Statistical Profile, December 2000 (Diabetes Series No. 2.)

Reference documents: Australian Bureau of Statistics

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

Related metadata references:	Supersedes [Person—sex (housing assistance), code N](#)[] Housing assistance, Superseded 10/02/2006
	Supersedes [Person—sex, code N](#)[] Health, Superseded 04/05/2005, Community services, Superseded 31/08/2005
	Is used in the formation of [Episode of admitted patient care— major diagnostic category, code (AR-DRG v5.1) NN](#)[] Health, Standard 01/03/2005
	Is used in the formation of [Record—linkage key 581, statistical code XXXXXDDMMYYYYN](#)[]*No registration status*
	Is used in the formation of [Major Diagnostic Category - supplied by hospital - code (AR-DRG v5.1) NN](#)[]*No registration status*
	Is used in the formation of [Episode of admitted patient care— diagnosis related group, code (AR-DRG v5.1) ANNA](#)[] Health, Standard 01/03/2005
Implementation in Data Set Specifications:	ACT Health Morbidity Data Collection Specification 2006-2007 *No registration status*
	AROC inpatient data set specification Health, Candidate 14/02/2007
	Acute coronary syndrome (clinical) DSS Health, Superseded 07/12/2005
	Acute coronary syndrome (clinical) DSS Health, Standard 07/12/2005
	Acute coronary syndrome (clinical) DSS *No registration status*
	Acute coronary syndrome (clinical) DSS *No registration status*
	Acute coronary syndrome (clinical) DSS - Queensland Health CPIC *No registration status*
	Admitted patient care NMDS Health, Superseded 07/12/2005
	Admitted patient care NMDS 2006-2007 Health, Superseded 23/10/2006
	Admitted patient care NMDS 2007-2008 Health, Standard 23/10/2006
	Admitted patient mental health care NMDS Health, Superseded 07/12/2005
	Admitted patient mental health care NMDS Health, Superseded 23/10/2006
	Admitted patient mental health care NMDS 2007-2008 Health, Standard 23/10/2006
	Admitted patient mental health care NMDS 2008-2009 Health, Candidate 13/12/2007
	Admitted patient palliative care NMDS Health, Superseded 07/12/2005
	Admitted patient palliative care NMDS 2006-2007 Health, Superseded 23/10/2006
	Admitted patient palliative care NMDS 2007-08 Health, Standard 23/10/2006
	Admitted patient palliative care NMDS 2008-09 Health, Candidate 13/12/2007
	Alcohol and other drug treatment services NMDS Health, Superseded 21/03/2006
	Alcohol and other drug treatment services NMDS Health, Superseded 23/10/2006
	Alcohol and other drug treatment services NMDS 2007-2008 Health, Standard 23/10/2006

Alcohol and other drug treatment services NMDS 2008-2009 Health, Standardisation pending 19/12/2007

Cancer (clinical) DSS Health, Superseded 07/12/2005

Cancer (clinical) DSS Health, Standard 07/12/2005

Cancer (clinical) DSS Health, Candidate 14/09/2006

Cardiovascular disease (clinical) DSS Health, Superseded 15/02/2006

Cardiovascular disease (clinical) DSS Health, Superseded 04/07/2007

Cardiovascular disease (clinical) DSS Health, Standard 04/07/2007

Cardiovascular disease (clinical) DSS - Demo for CPIC *No registration status*

Children's Services NMDS Community services, Standard 18/12/2007

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

Community mental health care 2004-2005 Health, Superseded 08/12/2004

Community mental health care NMDS 2005-2006 Health, Superseded 07/12/2005

Community mental health care NMDS 2006-2007 Health, Superseded 23/10/2006

Community mental health care NMDS 2007-2008 Health, Standard 23/10/2006

Community mental health care NMDS 2008-2009 Health, Candidate 13/12/2007

Community-based palliative care client DSS *No registration status*

Computer Assisted Telephone Interview demographic module DSS *No registration status*

Computer Assisted Telephone Interview demographic module DSS Health, Standard 04/05/2005

Congenital anomalies NMDS (Under development by the NPSU September 2006) *No registration status*

Dementia MDS *No registration status*

Diabetes (clinical) DSS Health, Superseded 21/09/2005

Diabetes (clinical) DSS Health, Standard 21/09/2005

Draft Needle and Syringe program client data dictionary *No registration status*

Gambling Support Services *No registration status*

Health care client identification DSS Health, Standard 04/05/2005

Health care provider identification DSS Health, Superseded 04/07/2007

Health care provider identification DSS Health, Standard 04/07/2007

Juvenile Justice NMDS Community services, Standard 27/03/2007

Non-admitted patient emergency department care NMDS Health, Superseded 07/12/2005

Non-admitted patient emergency department care NMDS Health, Superseded 24/03/2006

Non-admitted patient emergency department care NMDS Health, Superseded 23/10/2006

Non-admitted patient emergency department care NMDS *No registration status*

Non-admitted patient emergency department care NMDS 2007-2008 Health, Standard 23/10/2006

Non-admitted patient emergency department care NMDS 2008-2009 Health, Candidate 13/12/2007

Organ and tissue donation *No registration status*

Outpatient care patient level DSS *No registration status*

Perinatal NMDS Health, Superseded 07/12/2005

Perinatal NMDS Health, Superseded 06/09/2006

Perinatal NMDS 2007-2008 Health, Standard 06/09/2006

Perinatal NMDS 2007-2008 *No registration status*

Perinatal NMDS 2008-2009 Health, Candidate 13/12/2007

Recommended Data Specifications for Community Care *No registration status*

Residential mental health care NMDS 2005-2006 Health, Superseded 07/12/2005

Residential mental health care NMDS 2006-2007 Health, Superseded 23/10/2006

Residential mental health care NMDS 2007-2008 Health, Standard 23/10/2006

Residential mental health care NMDS 2008-2009 Health, Candidate 13/12/2007

SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

SAAP Demand for Accommodation National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

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

Student indicator

Identifying and definitional attributes

Technical name: Person—student/employment training indicator, code N

METeOR identifier: 349588

Registration status: Community services, Standard 30/11/2007

Definition: Whether a person is undertaking formal study or employment training, as represented by a code.

Data Element Concept: Person—student/employment training 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: The person must be formally enrolled in an academic institution or technical college, or other accredited teaching institution, and or engaged in employment related formal training. This can include migrant English classes.

Relational attributes

Related metadata references: See also Person—student type, SAAP code N[N][] Community services, Standard 15/09/2007

Implementation in Data Set Specifications: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

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

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

Only one permissible value is selected in each case.

Student type (SAAP)

Identifying and definitional attributes

Technical name: Person—student type, SAAP code N[N]

METeOR identifier: 337595

Registration status: Community services, Standard 15/09/2007

Definition: The type of education or training undertaken by a person, as represented by a code.

