



National Community Services Data Dictionary NCSDD V 4.2

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Data Elements

Accommodation offer accepted

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – accommodation offer accepted indicator, code N
<i>Synonymous names:</i>	Accommodation offer taken up
<i>METeOR identifier:</i>	331514
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	An indicator of whether the agency's offer of accommodation was accepted by a person, as represented by a code.
Data Element Concept:	Person – accommodation offer accepted indicator

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code						
<i>Data type:</i>	Number						
<i>Format:</i>	N						
<i>Maximum character length:</i>	1						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No
Value	Meaning						
1	Yes						
2	No						

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Yes Use this code if a person/group took up the offer of accommodation.</p> <p>CODE 2 No Use this code if a person/group did not take up, or refused, the offer of accommodation, including those instances when a person/group did not keep their appointment.</p>
<i>Comments:</i>	<p>This item shows whether the agency's offer of accommodation was or was not accepted by a person/group, including those instances when a person/group refused the offer or did not keep their appointment.</p> <p>If the accommodation offer was not taken up (the person/group seeking accommodation did not become a client of the agency), this information will show that the accommodation or support requested was available. Such individuals would then be omitted from the total count of unmet need for accommodation.</p>

Source and reference attributes

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

Relational attributes

Implementation in Data Set Specifications:

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

Accommodation offered

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – accommodation offered indicator, code N
<i>METeOR identifier:</i>	329986
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	Whether an offer of accommodation was made to a person, as represented by a code.
Data Element Concept:	Person – accommodation offered

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code						
<i>Data type:</i>	Number						
<i>Format:</i>	N						
<i>Maximum character length:</i>	1						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No
Value	Meaning						
1	Yes						
2	No						

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	CODE 1 Yes Use this code if an agency offered accommodation. This option is used even if a person or group does not accept the offer of accommodation. CODE 2 No Use this code where an agency did not offer any accommodation to a person or a group.
<i>Comments:</i>	Assists in counting how many people an agency offered accommodation to, regardless of whether the offers were accepted.

Source and reference attributes

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

Relational attributes

<i>Implementation in Data Set Specifications:</i>	SAAP Demand for Accommodation National Minimum Data Set Community services, Standard 30/11/2007
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Accommodation period end date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event— accommodation period end date, DDMMYYYY
<i>METeOR identifier:</i>	347334
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The date at which an accommodation period was completed.
Data Element Concept:	Service event— accommodation period end date

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	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.
<i>Collection methods:</i>	This data element is collected in conjunction with the Accommodation period start date and supported accommodation type.

Relational attributes

<i>Implementation in Data Set Specifications:</i>	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007
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Accommodation period start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event— accommodation period start date, DDMMYYYY
<i>METeOR identifier:</i>	348138
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The date at which an accommodation period commences.
Data Element Concept:	Service event— accommodation period start date

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	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.
<i>Collection methods:</i>	This data element is collected in conjunction with the Accommodation period end date and Supported accommodation type.

Relational attributes

<i>Implementation in Data Set Specifications:</i>	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007
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Activity and participation life area

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Collection and usage attributes

<i>Guide for use:</i>	<p>This metadata item contributes to the definition of the concept 'Disability' and gives an indication of the experience of disability for a person.</p> <p>The activities and participation codes are a neutral list that covers the full range of life areas in which a person can be involved. The domains can be used to record positive or neutral experience of functioning as well as limitations and restrictions. Data can be collected at the three digit level in one chapter and at the chapter level in another. However it is only possible to collect data at a single level of the hierarchy in a single chapter to maintain mutual exclusivity. For example, it is not permitted to collect both 'Self care' (chapter level) and 'Looking after one's health' (3 digit level) as the former includes the latter.</p> <p>The value domain below refers to the highest hierarchical level (ICF chapter level). Data collected at this level, in association with respective qualifiers (Activity difficulty level, Activity Need for assistance, Participation extent and Participation satisfaction level) will use the codes as indicated.</p> <p>CODE d1 Learning and applying knowledge CODE d2 General tasks and demands CODE d3 Communication CODE d4 Mobility CODE d5 Self-care CODE d6 Domestic life CODE d7 Interpersonal interactions and relationships CODE d8 Major life areas</p>
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CODE d9 Community, social and civic life

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

Each chapter contains categories at different levels ordered from general to detailed. For specific more detailed information the user should follow the structure of the ICF; the codes should be drawn from the same hierarchical level within any particular chapter. The full range of permissible values is listed in the **Activities** and **Participation** component of the ICF. An example of a value domain at the 3 digit level from the Self-care chapter may include:

CODE d510 Washing oneself

CODE d520 Caring for body parts

CODE d530 Toileting

CODE d540 Dressing

CODE d550 Eating

CODE d560 Drinking

CODE d570 Looking after one's health

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

CODE d4600 Moving around within the home

CODE d4601 Moving around within buildings other than home

CODE d4602 Moving around outside the home and other buildings

CODE d4701 Using private motorized transportation

CODE d4702 Using public motorized transportation

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

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.
<i>Origin:</i>	WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW
<i>Reference documents:</i>	Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites: <ul style="list-style-type: none">• WHO ICF website http://www.who.int/classifications/icf/en/• Australian Collaborating Centre ICF website http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use:

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

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

Source and reference attributes

Submitting organisation:

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

Relational attributes

Implementation in Data Set Specifications:

Activities and Participation cluster Health, Standard 29/11/2006
Community services, Standard 16/10/2006
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

Address line (person)

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A high-level address component is defined as a broad geographical area that is capable of containing more than one specific physical location. Some examples of a broad geographical area are:</p> <ul style="list-style-type: none">- Suburb, town or locality- Postcode – Australian or international- State, Territory, local government area, electorate, statistical local area- Postal delivery point identifier- Countries, provinces, etc other than in Australia <p>These components of a complete address do not form part of the Address line.</p> <p>When addressing an Australian location, following are the standard address data elements that may be concatenated in the Address line:</p> <ul style="list-style-type: none">- Building/complex sub-unit type- Building/complex sub-unit number- Building/property name- Floor/level number- Floor/level type- House/property number
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- Lot/section number
- Street name
- Street type code
- Street suffix code

One complete identification/ description of a location/site of an address can comprise one or more than one instance of address line.

Instances of address lines are commonly identified in electronic information systems as Address-line 1, Address-line 2, etc.

The format of data collection is less important than consistent use of conventions in the recording of address data. Hence, address may be collected in an unstructured manner but should ideally be stored in a structured format.

Where Address line is collected as a stand-alone item, software may be used to parse the Address line details to separate the sub-components.

Multiple Address lines may be recorded as required.