Data Element Concept: Person—student type

Value domain attributes

Representational attributes

Representation class: Code

Data type: Number

Format: N[N]

Permissible values:

Value	Meaning
2	Primary/secondary school student
3	Post-secondary student/employment training

Supplementary values:

9	Not stated/inadequately described

Collection and usage attributes

Guide for use:

CODE 2 Primary/secondary school student

This option refers to a person who is enrolled, either full-time or part-time, in an accredited teaching institution providing instruction up to year 12, but excluding kindergarten. The school year is counted from January 1 to December 31, so a school student finishing school and waiting to go on to further training would still be considered a school student.

CODE 3 Post-secondary student/employment training

This option includes:

- part-time or full-time attendance at any post-secondary institution (for example, TAFE or University);
- a person who receives a training allowance such as Newstart or are required by their employer to attend a post-secondary institution for job training; and
- a person participating in education in order to enhance employment opportunities (such as migrant English classes).

CODE 9 Not stated/inadequately described

Not stated/inadequately described is chosen if there is insufficient information to determine a person's student status either before or after support, or if a client did not want to answer this question.

Data element attributes

Relational attributes

Related metadata references:	See also Person—student/employment training indicator, code N[] Community services, Standard 30/11/2007
Implementation in Data Set Specifications:	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

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

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

Only one permissible value is selected in each case.

Suburb/town/locality name (person)

Identifying and definitional attributes

Technical name:	Person (address)—suburb/town/locality name, text [A(50)]
METeOR identifier:	287326
Registration status:	Health, Standard 04/05/2005
	Community services, Standard 25/08/2005
Definition:	The full name of the locality contained within the specific address of a person, as represented by text.
Data Element Concept:	Person (address)—suburb/town/locality name

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	[A(50)]
Maximum character length:	50

Data element attributes

Collection and usage attributes

Guide for use:	The suburb/town/locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.
	This metadata item may be used to describe the location of person. It can be a component of a street or postal address.
	The Australian Bureau of Statistics has suggested that a maximum field length of 50 characters should be sufficient to record the vast majority of locality names.
Collection methods:	Enter 'Unknown' when the locality name or geographic area for a person or event is not known. Enter 'No fixed address' when a person has no fixed address or is **homeless**.

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
	Australia Post 2005. Australia Postcode File.
	Viewed 12 April, www.auspost.com.au/postcodes

Relational attributes

Related metadata references:	Supersedes Person (address)—suburb/town/locality name, text [A(50)][] Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005
	Is used in the formation of Person (address)—postal delivery point identifier, {N(8)}[] Health, Standard 04/05/2005,

	Community services, Standard 25/08/2005
	Is used in the formation of [Dwelling—geographic location, remoteness structure code (ASGC 2004) N[N]][] Housing assistance, Retired 10/02/2006
Implementation in Data Set Specifications:	Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS (July 2007) Community services, Standard 18/12/2007
	Child protection and support services (CPSS) - out-of-home care NMDS (July 2007) Community services, Standard 18/12/2007
	Children's Services NMDS Community services, Standard 18/12/2007
	Computer Assisted Telephone Interview demographic module DSS *No registration status*
	Computer Assisted Telephone Interview demographic module DSS Health, Standard 04/05/2005
	Dementia MDS *No registration status*
	Draft Needle and Syringe program client data dictionary *No registration status*
	Gambling Support Services *No registration status*
	Health care client identification DSS Health, Standard 04/05/2005
	Health care provider identification DSS Health, Superseded 04/07/2007
	Health care provider identification DSS Health, Standard 04/07/2007
	Juvenile Justice NMDS *No registration status*
	Juvenile Justice NMDS Community services, Standard 27/03/2007
	Person usual physical address DSS *No registration status*
	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

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

Support service type needed (SAAP accompanying child)

Identifying and definitional attributes

Technical name:	Client—service activity type needed, SAAP accompanying child code N[N]
Synonymous names:	Service activity type needed
METeOR identifier:	352306
Registration status:	Community services, Standard 15/09/2007
Definition:	The type(s) of service or assistance needed by an accompanying child of a SAAP client, as represented by a code.
Data Element Concept:	Client—service activity type needed

Value domain attributes

Representational attributes

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

Permissible values:

Value	Meaning
Accommodation	
21	SAAP/CAP accommodation (including THMs and other SAAP managed properties)
School liaison/child care	
4	School liaison
3	Child care
Personal support	
1	Help with behavioural problems
24	Sexual/physical abuse support
17	Skills education
22	Structured play/skill development
General support/advocacy	
5	Access arrangements
15	Advice/information
18	Advocacy
Specialist services	
23	Specialist counselling
10	Culturally specific services
19	Health/medical services
Basic support	
11	Meals
12	Showers/hygiene

13	Recreation
14	Transport
88	Other

Collection and usage attributes

Guide for use: For a mapping of this value domain to the national standard for service activity provided follow these links: 'Service activity type needed and provided for SAAP accompanying child code mapping from NCCS to SAAP', and 'Service activity type referral made for SAAP accompanying child code mapping from NCCS to SAAP'.

CODE 1 Help with behavioural problems

This option refers to assistance or support addressing the behavioural problems of the child.

CODE 3 Child care

This option refers to the care of a child by someone other than the child's parents (where parent is taken to mean biological, adoptive or step parent of the child, the child's legal guardian, or the de facto partner of the child's parent). It includes care of a school aged child after school (after school care) or during school vacations or holidays (holiday/vacation care).

CODE 4 School liaison

This option refers to work undertaken on behalf of a child that is related to the child's education. This includes, for example, assistance with enrolments, and discussion with teachers, administrators or counsellors concerning the child's progress or behaviour.

CODE 5 Access arrangements

This option refers to work or assistance provided on behalf of a child to ensure that both parents have adequate access to the child, and to ensure that access is provided in such a way that satisfies the terms set out in a court order, protects the child, and guarantees the return of the child to the appropriate custodian. This includes arranging or supervising access visits.

CODE 10 Culturally specific services

This option refers to support and assistance delivered in a way that is sensitive to the child's ethnic or cultural background.

CODE 11 Meals

This option refers to the actual provision of food. Money to purchase food or food vouchers given directly to the child should be included under Other.

CODE 12 Shower/hygiene

This option refers to the use of such facilities that are managed by the SAAP agency.

CODE 13 Recreation

This option refers to the provision and coordination of leisure activities for the child except those covered by structured play/skill development.

CODE 14 Transport

This option includes driving a child to an appointment or location. Money for a tram, train or bus given directly to the child should be included under Other.

CODE 15 Advice/information

This option refers to information given to the child or

parent/guardian on behalf of the child that relates to the needs of the child as identified by the worker. It can include information about other services where it is left to the child (or parent/guardian) to follow up the information. For example, this would be selected if you gave a child (or parent/guardian) the names of three counselling services and left it up to the child (or parent /guardian) to contact those services.

CODE 17 Skills education

This option refers to guidance provided to the child in a number of different areas, such as teaching them social skills (ie. building friendships), living skills/personal development (ie. cooking skills, literacy skills, personal care), anger management and conflict resolution skills.

CODE 18 Advocacy

This option involves work undertaken on behalf of a child to ensure the child has proper representation and access to services. This includes liaison with police, schools, probation officers, etc.

CODE 19 Health/medical services

This option includes assessment of the child's health and medical needs and any treatment provided or referred.

CODE 21 SAAP/CAP accommodation (including THMs and other SAAP managed properties)

This option refers to supported accommodation that is owned or directly managed and maintained by your agency, or that has been paid for by your agency using SAAP funds. This does not include financial assistance for rent or other housing costs.

CODE 22 Structured play/skill development

This option refers to play or skill development provided for children's development, or to achieve particular goals.

CODE 23 Specialist counselling

This option refers to counselling provided, usually on more than one occasion, by a qualified counsellor.

CODE 24 Sexual/physical abuse support

This option refers to support which is supplied to help children deal with sexual or physical abuse. Specialist counselling should be indicated by ticking specialist counselling.

CODE 88 Other

This option allows any other assistance not listed above to be recorded. The support needed/provided/referred should be written if this option is chosen.

Data element attributes

Collection and usage attributes

Guide for use:	Multiple support services may be chosen that have been identified as needs of the client as identified by the worker at the agency.
Comments:	This information can be used to show the range of support services that agencies provide, and whether the needs of clients can be met either through direct service provision at the agency or potentially through referrals to other services. This is important information for service and program planning. An unmet need is indicated where, for a SAAP client, a need

has been identified for a support service, but the support has not been provided directly by the SAAP agency, and there has been no referral arranged to another service in order to receive services that cannot be provided by the agency.

Source and reference attributes

Submitting organisation: Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC).

Origin: SAAP National Data Collection Agency Collectors Manual July 2005.

Relational attributes

Implementation in Data Set Specifications: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

Information specific to this data set: This data element should be collected for each accompanying child.

Support service type needed (SAAP)

Identifying and definitional attributes

Technical name:	Client—service activity type needed, SAAP code N[N]
Synonymous names:	Service activity type needed
METeOR identifier:	348873
Registration status:	Community services, Standard 15/09/2007
Definition:	The type(s) of service or assistance needed by a SAAP client, as represented by a code.
Data Element Concept:	Client—service activity type needed

Value domain attributes

Representational attributes

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

Permissible values:

Value	Meaning
Housing/accommodation	
43	SAAP/CAP accommodation (including THMs and other SAAP managed properties)
39	Assistance to obtain/maintain short-term accommodation
49	Assistance to obtain/maintain medium-term accommodation
42	Assistance to obtain/maintain independent housing
Financial/employment	
37	Assistance to obtain/maintain government allowance
5	Employment and training assistance
6	Financial assistance/material aid
7	Financial counselling and support
Personal support	
45	Incest/sexual assault support
46	Domestic/family violence support
47	Family/relationship support
48	Emotional support
36	Assistance with problem gambling
General support/advocacy	

14	Living skills/personal development
25	Assistance with legal issues/court support
27	Advice/information
29	Retrieval/storage/removal of personal belongings
30	Advocacy/liaison on behalf of client
Specialist services	
12	Psychological services
44	Specialist counselling services
13	Psychiatric services
33	Pregnancy support
34	Family planning support
16	Drug/alcohol support or intervention
17	Physical disability services
18	Intellectual disability services
19	Culturally specific services
20	Interpreter services
38	Assistance with immigration services
26	Health/medical services
Basic support	
21	Meals
22	Laundry/shower facilities
23	Recreation
24	Transport
88	Other

Collection and usage attributes

Guide for use: For a mapping of this value domain to the national standard for service activity provided follow these links: 'Service activity type needed and provided for SAAP client code mapping from NCCS to SAAP', and 'Service activity type referral made for SAAP client code mapping from NCCS to SAAP'.

CODE 5 Employment and training assistance

This option refers to assistance to obtain a job and/or access to employment and training programs.

CODE 6 Financial assistance/material aid

This option refers to money given to the client for bond/rent/transport, etc. and other non-monetary assistance such as clothing, food vouchers and bus/train tickets. This assistance is not expected to be repaid.

CODE 7 Financial counselling and support

This option refers to one-to-one discussion sessions with the client, usually provided on more than one occasion, focused around financial management issues.

CODE 12 Psychological services

This option refers to support or assistance from a qualified psychologist.

CODE 13 Psychiatric services

This option refers to support or assistance from a qualified psychiatrist.

CODE 14 Living skills/personal development

This option refers to help given to enhance clients' independence or self-esteem. This help is more than normal everyday contact with the client and includes assistance to develop cooking skills, literacy skills, and personal care.

CODE 16 Drug/alcohol support or intervention

This option refers to support and assistance specifically to address problems related to the client's problematic drug, alcohol or substance use.

CODE 17 Physical disability services

This option refers to support and assistance specifically for the client's physical disability.

CODE 18 Intellectual disability services

This option refers to support and assistance specifically for the client's intellectual disability.

CODE 19 Culturally specific services

This option refers to support and assistance delivered in a way that is sensitive to the client's ethnic or cultural background.

CODE 20 Interpreter services

This option refers to assistance to facilitate communication with clients from non-English speaking backgrounds, or clients who are hearing impaired.

CODE 21 Meals

This option refers to the actual provision of food. Money or vouchers to purchase food should be included under Financial assistance/material aid.

CODE 22 Laundry/shower facilities

This option refers to the use of such facilities that are managed by the SAAP agency.

CODE 23 Recreation

This option refers to the provision and coordination of leisure activities for clients.

CODE 24 Transport

This option includes driving a client to an appointment or location. Money for a tram, train or bus should be included under Financial assistance/material aid.

CODE 25 Assistance with legal issues/court support

This option refers to information and advice about legal issues (such as tenancy or family law matters), and attending or assisting with court hearings.

CODE 26 Health/medical services

This option includes assessment of the client's health and medical needs and any treatment provided.

CODE 27 Advice/information

This option refers to advice or information given to the client relating to their needs as identified by the worker. It can include information about other services where it is left to the client to

follow up the information. For example, this would be selected if the client is given the names of three counselling services and it was left up to the client to contact those services.

CODE 29 Retrieval/storage/removal of personal belongings

This option involves the use of workers' time to assist with clients' personal effects.

CODE 30 Advocacy/liaison on behalf of client

This option involves work undertaken on behalf of a client to ensure the client has proper representation and access to services. This includes liaison with police, schools, probation officers, etc.

CODE 33 Pregnancy support

This option refers to advice, support and assistance relating to pregnancy issues.

CODE 34 Family planning support

This option refers to advice, support and assistance relating to family planning issues.

CODE 36 Assistance with problem gambling

This option refers to support or assistance provided to clients who have a gambling addiction/habit/problem and need to develop skills to cope with the problem on a day to day basis.

CODE 37 Assistance to obtain/maintain goverment allowance

This option refers to help or support aimed at obtaining social security income, such as completing Centrelink applications or accompanying a client to an interview with a Centrelink officer.

CODE 38 Assistance with immigration services

This option refers to support or assistance provided to clients who need help liaising with government departments regarding immigration issues.

CODE 39 Assistance to obtain/maintain short-term accommodation

This option refers to help or support aimed at finding SAAP or other emergency housing, or other accommodation that is not expected to be ongoing or long-term such as short-term accommodation with friends. Typically this would be less than 3 months in duration.