Collection methods:

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

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

Source and reference attributes

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

Relational attributes

<i>Related metadata references:</i>	Is formed using Person (address) – street suffix, code A[A] Health, Standard 01/03/2005, Community services, Standard 30/09/2005
	Is formed using Person (address) – street type, code A[AAA] Health, Standard 01/03/2005, Community services, Standard 30/09/2005
	Is formed using Person (address) – street name, text [A(30)] Health, Standard 01/03/2005, Community services, Standard 30/09/2005
	Is formed using Person (address) – lot/section identifier, N[X(14)] Health, Standard 01/03/2005, Community services,

Standard 30/09/2005

Is formed using [Person \(address\) – house/property identifier, text \[X\(12\)\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005

Is formed using [Person \(address\) – floor/level type, code A\[A\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005

Is formed using [Person \(address\) – floor/level identifier, \[NNNA\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005

Is formed using [Person \(address\) – building/complex sub-unit type, code A\[AAA\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005

Is formed using [Person \(address\) – building/complex sub-unit identifier, \[X\(7\)\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005

Is formed using [Person \(address\) – building/property name, text \[X\(30\)\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005

Implementation in Data Set Specifications:

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

Address line (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – address line, text [X(180)]
<i>METeOR identifier:</i>	290315
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	A composite of one or more standard address components, as represented by text.
Data Element Concept:	Service provider organisation (address) – address line

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A high-level address component is defined as a broad geographical area that is capable of containing more than one specific physical location. Some examples of a broad geographical area are:</p> <ul style="list-style-type: none">• Suburb, town or locality• Postcode• Australian or international• State, Territory, local government area, electorate, statistical local area• Postal delivery point identifier• Countries, provinces, etc. other than in Australia <p>These components of a complete address do not form part of the Address line.</p> <p>When addressing an Australian location, following are the standard address data elements that may be concatenated in the Address line:</p> <ul style="list-style-type: none">• Building/complex sub-unit type• Building/complex sub-unit number• Building/property name• Floor/level number• Floor/level type• House/property number• Lot/section number• Street name• Street type code
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- Street suffix code

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

Collection methods:

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

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

Source and reference attributes

Submitting organisation:

Standards Australia

Origin:

Health Data Standards Committee

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

Reference documents:

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

Relational attributes

Related metadata references:

Is formed using [Service provider organisation \(address\) – street suffix, code A\[A\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\) – street type, code A\[AAA\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\) – street name, text \[A\(30\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\) – lot/section identifier, N\[X\(14\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\) – house/property identifier, text \[X\(12\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\) –](#)

[floor/level type, code A\[A\]](#) Health, Standard 04/05/2005,
Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\) – floor/level identifier, \[NNNA\]](#) Health, Standard 04/05/2005,
Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\) – building/complex sub-unit type, code A\[AAA\]](#) Health,
Standard 04/05/2005, Community services, Standard
30/09/2005

Is formed using [Service provider organisation \(address\) – building/complex sub-unit identifier, \[X\(7\)\]](#) Health, Standard
04/05/2005, Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\) – building/property name, text \[X\(30\)\]](#) Health, Standard
04/05/2005, Community services, Standard 30/09/2005

Address type (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – address type, code N
<i>METeOR identifier:</i>	286728
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	A code set representing a type of address, as represented by a code.
<i>Data Element Concept:</i>	Person (address) – address type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code												
<i>Data type:</i>	Number												
<i>Format:</i>	N												
<i>Maximum character length:</i>	1												
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Business</td></tr><tr><td>2</td><td>Mailing or postal</td></tr><tr><td>3</td><td>Residential</td></tr><tr><td>4</td><td>Temporary residential</td></tr><tr><td>9</td><td>Unknown/Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Business	2	Mailing or postal	3	Residential	4	Temporary residential	9	Unknown/Not stated/inadequately described
Value	Meaning												
1	Business												
2	Mailing or postal												
3	Residential												
4	Temporary residential												
9	Unknown/Not stated/inadequately described												
<i>Supplementary values:</i>													

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Business This code is used to indicate an address that is the physical location of a business, an office or from where a service is delivered.</p> <p>CODE 2 Mailing or postal This code is used to indicate an address that is only for correspondence purposes.</p> <p>CODE 3 Residential This code is used to indicate where a person is living. Note that this code is not valid for organisations.</p> <p>CODE 4 Temporary residential Temporary accommodation address (such as for a person from rural Australia who is visiting an oncology centre for a course of treatment, or a person who usually resides overseas). Note that this is not valid for organisations.</p> <p>CODE 9 Unknown/Not stated/inadequately described This code may also be used where the person has no fixed address or does not wish to have their residential or a correspondence address recorded.</p>
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	A single address may have multiple address types associated with it. Record as many as required.
<i>Collection methods:</i>	At least one address must be recorded (this may be an unknown Address type). Health care establishments should always attempt to collect the residential address of a person who is a health care client when a service is provided. When recording the address for a health care provider or organisation, the business address should always be collected. In addition, other addresses may also need to be recorded for individuals and organisations. Overseas address: For individuals record the overseas address as the residential address and record a temporary accommodation address as their contact address in Australia.
<i>Comments:</i>	'No fixed address' is coded as unknown because it (the concept) is not a type of address for a person but is an attribute of the person only i.e. it is not a location for which an address may be derived. It is not recommended that an implementation collects this attribute as an address type. A person not having a fixed address constrains the number of address types that can be collected i.e. temporary accommodation and residential address types cannot be collected. However, if it is imperative that this occurs, it is suggested that code 9 be used.

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia Australian Institute of Health and Welfare
<i>Origin:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia
<i>Reference documents:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia In AS4846 and AS5017 alternative alphabetic codes are presented. Refer to the current standard for more details.

Address type (service provider organisation)

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Business</td></tr><tr><td>2</td><td>Mailing or postal</td></tr><tr><td>9</td><td>Unknown/Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Business	2	Mailing or postal	9	Unknown/Not stated/inadequately described
Value	Meaning								
1	Business								
2	Mailing or postal								
9	Unknown/Not stated/inadequately described								
<i>Supplementary values:</i>									

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Business This code is used to indicate an address that is the physical location of a business, an office or from where a service is delivered.</p> <p>CODE 2 Mailing or postal This code is used to indicate an address that is only for correspondence purposes.</p> <p>CODE 9 Unknown/Not stated/inadequately described This code may also be used where the person has no fixed address or does not wish to have their residential or a correspondence address recorded</p>
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	A single address may have multiple address types associated with it. Record as many as required.
<i>Collection methods:</i>	At least one address must be recorded (this may be an unknown Address type). When recording the address for a health care provider or organisation, the business address should always be collected. In addition, other addresses may also need to be recorded for individuals and organisations.

Source and reference attributes

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

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

Address—country identifier (person)

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Collection and usage attributes

<i>Guide for use:</i>	<p>The Standard Australian Classification of Countries 1998 (SACC) is a four-digit, three-level hierarchical structure specifying major group, minor group and country.</p> <p>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.</p>
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Data element attributes

Collection and usage attributes

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

Source and reference attributes

<i>Reference documents:</i>	<p>Standard Australian Classification of Countries, Catalogue number 1269.0, 1998, Canberra: Australian Bureau of Statistics</p> <p>Standard Australian Classification of Countries, Revision 2.01, Canberra 1999, Australian Bureau of Statistics. Catalogue Number 1269.0</p> <p>Standard Australian Classification of Countries, Revision 2.02, Canberra 2004, Australian Bureau of Statistics. Catalogue Number 1269.0</p>
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Age

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total				
<i>Data type:</i>	Number				
<i>Format:</i>	N[NN]				
<i>Maximum character length:</i>	3				
<i>Supplementary values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>999</td><td>Unknown/not stated</td></tr></tbody></table>	Value	Meaning	999	Unknown/not stated
Value	Meaning				
999	Unknown/not stated				
<i>Unit of measure:</i>	Year				

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Age in single years (if aged under one year, record as zero). If age (or date of birth) is unknown or not stated, and cannot be estimated, use Code 999. National community services and housing assistance data dictionary specific: If year of birth is known (but date of birth is not) use the date, 0101YYYY of the birth year to estimate age (where YYYY is the year of birth). National housing assistance data dictionary specific: In the housing assistance data collections age is calculated at 30 June for the corresponding year.
<i>Collection methods:</i>	Although collection of date of birth allows more precise calculation of age, this may not be feasible in some data collections, and alternative questions are: Age last birthday? What was age last birthday? What is age in complete years?