CODE 42 Assistance to obtain/maintain independent housing

This option refers to help or support aimed at finding long-term, independent housing such as public housing, private rental accommodation, community housing, or owner-occupied housing.

CODE 43 SAAP/CAP accommodation (including THMs and other SAAP managed properties)

This option refers to supported accommodation that is owned or directly managed and maintained by the agency, or that has been paid for by the agency using SAAP funds. This does not include financial assistance for rent or other housing costs.

CODE 44 Specialist counselling services

This option refers to counselling provided, usually on more than one occasion, by a qualified counsellor. Financial counselling is not included here (see Financial counselling and support).

CODE 45 Incest/sexual assault support

This option refers to one-to-one discussion sessions with the

client, usually provided on more than one occasion, dealing with incest or sexual abuse.

CODE 46 Domestic/family violence support

This option refers to one-to-one discussion sessions with the client, usually provided on more than one occasion, focused around violence inflicted on the client by a family member.

CODE 47 Family/relationship support

This option refers to discussion sessions or support dealing with family and relationship problems or issues.

CODE 48 Emotional support

This option involves talking and listening to clients in an informal environment and/or one-to-one discussion sessions with the client, usually provided on more than one occasion, focused around issues not specified elsewhere in this list.

CODE 49 Assistance to obtain/maintain medium-term accommodation

This option refers to help or support aimed at finding SAAP or other medium-term housing that is not expected to be long-term. Typically this would be longer than 3 months in duration.

CODE 88 Other

This option allows any other assistance not listed above to be recorded. The support needed/provided/referred should be written if this option is chosen.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Data element attributes

Collection and usage attributes

Guide for use: Multiple support services may be chosen that have been identified as needs of the client as identified by the worker at the agency.

Comments: This information can be used to show the range of support services that agencies provide, and whether the needs of clients can be met either through direct service provision at the agency or potentially through referrals to other services. This is important information for service and program planning.

An unmet need is indicated where, for a SAAP client, a need has been identified for a support service, but the support has not been provided directly by the SAAP agency, and there has been no referral arranged to another service in order to receive services that cannot be provided by the agency.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Implementation in Data Set Specifications: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Support service type provided (SAAP accompanying child)

Identifying and definitional attributes

Technical name:	Client—service activity type provided, SAAP accompanying child code N[N]
Synonymous names:	Service activity type provided
METeOR identifier:	352309
Registration status:	Community services, Standard 15/09/2007
Definition:	The type(s) of service or assistance provided to an accompanying child of a SAAP client, as represented by a code.
Data Element Concept:	Client—service activity type provided

Value domain attributes

Representational attributes

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

Permissible values:

Value	Meaning
Accommodation	
21	SAAP/CAP accommodation (including THMs and other SAAP managed properties)
School liaison/child care	
4	School liaison
3	Child care
Personal support	
1	Help with behavioural problems
24	Sexual/physical abuse support
17	Skills education
22	Structured play/skill development
General support/advocacy	
5	Access arrangements
15	Advice/information
18	Advocacy
Specialist services	
23	Specialist counselling
10	Culturally specific services
19	Health/medical services
Basic support	
11	Meals

12	Showers/hygiene
13	Recreation
14	Transport
88	Other

Collection and usage attributes

Guide for use:

For a mapping of this value domain to the national standard for service activity provided follow these links: 'Service activity type needed and provided for SAAP accompanying child code mapping from NCCS to SAAP', and 'Service activity type referral made for SAAP accompanying child code mapping from NCCS to SAAP'.

CODE 1 Help with behavioural problems

This option refers to assistance or support addressing the behavioural problems of the child.

CODE 3 Child care

This option refers to the care of a child by someone other than the child's parents (where parent is taken to mean biological, adoptive or step parent of the child, the child's legal guardian, or the de facto partner of the child's parent). It includes care of a school aged child after school (after school care) or during school vacations or holidays (holiday/vacation care).

CODE 4 School liaison

This option refers to work undertaken on behalf of a child that is related to the child's education. This includes, for example, assistance with enrolments, and discussion with teachers, administrators or counsellors concerning the child's progress or behaviour.

CODE 5 Access arrangements

This option refers to work or assistance provided on behalf of a child to ensure that both parents have adequate access to the child, and to ensure that access is provided in such a way that satisfies the terms set out in a court order, protects the child, and guarantees the return of the child to the appropriate custodian. This includes arranging or supervising access visits.

CODE 10 Culturally specific services

This option refers to support and assistance delivered in a way that is sensitive to the child's ethnic or cultural background.

CODE 11 Meals

This option refers to the actual provision of food. Money to purchase food or food vouchers given directly to the child should be included under Other.

CODE 12 Shower/hygiene

This option refers to the use of such facilities that are managed by the SAAP agency.

CODE 13 Recreation

This option refers to the provision and coordination of leisure activities for the child except those covered by structured play/skill development.

CODE 14 Transport

This option includes driving a child to an appointment or location. Money for a tram, train or bus given directly to the child should be included under Other.

CODE 15 Advice/information

This option refers to information given to the child or parent/guardian on behalf of the child that relates to the needs of the child as identified by the worker. It can include information about other services where it is left to the child (or parent/guardian) to follow up the information. For example, this would be selected if you gave a child (or parent/guardian) the names of three counselling services and left it up to the child (or parent /guardian) to contact those services.

CODE 17 Skills education

This option refers to guidance provided to the child in a number of different areas, such as teaching them social skills (ie. building friendships), living skills/personal development (ie. cooking skills, literacy skills, personal care), anger management and conflict resolution skills.

CODE 18 Advocacy

This option involves work undertaken on behalf of a child to ensure the child has proper representation and access to services. This includes liaison with police, schools, probation officers, etc.

CODE 19 Health/medical services

This option includes assessment of the child's health and medical needs and any treatment provided or referred.

CODE 21 SAAP/CAP accommodation (including THMs and other SAAP managed properties)

This option refers to supported accommodation that is owned or directly managed and maintained by your agency, or that has been paid for by your agency using SAAP funds. This does not include financial assistance for rent or other housing costs.

CODE 22 Structured play/skill development

This option refers to play or skill development provided for children's development, or to achieve particular goals.

CODE 23 Specialist counselling

This option refers to counselling provided, usually on more than one occasion, by a qualified counsellor.

CODE 24 Sexual/physical abuse support

This option refers to support which is supplied to help children deal with sexual or physical abuse. Specialist counselling should be indicated by ticking specialist counselling.

CODE 88 Other

This option allows any other assistance not listed above to be recorded. The support needed/provided/referred should be written if this option is chosen.

Data element attributes

Collection and usage attributes

Guide for use: Multiple support services may be chosen that have been provided to the client as identified by the worker at the agency.

Comments: This information can be used to show the range of support services that agencies provide, and whether the needs of clients can be met either through direct service provision at the agency or potentially through referrals to other services. This is important information for service and program planning.

An unmet need is indicated where, for a SAAP client, a need

has been identified for a support service, but the support has not been provided directly by the SAAP agency, and there has been no referral arranged to another service in order to receive services that cannot be provided by the agency.

Source and reference attributes

Submitting organisation: Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC).

Origin: SAAP National Data Collection Agency Collectors Manual July 2005.

Relational attributes

Implementation in Data Set Specifications: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

Information specific to this data set: This data element should be collected for each accompanying child.

Support service type provided (SAAP)

Identifying and definitional attributes

Technical name:	Client—service activity type provided, SAAP code N[N]
Synonymous names:	Service activity type provided
METeOR identifier:	352292
Registration status:	Community services, Standard 15/09/2007
Definition:	The type(s) of service or assistance provided to a SAAP client, as represented by a code.
Data Element Concept:	Client—service activity type provided

Value domain attributes

Representational attributes

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

Permissible values:

Value	Meaning
Housing/accommodation	
43	SAAP/CAP accommodation (including THMs and other SAAP managed properties)
39	Assistance to obtain/maintain short-term accommodation
49	Assistance to obtain/maintain medium-term accommodation
42	Assistance to obtain/maintain independent housing
Financial/employment	
37	Assistance to obtain/maintain government allowance
5	Employment and training assistance
6	Financial assistance/material aid
7	Financial counselling and support
Personal support	
45	Incest/sexual assault support
46	Domestic/family violence support
47	Family/relationship support
48	Emotional support
36	Assistance with problem gambling
General support/advocacy	

14	Living skills/personal development
25	Assistance with legal issues/court support
27	Advice/information
29	Retrieval/storage/removal of personal belongings
30	Advocacy/liaison on behalf of client
Specialist services	
12	Psychological services
44	Specialist counselling services
13	Psychiatric services
33	Pregnancy support
34	Family planning support
16	Drug/alcohol support or intervention
17	Physical disability services
18	Intellectual disability services
19	Culturally specific services
20	Interpreter services
38	Assistance with immigration services
26	Health/medical services
Basic support	
21	Meals
22	Laundry/shower facilities
23	Recreation
24	Transport
88	Other

Collection and usage attributes

Guide for use: For a mapping of this value domain to the national standard for service activity provided follow these links: 'Service activity type needed and provided for SAAP client code mapping from NCCS to SAAP', and 'Service activity type referral made for SAAP client code mapping from NCCS to SAAP'.

CODE 5 Employment and training assistance

This option refers to assistance to obtain a job and/or access to employment and training programs.

CODE 6 Financial assistance/material aid

This option refers to money given to the client for bond/rent/transport, etc. and other non-monetary assistance such as clothing, food vouchers and bus/train tickets. This assistance is not expected to be repaid.

CODE 7 Financial counselling and support

This option refers to one-to-one discussion sessions with the client, usually provided on more than one occasion, focused around financial management issues.

CODE 12 Psychological services

This option refers to support or assistance from a qualified psychologist.

CODE 13 Psychiatric services

This option refers to support or assistance from a qualified psychiatrist.

CODE 14 Living skills/personal development

This option refers to help given to enhance clients' independence or self-esteem. This help is more than normal everyday contact with the client and includes assistance to develop cooking skills, literacy skills, and personal care.

CODE 16 Drug/alcohol support or intervention

This option refers to support and assistance specifically to address problems related to the client's problematic drug, alcohol or substance use.

CODE 17 Physical disability services

This option refers to support and assistance specifically for the client's physical disability.

CODE 18 Intellectual disability services

This option refers to support and assistance specifically for the client's intellectual disability.

CODE 19 Culturally specific services

This option refers to support and assistance delivered in a way that is sensitive to the client's ethnic or cultural background.

CODE 20 Interpreter services

This option refers to assistance to facilitate communication with clients from non-English speaking backgrounds, or clients who are hearing impaired.

CODE 21 Meals

This option refers to the actual provision of food. Money or vouchers to purchase food should be included under Financial assistance/material aid.

CODE 22 Laundry/shower facilities

This option refers to the use of such facilities that are managed by the SAAP agency.

CODE 23 Recreation

This option refers to the provision and coordination of leisure activities for clients.

CODE 24 Transport

This option includes driving a client to an appointment or location. Money for a tram, train or bus should be included under Financial assistance/material aid.

CODE 25 Assistance with legal issues/court support

This option refers to information and advice about legal issues (such as tenancy or family law matters), and attending or assisting with court hearings.

CODE 26 Health/medical services

This option includes assessment of the client's health and medical needs and any treatment provided.

CODE 27 Advice/information

This option refers to advice or information given to the client relating to their needs as identified by the worker. It can include information about other services where it is left to the client to

follow up the information. For example, this would be selected if the client is given the names of three counselling services and it was left up to the client to contact those services.

CODE 29 Retrieval/storage/removal of personal belongings

This option involves the use of workers' time to assist with clients' personal effects.

CODE 30 Advocacy/liaison on behalf of client

This option involves work undertaken on behalf of a client to ensure the client has proper representation and access to services. This includes liaison with police, schools, probation officers, etc.

CODE 33 Pregnancy support

This option refers to advice, support and assistance relating to pregnancy issues.

CODE 34 Family planning support

This option refers to advice, support and assistance relating to family planning issues.

CODE 36 Assistance with problem gambling

This option refers to support or assistance provided to clients who have a gambling addiction/habit/problem and need to develop skills to cope with the problem on a day to day basis.

CODE 37 Assistance to obtain/maintain goverment allowance

This option refers to help or support aimed at obtaining social security income, such as completing Centrelink applications or accompanying a client to an interview with a Centrelink officer.

CODE 38 Assistance with immigration services

This option refers to support or assistance provided to clients who need help liaising with government departments regarding immigration issues.

CODE 39 Assistance to obtain/maintain short-term accommodation

This option refers to help or support aimed at finding SAAP or other emergency housing, or other accommodation that is not expected to be ongoing or long-term such as short-term accommodation with friends. Typically this would be less than 3 months in duration.

CODE 42 Assistance to obtain/maintain independent housing

This option refers to help or support aimed at finding long-term, independent housing such as public housing, private rental accommodation, community housing, or owner-occupied housing.

CODE 43 SAAP/CAP accommodation (including THMs and other SAAP managed properties)

This option refers to supported accommodation that is owned or directly managed and maintained by the agency, or that has been paid for by the agency using SAAP funds. This does not include financial assistance for rent or other housing costs.

CODE 44 Specialist counselling services

This option refers to counselling provided, usually on more than one occasion, by a qualified counsellor. Financial counselling is not included here (see Financial counselling and support).

CODE 45 Incest/sexual assault support

This option refers to one-to-one discussion sessions with the

client, usually provided on more than one occasion, dealing with incest or sexual abuse.

CODE 46 Domestic/family violence support

This option refers to one-to-one discussion sessions with the client, usually provided on more than one occasion, focused around violence inflicted on the client by a family member.

CODE 47 Family/relationship support

This option refers to discussion sessions or support dealing with family and relationship problems or issues.

CODE 48 Emotional support

This option involves talking and listening to clients in an informal environment and/or one-to-one discussion sessions with the client, usually provided on more than one occasion, focused around issues not specified elsewhere in this list.

CODE 49 Assistance to obtain/maintain medium-term accommodation

This option refers to help or support aimed at finding SAAP or other medium-term housing that is not expected to be long-term. Typically this would be longer than 3 months in duration.