Comments:

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

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

Source and reference attributes

Submitting organisation:

National Public Health Information Working Group

Origin:

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

Relational attributes

Related metadata references:

Supersedes [Person—age \(community services\), total years N\[NN\]](#) Community services, Superseded 30/09/2005

Age range (employed)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (employed) – age range, code N[N]
<i>Synonymous names:</i>	Labour force age range
<i>METeOR identifier:</i>	314877
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The age range that best accommodates a person, who is in the labour force, completed age in years, as represented by a code.
Data Element Concept:	Person – age range

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																								
<i>Data type:</i>	Number																								
<i>Format:</i>	N[N]																								
<i>Maximum character length:</i>	2																								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>15-19</td></tr><tr><td>2</td><td>20-24</td></tr><tr><td>3</td><td>25-29</td></tr><tr><td>4</td><td>30-34</td></tr><tr><td>5</td><td>35-39</td></tr><tr><td>6</td><td>40-44</td></tr><tr><td>7</td><td>45-49</td></tr><tr><td>8</td><td>50-54</td></tr><tr><td>9</td><td>55-59</td></tr><tr><td>10</td><td>60-64</td></tr><tr><td>11</td><td>65 and over</td></tr></tbody></table>	Value	Meaning	1	15-19	2	20-24	3	25-29	4	30-34	5	35-39	6	40-44	7	45-49	8	50-54	9	55-59	10	60-64	11	65 and over
Value	Meaning																								
1	15-19																								
2	20-24																								
3	25-29																								
4	30-34																								
5	35-39																								
6	40-44																								
7	45-49																								
8	50-54																								
9	55-59																								
10	60-64																								
11	65 and over																								
<i>Supplementary values:</i>	99 Not stated/inadequately described																								

Data element attributes

Source and reference attributes

<i>Submitting organisation:</i>	Children's Services Data Working Group.
<i>Origin:</i>	Children's Services National Minimum Data Dictionary, AIHW 2005.
<i>Reference documents:</i>	The ABS standards for the collection of labour force surveys appear on the ABS Website. Australian Bureau of Statistics. Demographic Variables. Cat. no. 1285.0. Canberra: ABS.

Relational attributes

<i>Implementation in Data Set Specifications:</i>	Children's Services NMDS Community services, Standard 18/12/2007
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Amount of assistance

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total				
<i>Data type:</i>	String				
<i>Format:</i>	NNN				
<i>Maximum character length:</i>	3				
<i>Supplementary values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>999</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	999	Not stated/inadequately described
Value	Meaning				
999	Not stated/inadequately described				
<i>Unit of measure:</i>	Hour (h)				

Collection and usage attributes

<i>Guide for use:</i>	Total hours expressed as 000, 001 etc.
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Data element attributes

Collection and usage attributes

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

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare. CSTDA NMDS Network.
<i>Origin:</i>	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide:

data items and definitions 2006-07.

Relational attributes

Implementation in Data Set Specifications:

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

Arrival time at service

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – arrival time at service, hhmm
<i>METeOR identifier:</i>	314962
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The time that a person arrives at the place of service delivery.
<i>Data Element Concept:</i>	Person – arrival time at service

Value domain attributes

Representational attributes

<i>Representation class:</i>	Time
<i>Data type:</i>	Date/Time
<i>Format:</i>	hhmm
<i>Maximum character length:</i>	4

Source and reference attributes

<i>Reference documents:</i>	ISO 8601:2000 : Data elements and interchange formats - Information interchange - Representation of dates and times
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Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	This data element may be used in conjunction with the data element <i>Departure time from service</i> as a measure of the patterns of service utilisation.
<i>Comments:</i>	In addition, this data element can be used to calculate the number of hours per day, hours per week and days per week a person uses services.

Source and reference attributes

<i>Submitting organisation:</i>	Children's Services NCSIMG Data Working Group Australian Institute of Health and Welfare
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Relational attributes

<i>Implementation in Data Set Specifications:</i>	Children's Services NMDS Community services, Standard 18/12/2007
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Assessment date

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example, if a person was last assessed by an agency on 1 July 2000 the Assessment date should be recorded as 01072000 as specified in the representational layout.
<i>Collection methods:</i>	When an agency undertakes an assessment of client needs and the adequacy and appropriateness of service provision, the agency should also record or update information about the client's circumstances. While agency practice tends to differ, most clients undergo some form of assessment process when they first become involved with the agency. This process may vary from a relatively simple assessment of eligibility or need for assistance to a comprehensive functional assessment of the person's ability to undertake tasks of daily living. Agency practice related to the timing and process for re-assessing clients also varies. Although the extent and nature of assessment processes vary depending on the type of assistance provided by the agency, this process does serve as a primary point of data capture/update about the client. HACC have this metadata item as being derived from Date of assistance received and Primary type of assistance received (where 'assessment' is coded).
<i>Comments:</i>	If records have been linked, the last assessment date is a key piece of information that facilitates analysis by providing a clearly defined basis for the selection of data (i.e. the most

recently recorded information) where conflicting values are recorded in the linked file.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

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

Relational attributes

Related metadata references:

Supersedes [Assessment date, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.35 KB)

Assistance received date

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a person received assistance from an agency on 1 July 2000 the Assistance receipt date should be recorded as 01072000 as specified in the representational layout.
<i>Collection methods:</i>	The date recorded should reflect the date on which the client received any type of assistance. Where a client receives more than one occasion of service on the same day, the agency should separately record each occasion of service against the same date.

Source and reference attributes

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

Relational attributes

<i>Related metadata references:</i>	Supersedes Assistance received date, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf (15.17 KB)
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Assistance request date

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

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

Source and reference attributes

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

Relational attributes

Related metadata references:

Supersedes [Assistance request date, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (14.88 KB)

Assistance urgency

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																						
<i>Data type:</i>	Number																						
<i>Format:</i>	N{.N}																						
<i>Maximum character length:</i>	2																						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Within 48 hours</td></tr><tr><td>1.1</td><td>Immediate</td></tr><tr><td>1.2</td><td>Within 24 hours</td></tr><tr><td>1.3</td><td>More than 24 hours but within 48 hours</td></tr><tr><td>2</td><td>More than 2 days but within 14 days</td></tr><tr><td>2.1</td><td>3–4 days</td></tr><tr><td>2.2</td><td>5–6 days</td></tr><tr><td>2.3</td><td>More than 6 days but within 14 days</td></tr><tr><td>3</td><td>More than 14 days</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Within 48 hours	1.1	Immediate	1.2	Within 24 hours	1.3	More than 24 hours but within 48 hours	2	More than 2 days but within 14 days	2.1	3–4 days	2.2	5–6 days	2.3	More than 6 days but within 14 days	3	More than 14 days	9	Not stated/inadequately described
Value	Meaning																						
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2.3	More than 6 days but within 14 days																						
3	More than 14 days																						
9	Not stated/inadequately described																						
<i>Supplementary values:</i>	9																						

Data element attributes

Collection and usage attributes

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

Source and reference attributes

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

Relational attributes

<i>Related metadata references:</i>	Supersedes Assistance urgency, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf (15.13 KB)
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Assistance with activities

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	International Classification of Functioning, Disability and Health 2001	
<i>Representation class:</i>	Code	
<i>Data type:</i>	Number	
<i>Format:</i>	N	
<i>Maximum character length:</i>	1	
<i>Permissible values:</i>	Value	Meaning
	0	Does not need help/supervision
	1	Sometimes needs help/supervision
	2	Always needs help/supervision
	3	Unable to do this task or action, even with assistance
<i>Supplementary values:</i>	8	Not specified
	9	Not applicable

Collection and usage attributes

<i>Guide for use:</i>	<p>This metadata item contributes to the definition of the concept 'Disability' and gives an indication of the experience of disability for a person.</p> <p>In the context of health, an activity is the execution of a task or action by an individual. Activity limitations are difficulties an individual may have in executing an activity.</p> <p>Activity limitation varies with the environment and is assessed in relation to a particular environment; the absence or presence of assistance, including aids and equipment, is an aspect of the environment.</p> <p>This value domain records the level of a person's need for help or supervision, in a specified domain, in their overall life. This means that the need for assistance may not be directly relevant to the health or community care service being provided.</p> <p>Where a life area includes a range of examples, (e.g. domestic</p>
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life includes cooking, cleaning and shopping), if a person requires assistance in any of the areas then the highest level of assistance should be recorded.

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

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

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

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

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

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

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

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

Source and reference attributes

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

Origin: WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO
AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

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

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

Data element attributes

Collection and usage attributes

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

Source and reference attributes

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

Relational attributes

Implementation in Data Set Specifications: Activities and Participation cluster Health, Standard 29/11/2006
Community services, Standard 16/10/2006
Children's Services NMDS Community services, Standard 18/12/2007

Assistance—reason not provided

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																				
<i>Data type:</i>	Number																				
<i>Format:</i>	N																				
<i>Maximum character length:</i>	1																				
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Service not offered by agency</td></tr><tr><td>2</td><td>Person not eligible/wrong target group</td></tr><tr><td>3</td><td>Outlet refused service to person/offer refused</td></tr><tr><td>4</td><td>Person or service provider unable to attend</td></tr><tr><td>5</td><td>Assistance currently not available</td></tr><tr><td>6</td><td>Facilities for special needs not available/service inaccessible</td></tr><tr><td>7</td><td>Referred to other more appropriate agency</td></tr><tr><td>8</td><td>Other</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Service not offered by agency	2	Person not eligible/wrong target group	3	Outlet refused service to person/offer refused	4	Person or service provider unable to attend	5	Assistance currently not available	6	Facilities for special needs not available/service inaccessible	7	Referred to other more appropriate agency	8	Other	9	Not stated/inadequately described
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<i>Supplementary values:</i>																					

Collection and usage attributes

<i>Guide for use:</i>	<p>Record main reason assistance not provided.</p> <p>More specific categories in the data domain (that can map to this data domain) can also provide useful information at an agency or locality level about service gaps and resource limitations. For example code 6 can be broken up into a number of more specific categories to ascertain whether people are having trouble accessing services due to lack of interpreter services, disabled access to a building, etc. This information can help individual agencies better allocate their resources.</p> <p>Examples of the above categories are:</p> <p>CODE 3 Outlet refused service to person/offer refused Due to inappropriate behaviour or person failed to present and did not contact the agency.</p> <p>CODE 4 Person or service provider unable to attend For example, unscheduled staff absence or unscheduled events such as bad weather or electricity failure.</p> <p>CODE 5 Assistance currently not available</p>
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The place, service or resource is not currently available or a waiting period applies.

CODE 6 Facilities for special needs not available/service inaccessible

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

Data element attributes

Collection and usage attributes

Collection methods:

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

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

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Relational attributes

Related metadata references:

Supersedes [Assistance - reason not provided, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (17.07 KB)

Australian state/territory identifier

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – Australian state/territory identifier, code N
<i>METeOR identifier:</i>	286919
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 25/08/2005 Housing assistance, Standard 10/02/2006
<i>Definition:</i>	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

<i>Representation class:</i>	Code																				
<i>Data type:</i>	Number																				
<i>Format:</i>	N																				
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Collection and usage attributes

<i>Guide for use:</i>	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).
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Source and reference attributes

<i>Reference documents:</i>	Australian Bureau of Statistics 2005. Australian Standard Geographical Classification (ASGC). Cat. no. 1216.0 . Canberra: ABS. Viewed on 30/09/2005
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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: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Australian state/territory identifier (service provider organisation)

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																				
<i>Data type:</i>	Number																				
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Collection and usage attributes

<i>Guide for use:</i>	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).
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Source and reference attributes

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

Collection and usage attributes

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

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Health Data Standard Committee

National Community Services Data Committee

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

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

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

Relational attributes

Implementation in Data Set Specifications:

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

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

Body function

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Collection and usage attributes

<i>Guide for use:</i>	<p>This metadata item contributes to the definition of the concept 'Disability' and gives an indication of the experience of disability for a person.</p> <p>Data can be collected at the three digit level in one chapter and at the chapter level in another. However it is only possible to collect data at a single level of the hierarchy in a single chapter to maintain mutual exclusivity. For example, it is not permitted to collect both Exercise tolerance functions (3 digit level) and 'fatigability' (4-digit level) as the former includes the latter.</p> <p>The value domain below refers to the highest hierarchical level (ICF chapter level). Data collected at this level, in association with Impairment extent code N will use the codes as indicated.</p> <p>CODE b1 Mental functions CODE b2 Sensory functions and pain CODE b3 Voice and speech functions CODE b4 Functions of the cardiovascular, haematological, immunological and respiratory systems CODE b5 Functions of the digestive, metabolic and the endocrine system CODE b6 Genitourinary and reproductive functions CODE b7 Neuromusculoskeletal and movement-related functions CODE b8 Functions of the skin and related structures</p> <p>Data collected at this level will provide a general description of the structures and can only be compared with data collected at the same level.</p>
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Each chapter contains categories at different levels ordered from general to detailed. For more detailed information the user should follow the structure of the ICF; the codes should be drawn from the same hierarchical level within any particular chapter. The full range of permissible values together, with definitions is listed in the *Body Functions* component of the ICF. An example of a value domain at the 3 digit level from the Sensory functions and pain chapter may include:

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

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

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

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

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.
<i>Origin:</i>	WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW
<i>Reference documents:</i>	Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites: <ul style="list-style-type: none">• WHO ICF website http://www.who.int/classifications/icf/en/• Australian Collaborating Centre ICF website http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	This data element can be used to record positive or neutral body function, as well as impairment of body function when used in conjunction with the metadata item Person – extent of
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[impairment of body function, code \(ICF 2001\)N](#).