CODE 88 Other

This option allows any other assistance not listed above to be recorded. The support needed/provided/referred should be written if this option is chosen.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Data element attributes

Collection and usage attributes

Guide for use: Multiple support services may be chosen that have been identified as having been provided directly by the SAAP agency to the client.

Comments: This information can be used to show the range of support services that agencies provide, and whether the needs of clients can be met either through direct service provision at the agency or potentially through referrals to other services. This is important information for service and program planning.

An unmet need is indicated where, for a SAAP client, a need has been identified for a support service, but the support has not been provided directly by the SAAP agency, and there has been no referral arranged to another service in order to receive services that cannot be provided by the agency.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Implementation in Data Set Specifications: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Support service type referral arranged (SAAP accompanying child)

Identifying and definitional attributes

Technical name:	Client—service activity type referral arranged, SAAP accompanying child code N[N]
Synonymous names:	Service activity type referral arranged
METeOR identifier:	352311
Registration status:	Community services, Standard 15/09/2007
Definition:	The type(s) of service or assistance for which a referral is arranged for an accompanying child of a SAAP client, as represented by a code.
Data Element Concept:	Client—service activity type referral arranged

Value domain attributes

Representational attributes

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

Permissible values:

Value	Meaning
Accommodation	
21	SAAP/CAP accommodation (including THMs and other SAAP managed properties)
School liaison/child care	
4	School liaison
3	Child care
Personal support	
1	Help with behavioural problems
24	Sexual/physical abuse support
17	Skills education
22	Structured play/skill development
General support/advocacy	
5	Access arrangements
15	Advice/information
18	Advocacy
Specialist services	
23	Specialist counselling
10	Culturally specific services
19	Health/medical services
Basic support	
11	Meals

12	Showers/hygiene
13	Recreation
14	Transport
88	Other

Collection and usage attributes

Guide for use:

For a mapping of this value domain to the national standard for service activity provided follow these links: 'Service activity type needed and provided for SAAP accompanying child code mapping from NCCS to SAAP', and 'Service activity type referral made for SAAP accompanying child code mapping from NCCS to SAAP'.

CODE 1 Help with behavioural problems

This option refers to assistance or support addressing the behavioural problems of the child.

CODE 3 Child care

This option refers to the care of a child by someone other than the child's parents (where parent is taken to mean biological, adoptive or step parent of the child, the child's legal guardian, or the de facto partner of the child's parent). It includes care of a school aged child after school (after school care) or during school vacations or holidays (holiday/vacation care).

CODE 4 School liaison

This option refers to work undertaken on behalf of a child that is related to the child's education. This includes, for example, assistance with enrolments, and discussion with teachers, administrators or counsellors concerning the child's progress or behaviour.

CODE 5 Access arrangements

This option refers to work or assistance provided on behalf of a child to ensure that both parents have adequate access to the child, and to ensure that access is provided in such a way that satisfies the terms set out in a court order, protects the child, and guarantees the return of the child to the appropriate custodian. This includes arranging or supervising access visits.

CODE 10 Culturally specific services

This option refers to support and assistance delivered in a way that is sensitive to the child's ethnic or cultural background.

CODE 11 Meals

This option refers to the actual provision of food. Money to purchase food or food vouchers given directly to the child should be included under Other.

CODE 12 Shower/hygiene

This option refers to the use of such facilities that are managed by the SAAP agency.

CODE 13 Recreation

This option refers to the provision and coordination of leisure activities for the child except those covered by structured play/skill development.

CODE 14 Transport

This option includes driving a child to an appointment or location. Money for a tram, train or bus given directly to the child should be included under Other.

CODE 15 Advice/information

This option refers to information given to the child or parent/guardian on behalf of the child that relates to the needs of the child as identified by the worker. It can include information about other services where it is left to the child (or parent/guardian) to follow up the information. For example, this would be selected if you gave a child (or parent/guardian) the names of three counselling services and left it up to the child (or parent /guardian) to contact those services.

CODE 17 Skills education

This option refers to guidance provided to the child in a number of different areas, such as teaching them social skills (ie. building friendships), living skills/personal development (ie. cooking skills, literacy skills, personal care), anger management and conflict resolution skills.

CODE 18 Advocacy

This option involves work undertaken on behalf of a child to ensure the child has proper representation and access to services. This includes liaison with police, schools, probation officers, etc.

CODE 19 Health/medical services

This option includes assessment of the child's health and medical needs and any treatment provided or referred.

CODE 21 SAAP/CAP accommodation (including THMs and other SAAP managed properties)

This option refers to supported accommodation that is owned or directly managed and maintained by your agency, or that has been paid for by your agency using SAAP funds. This does not include financial assistance for rent or other housing costs.

CODE 22 Structured play/skill development

This option refers to play or skill development provided for children's development, or to achieve particular goals.

CODE 23 Specialist counselling

This option refers to counselling provided, usually on more than one occasion, by a qualified counsellor.

CODE 24 Sexual/physical abuse support

This option refers to support which is supplied to help children deal with sexual or physical abuse. Specialist counselling should be indicated by ticking specialist counselling.

CODE 88 Other

This option allows any other assistance not listed above to be recorded. The support needed/provided/referred should be written if this option is chosen.

Data element attributes

Collection and usage attributes

Guide for use: Multiple support services may be chosen for which a referral has been arranged for the client that cannot be provided by the agency.

A formal referral occurs when a SAAP agency has referred a client to another service and that service has accepted the client for an appointment or interview. The referring SAAp agency needs to know whether an appointment or interview was organised in order to record this as a referral arranged but does

not need to know whether the client kept the appointment, or whether the appointment led to the client receiving a service.

A referral has not been arranged if the client is not accepted for an appointment or interview.

Comments: This information can be used to show the range of support services that agencies provide, and whether the needs of clients can be met either through direct service provision at the agency or potentially through referrals to other services. This is important information for service and program planning.

An unmet need is indicated where, for a SAAP client, a need has been identified for a support service, but the support has not been provided directly by the SAAP agency, and there has been no referral arranged to another service in order to receive services that cannot be provided by the agency.

Source and reference attributes

Submitting organisation: Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC).

Origin: SAAP National Data Collection Agency Collectors Manual July 2005.