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

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

Source and reference attributes

Submitting organisation:

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

Relational attributes

Implementation in Data Set Specifications:

Body functions cluster Health, Standard 29/11/2006
Community services, Standard 16/10/2006

Body structure

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Collection and usage attributes

<i>Guide for use:</i>	<p>This metadata item contributes to the definition of the concept <i>disability</i> and gives an indication of the experience of disability for a person.</p> <p>Data can be collected at the three digit level in one chapter and at the chapter level in another. However it is only possible to collect data at a single level of the hierarchy in a single chapter to maintain mutual exclusivity. For example, it is not permitted to collect both 'Skin and related structures' (chapter level) and 'Structure of nails' (3 digit level) as the former includes the latter.</p> <p>The value domain below refers to the highest hierarchical level (ICF chapter level). Data collected at this level, in association with respective qualifiers (Impairment extent code N, Impairment nature code N, Impairment location code N) will use the codes as indicated.</p> <p>CODE s1 Structures of the nervous system CODE s2 The eye, ear and related structures CODE s3 Structures involved in voice and speech CODE s4 Structures of the cardiovascular, immunological and respiratory systems CODE s5 Structures related to the digestive, metabolic and endocrine systems CODE s6 Structures related to the genitourinary and reproductive systems CODE s7 Structures related to movement CODE s8 Skin and related structures</p> <p>Data collected at this level will provide a general description of</p>
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the structures and can only be compared with data collected at the same level.

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

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

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

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

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

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

Source and reference attributes

Submitting organisation:

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

Origin:

WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO
AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents:

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

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

Data element attributes

Collection and usage attributes

Guide for use:

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

[Impairment nature code N](#), the provision of information about the nature of the impairment for given body functions; and [Impairment location code N](#), the location of the impairment for given body functions.

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

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

Source and reference attributes

Submitting organisation:

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

Relational attributes

Implementation in Data Set Specifications:

Body structures cluster Health, Standard 29/11/2006
Community services, Standard 16/10/2006

Building/complex sub-unit number (person)

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

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

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Australia Post Address Presentation Standard

Relational attributes

<i>Related metadata references:</i>	Supersedes Building/complex sub-unit number, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf (14.38 KB) Is used in the formation of Person (address) – address line, text [X(180)] Health, Standard 04/05/2005, Community services, Standard 30/09/2005 Is used in the formation of Person (address) – health address line, text [X(180)] Health, Superseded 04/05/2005
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Building/complex sub-unit number (service provider organisation)

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Australia Post Address Presentation Standard

Relational attributes

<i>Related metadata references:</i>	Is used in the formation of Service provider organisation (address) – address line, text [X(180)] Health, Standard 04/05/2005, Community services, Standard 30/09/2005
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Building/complex sub-unit type—abbreviation (person)

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																																																
<i>Data type:</i>	String																																																
<i>Format:</i>	A[AAA]																																																
<i>Maximum character length:</i>	4																																																
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Collection and usage attributes

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

Examples:
APT 6
SHOP 3A
U 6
PTHS

Data element attributes

Collection and usage attributes

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

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Health Data Standards Committee

Relational attributes

Related metadata references: Supersedes [Building/complex sub-unit type - abbreviation, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf](#) (16.76 KB)

Is used in the formation of [Person \(address\) – address line, text \[X\(180\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is used in the formation of [Person \(address\) – health address line, text \[X\(180\)\]](#) Health, Superseded 04/05/2005

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

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																																														
<i>Data type:</i>	String																																														
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Collection and usage attributes

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

Examples:
APT 6
SHOP 3A
U 6
PTHS

Data element attributes

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare
Origin: Health Data Standards Committee

Relational attributes

Related metadata references: Is used in the formation of [Service provider organisation \(address\) – address line, text \[X\(180\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Building/property name (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – building/property name, text [X(30)]
<i>METeOR identifier:</i>	270028
<i>Registration status:</i>	Health, Standard 01/03/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The name of a building or property where a person resides, as represented by text.
Data Element Concept:	Person (address) – building/property name

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Usually this information is not abbreviated. Should include any reference to a wing or other components of a building complex, if applicable. A comma is to be used to separate the wing reference from the rest of the building name. Record each Building/property name relevant to the address: <ul style="list-style-type: none">• Building/property name 1 (30 alphanumeric characters)• Building/property name 2 (30 alphanumeric characters) For example: Building - TREASURY BUILDING Property - BRINDABELLA STATION
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Source and reference attributes

<i>Origin:</i>	Health Data Standards Committee Australia Post Address Presentation Standard
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Relational attributes

<i>Related metadata references:</i>	Supersedes Building/property name, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf (13.77 KB) Is used in the formation of Person (address) – address line, text [X(180)] Health, Standard 04/05/2005, Community services, Standard 30/09/2005 Is used in the formation of Person (address) – health address line, text [X(180)] Health, Superseded 04/05/2005
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Building/property name (service provider organisation)

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Usually this information is not abbreviated. Should include any reference to a wing or other components of a building complex, if applicable. A comma is to be used to separate the wing reference from the rest of the building name. Record each Building/property name relevant to the address: <ul style="list-style-type: none">• Building/property name 1 (30 alphanumeric characters)• Building/property name 2 (30 alphanumeric characters) For example: Building - TREASURY BUILDING Property - BRINDABELLA STATION
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Source and reference attributes

<i>Origin:</i>	Health Data Standards Committee Australia Post Address Presentation Standard
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Relational attributes

<i>Related metadata references:</i>	Is used in the formation of Service provider organisation (address) – address line, text [X(180)] Health, Standard 04/05/2005, Community services, Standard 30/09/2005
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Carer Allowance (Child) receipt indicator

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No	9	Not stated/inadequately described
Value	Meaning								
1	Yes								
2	No								
9	Not stated/inadequately described								
<i>Supplementary values:</i>	9 Not stated/inadequately described								

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>This data element should not be reported if the service user is aged 16 years or more, even if the person's parent or guardian receives 'Carer Allowance (Child)'.</p> <p>This data element does not refer to the 'Carer Payment' (formerly 'Carer Pension'), even though some parents or carers of children aged less than 16 years may receive 'Carer Payment' as well as 'Carer Allowance (Child)' (formerly the 'Child Disability Allowance').</p> <p>CODE 9 Not stated/inadequately described</p> <p>This code should only be recorded when it has not been possible for the service user or their carer/family/advocate to provide the information (i.e., they have been asked but do not know).</p>
<i>Comments:</i>	Used to assess the relationship between receipt of 'Carer Allowance (Child)' and receipt of other services.

Source and reference attributes

<i>Submitting organisation:</i>	CSTDA NMDS Network.
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Origin:

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

Relational attributes

*Implementation in Data Set
Specifications:*

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

Case management plan goal status

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Client – case management plan goal status, code N
<i>METeOR identifier:</i>	336961
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	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

<i>Representation class:</i>	Code										
<i>Data type:</i>	Number										
<i>Format:</i>	N										
<i>Maximum character length:</i>	1										
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Not at all</td></tr><tr><td>2</td><td>Some</td></tr><tr><td>3</td><td>Most</td></tr><tr><td>4</td><td>All</td></tr></tbody></table>	Value	Meaning	1	Not at all	2	Some	3	Most	4	All
Value	Meaning										
1	Not at all										
2	Some										
3	Most										
4	All										

Collection and usage attributes

<i>Guide for use:</i>	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

<i>Collection methods:</i>	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.
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Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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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

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Client – case management plan indicator, code N
<i>METeOR identifier:</i>	321129
<i>Registration status:</i>	Community services, Standard 29/04/2006
<i>Definition:</i>	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

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No	9	Not stated/inadequately described
Value	Meaning								
1	Yes								
2	No								
9	Not stated/inadequately described								
<i>Supplementary values:</i>									

Collection and usage attributes

<i>Guide for use:</i>	CODE 9 Not stated/inadequately described This code is not for use in primary data collections.
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Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	<p>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.</p> <p>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:</p> <p>Was a care plan developed for the person?</p> <p>r Yes</p> <p>r No</p> <p>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.</p>
<i>Comments:</i>	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 [Client – case management plan indicator, code N](#)
Community services, Superseded 29/04/2006
Implementation in Data Set Specifications: SAAP Client Collection National Minimum Data Set
Community services, Standard 30/11/2007

Case plan review date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Client – case plan review date, DDMMYYYY
<i>Synonymous names:</i>	Date of case plan review
<i>METeOR identifier:</i>	316408
<i>Registration status:</i>	Community services, Standard 18/12/2007
<i>Definition:</i>	The date on which a written plan of action for the client was reviewed.
Data Element Concept:	Client – case plan review date

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	The date the case plan was actually reviewed or revised may not be the same as when any action specified in the plan was initiated or actually occurred.
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Source and reference attributes

<i>Submitting organisation:</i>	National Child Protection and Support Services (NCPASS) data group.
<i>Origin:</i>	National Child Protection and Support Services National Minimum Data Set data collection manual, AIHW. September 2005.

Relational attributes

<i>Implementation in Data Set Specifications:</i>	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
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Caseworker allocation date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Client – caseworker allocation date, DDMMYYYY
<i>METeOR identifier:</i>	317373
<i>Registration status:</i>	Community services, Standard 18/12/2007
<i>Definition:</i>	The date a client is allocated a caseworker.
<i>Data Element Concept:</i>	Client – caseworker allocation date

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	This data item may be collected for the date on which the initial case worker was allocated and for subsequent dates on which a client may be allocated a new case worker.
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Source and reference attributes

<i>Submitting organisation:</i>	National Child Protection and Support Services (NCPASS) data group.
<i>Origin:</i>	Child protection and support services national minimum data set data collection manual, AIHW September 2005.

Change to body structure

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	International Classification of Functioning, Disability and Health 2001	
<i>Representation class:</i>	Code	
<i>Data type:</i>	Number	
<i>Format:</i>	N	
<i>Maximum character length:</i>	1	
<i>Permissible values:</i>	Value	Meaning
	0	No change in structure
	1	Total absence
	2	Partial absence
	3	Additional part
	4	Aberrant dimensions
	5	Discontinuity
	6	Deviating position
	7	Qualitative changes in structure
<i>Supplementary values:</i>	8	Not specified
	9	Not applicable

Collection and usage attributes

<i>Guide for use:</i>	<p>This metadata item contributes to the definition of the concept 'Disability' and gives an indication of the experience of disability for a person.</p> <p>Impairments of body structure are problems in body structure such as a loss or significant departure from population standards or averages.</p> <p>CODE 0 No change in structure Used when the structure of the body part is within the range of the population standard.</p> <p>CODE 1 Total absence Used when the body structure is not present. For example total absence of the structures of the lower leg following a thorough knee amputation.</p>
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CODE 2 Partial absence

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

CODE 3 Additional part

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

CODE 4 Aberrant dimensions

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

CODE 5 Discontinuity

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

CODE 6 Deviating position

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

CODE 7 Qualitative changes in structure

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

CODE 8 Not specified

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

CODE 9 Not applicable

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

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.
<i>Origin:</i>	WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW
<i>Reference documents:</i>	Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites: <ul style="list-style-type: none">• WHO ICF website http://www.who.int/classifications/icf/en/• Australian Collaborating Centre ICF website http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use: This data element is used in conjunction with specified body

structures, for example 'partial absence of structures related to movement'. This data element may also be used in conjunction with [Person – extent of impairment of body structure, code \(ICF 2001\) N](#) and [Person – location of impairment of body structure, code \(ICF 2001\) N](#).

Source and reference attributes

Submitting organisation:

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

Relational attributes

Implementation in Data Set Specifications:

Body structures cluster Health, Standard 29/11/2006
Community services, Standard 16/10/2006

Child abuse and neglect type

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code												
<i>Data type:</i>	Number												
<i>Format:</i>	N												
<i>Maximum character length:</i>	1												
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Physical abuse</td></tr><tr><td>2</td><td>Emotional abuse</td></tr><tr><td>3</td><td>Sexual abuse</td></tr><tr><td>4</td><td>Neglect</td></tr><tr><td>5</td><td>Other</td></tr></tbody></table>	Value	Meaning	1	Physical abuse	2	Emotional abuse	3	Sexual abuse	4	Neglect	5	Other
Value	Meaning												
1	Physical abuse												
2	Emotional abuse												
3	Sexual abuse												
4	Neglect												
5	Other												
<i>Supplementary values:</i>	9 Not stated/ inadequately described												

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	These categories may be used in different ways by different jurisdictions, depending on the state or territories own definitions, policies and practices. In addition, a child subject to abuse and neglect is often subject to more than one type of abuse and neglect (for example, sexual abuse is often also associated with emotional abuse).
<i>Comments:</i>	The National Child Protection and Support Services Working Group, is undertaking considerable work to improve the comparability of child protection data. This work will impact upon the definitions and data collections in the child protection area.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Reference documents:</i>	Child protection, Australia, 1997–98 (AIHW) Comparability of Child Protection Data 1999 (AIHW) Children Protection Australia: data collection standards, tables,

& counting rules 1998-1999 (AIHW)

Relational attributes

Related metadata references:

Supersedes [Child abuse and neglect type, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.27 KB)

Implementation in Data Set Specifications:

Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS (July 2007)
Community services, Standard 18/12/2007

Communication method

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Spoken language</td></tr><tr><td>2</td><td>Sign language</td></tr><tr><td>3</td><td>Other effective non-spoken communication (e.g. Canon Communicator, Compic)</td></tr></tbody></table>	Value	Meaning	1	Spoken language	2	Sign language	3	Other effective non-spoken communication (e.g. Canon Communicator, Compic)
Value	Meaning								
1	Spoken language								
2	Sign language								
3	Other effective non-spoken communication (e.g. Canon Communicator, Compic)								
<i>Supplementary values:</i>	9 Not stated/inadequately described								

Collection and usage attributes

<i>Guide for use:</i>	CODE 1, 2 and 3 The communication must be effective in that the person must be able to communicate more than just basic needs, to unfamiliar people, using this method. This item is considered 'not applicable' to young children, i.e. children aged 0–4 years
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Source and reference attributes

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

Collection and usage attributes

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

<i>Submitting organisation:</i>	CSTDA NMDS Network.
<i>Reference documents:</i>	Commonwealth State/Territory Disability Agreement National

Minimum Data Set (CSTDA NMDS) collection. Data Guide:
data items and definitions 2006-07.