Relational attributes

Related metadata references: See also Client—service activity type provided, SAAP accompanying child code N[N][] Community services, Standard 15/09/2007

See also Client—service activity type needed, SAAP accompanying child code N[N][] Community services, Standard 15/09/2007

Implementation in Data Set Specifications: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Support service type referral arranged (SAAP)

Identifying and definitional attributes

Technical name:	Client—service activity type referral arranged, SAAP code N[N]
Synonymous names:	Service activity type referral arranged
METeOR identifier:	352295
Registration status:	Community services, Standard 15/09/2007
Definition:	The type(s) of service or assistance for which a referral is arranged for a SAAP client, as represented by a code.
Data Element Concept:	Client—service activity type referral arranged

Value domain attributes

Representational attributes

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

Permissible values:

Value	Meaning
Housing/accommodation	
43	SAAP/CAP accommodation (including THMs and other SAAP managed properties)
39	Assistance to obtain/maintain short-term accommodation
49	Assistance to obtain/maintain medium-term accommodation
42	Assistance to obtain/maintain independent housing
Financial/employment	
37	Assistance to obtain/maintain government allowance
5	Employment and training assistance
6	Financial assistance/material aid
7	Financial counselling and support
Personal support	
45	Incest/sexual assault support
46	Domestic/family violence support
47	Family/relationship support
48	Emotional support
36	Assistance with problem gambling
General	

support/advocacy

14	Living skills/personal development
25	Assistance with legal issues/court support
27	Advice/information
29	Retrieval/storage/removal of personal belongings
30	Advocacy/liaison on behalf of client

Specialist services

12	Psychological services
44	Specialist counselling services
13	Psychiatric services
33	Pregnancy support
34	Family planning support
16	Drug/alcohol support or intervention
17	Physical disability services
18	Intellectual disability services
19	Culturally specific services
20	Interpreter services
38	Assistance with immigration services
26	Health/medical services

Basic support

21	Meals
22	Laundry/shower facilities
23	Recreation
24	Transport
88	Other

Collection and usage attributes

Guide for use: For a mapping of this value domain to the national standard for service activity provided follow these links: 'Service activity type needed and provided for SAAP client code mapping from NCCS to SAAP', and 'Service activity type referral made for SAAP client code mapping from NCCS to SAAP'.

CODE 5 Employment and training assistance

This option refers to assistance to obtain a job and/or access to employment and training programs.

CODE 6 Financial assistance/material aid

This option refers to money given to the client for bond/rent/transport, etc. and other non-monetary assistance such as clothing, food vouchers and bus/train tickets. This assistance is not expected to be repaid.

CODE 7 Financial counselling and support

This option refers to one-to-one discussion sessions with the client, usually provided on more than one occasion, focused

around financial management issues.

CODE 12 Psychological services

This option refers to support or assistance from a qualified psychologist.

CODE 13 Psychiatric services

This option refers to support or assistance from a qualified psychiatrist.

CODE 14 Living skills/personal development

This option refers to help given to enhance clients' independence or self-esteem. This help is more than normal everyday contact with the client and includes assistance to develop cooking skills, literacy skills, and personal care.

CODE 16 Drug/alcohol support or intervention

This option refers to support and assistance specifically to address problems related to the client's problematic drug, alcohol or substance use.

CODE 17 Physical disability services

This option refers to support and assistance specifically for the client's physical disability.

CODE 18 Intellectual disability services

This option refers to support and assistance specifically for the client's intellectual disability.

CODE 19 Culturally specific services

This option refers to support and assistance delivered in a way that is sensitive to the client's ethnic or cultural background.

CODE 20 Interpreter services

This option refers to assistance to facilitate communication with clients from non-English speaking backgrounds, or clients who are hearing impaired.

CODE 21 Meals

This option refers to the actual provision of food. Money or vouchers to purchase food should be included under Financial assistance/material aid.

CODE 22 Laundry/shower facilities

This option refers to the use of such facilities that are managed by the SAAP agency.

CODE 23 Recreation

This option refers to the provision and coordination of leisure activities for clients.

CODE 24 Transport

This option includes driving a client to an appointment or location. Money for a tram, train or bus should be included under Financial assistance/material aid.

CODE 25 Assistance with legal issues/court support

This option refers to information and advice about legal issues (such as tenancy or family law matters), and attending or assisting with court hearings.

CODE 26 Health/medical services

This option includes assessment of the client's health and medical needs and any treatment provided.

CODE 27 Advice/information

This option refers to advice or information given to the client relating to their needs as identified by the worker. It can include

information about other services where it is left to the client to follow up the information. For example, this would be selected if the client is given the names of three counselling services and it was left up to the client to contact those services.

CODE 29 Retrieval/storage/removal of personal belongings

This option involves the use of workers' time to assist with clients' personal effects.

CODE 30 Advocacy/liaison on behalf of client

This option involves work undertaken on behalf of a client to ensure the client has proper representation and access to services. This includes liaison with police, schools, probation officers, etc.

CODE 33 Pregnancy support

This option refers to advice, support and assistance relating to pregnancy issues.

CODE 34 Family planning support

This option refers to advice, support and assistance relating to family planning issues.

CODE 36 Assistance with problem gambling

This option refers to support or assistance provided to clients who have a gambling addiction/habit/problem and need to develop skills to cope with the problem on a day to day basis.

CODE 37 Assistance to obtain/maintain government allowance

This option refers to help or support aimed at obtaining social security income, such as completing Centrelink applications or accompanying a client to an interview with a Centrelink officer.

CODE 38 Assistance with immigration services

This option refers to support or assistance provided to clients who need help liaising with government departments regarding immigration issues.

CODE 39 Assistance to obtain/maintain short-term accommodation

This option refers to help or support aimed at finding SAAP or other emergency housing, or other accommodation that is not expected to be ongoing or long-term such as short-term accommodation with friends. Typically this would be less than 3 months in duration.

CODE 42 Assistance to obtain/maintain independent housing

This option refers to help or support aimed at finding long-term, independent housing such as public housing, private rental accommodation, community housing, or owner-occupied housing.

CODE 43 SAAP/CAP accommodation (including THMs and other SAAP managed properties)

This option refers to supported accommodation that is owned or directly managed and maintained by the agency, or that has been paid for by the agency using SAAP funds. This does not include financial assistance for rent or other housing costs.

CODE 44 Specialist counselling services

This option refers to counselling provided, usually on more than one occasion, by a qualified counsellor. Financial counselling is not included here (see Financial counselling and support).

CODE 45 Incest/sexual assault support

This option refers to one-to-one discussion sessions with the client, usually provided on more than one occasion, dealing with incest or sexual abuse.

CODE 46 Domestic/family violence support

This option refers to one-to-one discussion sessions with the client, usually provided on more than one occasion, focused around violence inflicted on the client by a family member.

CODE 47 Family/relationship support

This option refers to discussion sessions or support dealing with family and relationship problems or issues.

CODE 48 Emotional support

This option involves talking and listening to clients in an informal environment and/or one-to-one discussion sessions with the client, usually provided on more than one occasion, focused around issues not specified elsewhere in this list.

CODE 49 Assistance to obtain/maintain medium-term accommodation

This option refers to help or support aimed at finding SAAP or other medium-term housing that is not expected to be long-term. Typically this would be longer than 3 months in duration.

CODE 88 Other

This option allows any other assistance not listed above to be recorded. The support needed/provided/referred should be written if this option is chosen.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Data element attributes

Collection and usage attributes

Guide for use: Multiple support services may be chosen for which a referral has been arranged for the client that cannot be provided by the agency.

A formal referral occurs when a SAAP agency has referred a client to another service and that service has accepted the client for an appointment or interview. The referring SAAP agency needs to know whether an appointment or interview was organised in order to record this as a referral arranged but does not need to know whether the client kept the appointment, or whether the appointment led to the client receiving a service.

A referral has not been arranged if the client is not accepted for an appointment or interview.