Relational attributes

Related metadata references:

Supersedes [Person – communication method, code N](#)
Community services, Superseded 27/04/2007

See also [Person – effective communication indicator, code N](#)
Community services, Standard 27/04/2007

*Implementation in Data Set
Specifications:*

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

Consent obtained indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Client – consent obtained indicator, yes/no code N
<i>Synonymous names:</i>	Consent obtained
<i>METeOR identifier:</i>	338737
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	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

<i>Representation class:</i>	Code						
<i>Data type:</i>	Number						
<i>Format:</i>	N						
<i>Maximum character length:</i>	1						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No
Value	Meaning						
1	Yes						
2	No						

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	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.
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Source and reference attributes

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

Relational attributes

<i>Implementation in Data Set Specifications:</i>	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007
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Corporation indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – corporation indicator, yes/no code N
<i>METeOR identifier:</i>	315191
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	An indicator of whether the group or organisation which is responsible for managing the service is legally termed a corporation , as represented by a code.
Data Element Concept:	Service provider organisation – corporation indicator

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No	9	Not stated/inadequately described
Value	Meaning								
1	Yes								
2	No								
9	Not stated/inadequately described								
<i>Supplementary values:</i>									

Collection and usage attributes

<i>Guide for use:</i>	CODE 9 Not stated/inadequately described This code is not for use in primary data collections.
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A corporation is a legal entity that:</p> <ul style="list-style-type: none">• is created for the purpose of producing goods and services for the market;• may be a source of profit or other financial gain to its owner(s); and• is collectively owned by shareholders who have the authority to appoint directors responsible for its general management. <p>Respondents should choose 'no' if the legal entity of their service's owner or management group does not reflect the definition.</p>
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Relational attributes

<i>Implementation in Data Set Specifications:</i>	Children's Services NMDS Community services, Standard 18/12/2007
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Country of birth

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – country of birth, code (SACC 1998) NNNN
<i>METeOR identifier:</i>	270277
<i>Registration status:</i>	Health, Standard 01/03/2005 Community services, Standard 01/03/2005 Housing assistance, Standard 20/06/2005
<i>Definition:</i>	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

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

Collection and usage attributes

<i>Guide for use:</i>	<p>The Standard Australian Classification of Countries 1998 (SACC) is a four-digit, three-level hierarchical structure specifying major group, minor group and country.</p> <p>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.</p>
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Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	<p>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.</p> <p>Recommended questions are:</p> <p>In which country were you/was the person/was (name) born? Australia Other (please specify)</p> <p>Alternatively, a list of countries may be used based on, for example common Census responses.</p> <p>In which country were you/was the person/was (name) born? Australia England</p>
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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:

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

Date accommodation sought

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – date accommodation sought, DDMMYYYY
<i>METeOR identifier:</i>	336188
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The date a person sought accommodation from an agency.
Data Element Concept:	Person – date accommodation sought

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	SAAP demand collection DSS specific information: The date must be within the specified collection period.
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Source and reference attributes

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

Relational attributes

<i>Implementation in Data Set Specifications:</i>	SAAP Demand for Accommodation National Minimum Data Set Community services, Standard 30/11/2007
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Date accuracy indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Date—accuracy indicator, code AAA
<i>METeOR identifier:</i>	294429
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	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

<i>Representation class:</i>	Code																																						
<i>Data type:</i>	String																																						
<i>Format:</i>	AAA																																						
<i>Maximum character length:</i>	3																																						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>AAA</td><td>Day, month and year are accurate</td></tr><tr><td>AAE</td><td>Day and month are accurate, year is estimated</td></tr><tr><td>AAU</td><td>Day and month are accurate, year is unknown</td></tr><tr><td>AEE</td><td>Day is accurate, month and year are estimated</td></tr><tr><td>AEU</td><td>Day is accurate, month is estimated, year is unknown</td></tr><tr><td>AUU</td><td>Day is accurate, month and year are unknown</td></tr><tr><td>AUA</td><td>Day is accurate, month is unknown, year is accurate</td></tr><tr><td>AUE</td><td>Day is accurate, month is unknown, year is estimated</td></tr><tr><td>AEA</td><td>Day is accurate, month is estimated, year is accurate</td></tr><tr><td>EAA</td><td>Day is estimated, month and year are accurate</td></tr><tr><td>EAE</td><td>Day is estimated, month is accurate, year is estimated</td></tr><tr><td>EAU</td><td>Day is estimated, month is accurate, year is unknown</td></tr><tr><td>EEA</td><td>Day and month are estimated, year is accurate</td></tr><tr><td>EEE</td><td>Day, month and year are estimated</td></tr><tr><td>EEU</td><td>Day and month are estimated, year is unknown</td></tr><tr><td>EUA</td><td>Day is estimated, month is unknown, year is accurate</td></tr><tr><td>EUE</td><td>Day is estimated, month is unknown, year is estimated</td></tr><tr><td>EUU</td><td>Day is estimated, month and year are unknown</td></tr></tbody></table>	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
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: SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Date estimate indicator

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Estimated</td></tr><tr><td>2</td><td>Not estimated</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Estimated	2	Not estimated	9	Not stated/inadequately described
Value	Meaning								
1	Estimated								
2	Not estimated								
9	Not stated/inadequately described								
<i>Supplementary values:</i>									

Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	This data element may be reported in conjunction with the date of birth when any part of the date represents an estimate rather than the actual or known date.
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Source and reference attributes

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

Relational attributes

<i>Implementation in Data Set Specifications:</i>	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007
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Date of birth

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – date of birth, DDMMYYYY
<i>METeOR identifier:</i>	287007
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 25/08/2005 Housing assistance, Standard 20/06/2005
<i>Definition:</i>	The date of birth of the person.
<i>Data Element Concept:</i>	Person – date of birth

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>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.</p> <p>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.</p>
<i>Collection methods:</i>	<p>Information on date of birth can be collected using the one question:</p> <p>What is your/(the person's) date of birth?</p> <p>In self-reported data collections, it is recommended that the following response format is used:</p> <p>Date of birth: __ / __ / ____</p> <p>This enables easy conversion to the preferred representational layout (DDMMYYYY).</p> <p>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</p>

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:

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 Community services, Standard 27/03/2007
SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Date of death

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – date of death, DDMMYYYY
<i>METeOR identifier:</i>	287305
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The date of death of the person.
<i>Data Element Concept:</i>	Person – date of death

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

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

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Health Data Standards Committee

Relational attributes

<i>Related metadata references:</i>	Supersedes Date of death, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf (13.54 KB)
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Date of initial case plan

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Client – initial case plan date, DDMMYYYY
<i>Synonymous names:</i>	Initial case plan date
<i>METeOR identifier:</i>	316402
<i>Registration status:</i>	Community services, Standard 18/12/2007
<i>Definition:</i>	The date on which a client's first case plan was developed and agreed to by relevant parties.
Data Element Concept:	Client – initial case plan date

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	A case management plan is a written plan or a support agreement that usually has a statement of the person's problems or needs, some goals for the person 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 on agency or a number of agencies.
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Source and reference attributes

<i>Submitting organisation:</i>	National Child Protection and Support Services (NCPASS) data group.
<i>Origin:</i>	National Child Protection and Support Services National Minimum Data Set data collection manual, AIHW, September 2005.