Comments: This information can be used to show the range of support services that agencies provide, and whether the needs of clients can be met either through direct service provision at the agency or potentially through referrals to other services. This is important information for service and program planning.

An unmet need is indicated where, for a SAAP client, a need has been identified for a support service, but the support has not been provided directly by the SAAP agency, and there has been no referral arranged to another service in order to receive services that cannot be provided by the agency.

Source and reference attributes

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

Relational attributes

Related metadata references:	See also Client—service activity type needed, SAAP code N[N][] Community services, Standard 15/09/2007
	See also Client—service activity type provided, SAAP code N[N][] Community services, Standard 15/09/2007
Implementation in Data Set Specifications:	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Supported accommodation type

Identifying and definitional attributes

Technical name: Service event—supported accommodation type, code N

Synonymous names: Accommodation type

METeOR identifier: 338690

Registration status: Community services, Standard 30/11/2007

Definition: The type of supported accommodation that is provided to a client, based on length of stay and level of service, as represented by a code.

Data Element Concept: Service event—supported accommodation type

Value domain attributes

Representational attributes

Representation class: Code

Data type: Number

Format: N

Maximum character length: 1

Permissible values:

Value	Meaning
7	Crisis/short-term accommodation
8	Medium/long-term accommodation
9	Other supported accommodation

Collection and usage attributes

Guide for use: CODE 1 Crisis/short-term accommodation

This option refers to accommodation that is generally provided for up to three months. Crisis accommodation generally involves a more intensive staff/client relationship, which may include 24 hour on-site or on-call access to staff support, usually required in the early stages of homelessness.

CODE 2 Medium/long-term accommodation

This option refers to accommodation that is generally provided for three months or longer and support provided is generally less intensive than that provided in crisis accommodation.

CODE 8 Other SAAP supported accommodation

Accommodation that has not been demarcated as being either crisis/short-term or medium/long-term accommodation.

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 refers to a discrete accommodation period within a service episode. There may be a number of accommodation periods within a service episode.

Collection methods: This data element is collected in conjunction with the

Accommodation period start date and *Accommodation period end date.*

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Implementation in Data Set Specifications:

Accommodation period cluster *No registration status*

SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Tenure type (SAAP)

Identifying and definitional attributes

Technical name: Person—tenure type, SAAP code N[N]

Synonymous names: Type of tenure

METeOR identifier: 337688

Registration status: Community services, Standard 15/09/2007

Definition: A description of a SAAP client's legal right to occupy a dwelling in which he/she lives, as represented by a code.

Data Element Concept: Person—tenure type

Value domain attributes

Representational attributes

Representation class: Code

Data type: Number

Format: N[N]

Maximum character length: 2

Permissible values:

Value	Meaning
SAAP/CAP funded accommodation	
1	SAAP/CAP Crisis/short-term accommodation (including THM crisis)
2	SAAP/CAP medium/long-term accommodation
3	Other SAAP/CAP funded accommodation (eg hostel, motel etc)
No tenure	
4	Institutional setting
5	Improvised dwelling/sleeping rough
6	Other (no tenure)
Tenure	
7	Purchasing/purchased own home
8	Private rental
9	Public housing rental
10	Community housing rental (including THM transitional)
11	Rent-free accommodation
12	Boarding

Supplementary values: 99   Not stated/Inadequately described

Collection and usage attributes

Guide for use: CODE 1 SAAP/CAP Crisis/short-term accommodation (including THM crisis)

This option refers to accommodation at a SAAP-funded agency or accommodation owned and/or directly managed by a SAAP

agency (including CAP properties), which is generally up to three months duration. Crisis accommodation generally involves a more intensive staff/client relationship, which may include 24 hour on-site or on-call access to staff support, usually required in the early stages of homelessness. THM crisis properties operate in Victoria only.

CODE 2 SAAP/CAP medium/long-term accommodation
This option refers to accommodation at a SAAP-funded agency or accommodation owned and/or directly managed by a SAAP agency (including CAP properties), which is generally of more than three months duration. Support in medium/long-term accommodation is generally less intensive than that provided in crisis accommodation.

CODE 3 Other SAAP/CAP funded accommodation (eg hostel, motel etc)
This option includes accommodation, other than that specified above, which is SAAP or CAP funded, or which is owned and directly managed by a SAAP-funded agency. Examples are:
- hostel or caravan accommodation owned and/or directly managed by a SAAP agency or purchased using SAAP funds;
- accommodation (room) purchased using SAAP funds in a boarding or rooming house, hotel, motel or motor inn; and
- accommodation arranged by SAAP involving the placement of clients (usually adolescents) in households within the community.

CODE 4 Institutional setting
This option refers to living in an institutional setting such as prison, youth training camp, detention centre, hospital, or other setting which is funded either privately or publicly, but for which the client has no authority to dictate their circumstances (i.e. when to eat meals etc).

CODE 5 Improvised dwelling/sleeping rough
This option refers to living on the streets, sleeping in parks, squatting in derelict buildings, or using cars or railway carriages or other improvised dwellings for temporary shelter for which the client has no legal title to that dwelling or setting, who do not pay to occupy that space and who do not have expressed authority to occupy that space.

CODE 6 Other (no tenure)
This option is chosen when the client is living in a situation where they have no tenure that is not elsewhere specified.

CODE 7 Purchasing/purchased own home
This option refers to a house, flat or other dwelling that is owned or being bought by the client or by the client and his/her spouse/partner or other individual. This does not include a home being purchased by the client's parent(s) or

partner. In this case the client should be recorded as either *rent-free accommodation*, *boarding* or *private rental*.

CODE 8 Private rental

This option refers to a house, flat or other dwelling owned or being purchased privately by an individual or individuals other than the client, and not living with the client, for which the client pays a given amount (in money or payment in kind) as rent.

CODE 9 Public housing rental

This option refers to a house, flat or other dwelling owned and managed by a government department or public housing authority and includes head leasing if the lease is taken out by a government department or public housing authority.

CODE 10 Community housing rental (including THM transitional)

This option refers to a house, flat or other dwelling which is managed by a community organisation and includes head leasing if the lease is taken out by a community organisation. THM transitional properties operate in Victoria only.

CODE 11 Rent-free accommodation

This option is selected if no money or payment in kind is exchanged for accommodation and the person is not an owner of the dwelling.

CODE 12 Boarding

This option refers to accommodation (room) in a house, flat or other dwelling owned by an individual or individuals other than the client, for which the client pays a given amount (in money or payment in kind) as board.

CODE 99 Not stated/inadequately described

This option is chosen if there is insufficient information to determine the client's dwelling tenure type either before or after support, or if the client did not want to answer this question.

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

- the client's dwelling tenure type immediately before the support period starts; and
- the client's dwelling tenure type immediately after the support period ends.

Only one permissible value is selected in each case.

Comments:	Type of tenure can help show how clients move in and out of SAAP accommodation and other housing and whether clients have security of tenure.

Source and reference attributes

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

Relational attributes

Implementation in Data Set Specifications:	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Data set specification specific attributes

Conditional obligation:	Conditional on consent being obtained from the client.