Relational attributes

<i>Implementation in Data Set Specifications:</i>	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
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Day of operation

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – day of operation, code N
<i>METeOR identifier:</i>	315122
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The day of the week an agency or organisation is open for the provision of service, as represented by a code.
Data Element Concept:	Service provider organisation – day of operation

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																		
<i>Data type:</i>	Number																		
<i>Format:</i>	N																		
<i>Maximum character length:</i>	1																		
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Monday</td></tr><tr><td>2</td><td>Tuesday</td></tr><tr><td>3</td><td>Wednesday</td></tr><tr><td>4</td><td>Thursday</td></tr><tr><td>5</td><td>Friday</td></tr><tr><td>6</td><td>Saturday</td></tr><tr><td>7</td><td>Sunday</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Monday	2	Tuesday	3	Wednesday	4	Thursday	5	Friday	6	Saturday	7	Sunday	9	Not stated/inadequately described
Value	Meaning																		
1	Monday																		
2	Tuesday																		
3	Wednesday																		
4	Thursday																		
5	Friday																		
6	Saturday																		
7	Sunday																		
9	Not stated/inadequately described																		
<i>Supplementary values:</i>																			

Data element attributes

Collection and usage attributes

Guide for use: More than one option can be selected.

Source and reference attributes

Submitting organisation: NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

Relational attributes

Implementation in Data Set Specifications: Service accessibility cluster Community services, Standard 30/11/2007

Department of Veterans' Affairs file number

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – government funding identifier, Department of Veterans' Affairs file number AAXXNNNNA
<i>METeOR identifier:</i>	339127
<i>Registration status:</i>	Health, Standard 29/11/2006 Community services, Standard 31/08/2007
<i>Definition:</i>	A unique personal identifier issued to a veteran by the Department of Veterans' Affairs.
Data Element Concept:	Person – government funding identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Identifier
<i>Data type:</i>	String
<i>Format:</i>	AAXXNNNNA
<i>Maximum character length:</i>	9

Collection and usage attributes

<i>Guide for use:</i>	<p>1st character is the state code (an alphabetic character) - N, V, Q, W, S or T for the appropriate state/territory. Australian Capital Territory is included in New South Wales (N) and Northern Territory with South Australia (S).</p> <p>Next 7 characters are the file number, made up of: War code + numeric digits, where: if War code is 1 alphabetic character, add 6 numeric characters (ANNNNNN) Where there is no war code as is the case with World War 1 veterans, insert a blank and add 6 numeric characters (NNNNNN)</p> <p>if War code is 2 alphabetic characters, add 5 numeric characters (AANNNNN) if War code is 3 alphabetic characters, add 4 numeric characters (AAANNNN)</p> <p>The 9th character is the segment link. For dependents of veterans, the 9th character is always an alphabetic character. The alphabetic code is generated in the order by which the cards are issued. For example A, B, C, D etc.</p> <p>CAUTIONARY NOTE: For veterans the 9th character is left blank</p>
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Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	The Department of Veterans' Affairs file number should only be collected from persons eligible to receive health services that are to be funded by the DVA. The number may be reported to the appropriate government agency to reconcile payment for the service provided.
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DVA card number:

This number is the digitised version of the file number. If paper claims are optically scanned by the Health Insurance Commission, the digitised version of the file number is picked up by the scanner and converted to the normal file number format. For manual claims, the gold and white cards may be used in conjunction with the data element and an imprinter. This method records the DVA file number and other card details on a manual voucher.

The data should not be used by private sector organisations for any purpose unless specifically authorised by law. For example, private sector organisations should not use the DVA file number for data linking unless specifically authorised by relevant privacy legislation.

This number must be recorded by a service provider each time a service is provided to a person who holds the entitlement for reimbursement purposes.

Comments:

All veterans and veteran community clients are issued with a DVA file number. The veteran community may access many different benefits, ranging from pensions to health services, through their DVA file number.

Note that Veterans may have a Medicare card number and a Department of Veterans Affairs (DVA) number or only a DVA number.

DVA has three (3) types of health cards:

- Gold Card
- White Card
- Repatriation Pharmaceutical Benefits Card.

Each card indicates, to the health provider, the level of health services the holder is eligible for, at the DVA expense.

The Gold card enables the holder to access a comprehensive range of health care and related services, for all conditions, whether they are related to war service or not.

The White card enables the holder to access health care and associated services for war or service-related conditions. Veterans of Australian forces may also be issued this card to receive treatment for malignant cancer, pulmonary tuberculosis and post traumatic stress disorder and, for Vietnam veterans only, anxiety or depression, irrespective of whether these conditions are related to war service or not.

The white card holders are eligible to receive, for specific conditions, treatment from registered medical, hospital, pharmaceutical, dental and allied health care providers with whom DVA has arrangements.

A white card is also issued to eligible ex-service personnel who are from other countries, which enter into arrangements with the Australian government for the treatment of the conditions that these countries accept as war related.

When a gold/white card holder accesses health services at DVA expense, the DVA File Number is critical and should be used. The person's Medicare card number is not required or relevant.

It should be noted that there are a number of gold card holders who do not have a Medicare card.

The Repatriation Pharmaceutical Benefits card is an orange coloured card issued to eligible veterans and merchant mariners

from Britain and the Commonwealth and other allied countries. This card enables the holder to access the range of pharmaceutical items available under the Repatriation Pharmaceutical Benefits Scheme. It does not provide access to other health services.

Source and reference attributes

Origin: Department of Veterans' Affairs

Departure time from service

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – departure time from service, hhmm
<i>METeOR identifier:</i>	314976
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The time that a person leaves the place of service delivery.
<i>Data Element Concept:</i>	Person – departure time from service

Value domain attributes

Representational attributes

<i>Representation class:</i>	Time
<i>Data type:</i>	Date/Time
<i>Format:</i>	hhmm
<i>Maximum character length:</i>	4

Source and reference attributes

<i>Reference documents:</i>	ISO 8601:2000 : Data elements and interchange formats - Information interchange - Representation of dates and times
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Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	This data element may be used in conjunction with the data element <i>Arrival time at service</i> as a measure of the patterns of utilisation of child care and preschool services.
<i>Comments:</i>	In addition, this data element can be used to calculate the number of hours per day, hours per week and days per week a child uses child care or preschool services at a service.

Source and reference attributes

<i>Submitting organisation:</i>	NCSIMG Children's Services Data Working Group Australian Institute of Health and Welfare
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Relational attributes

<i>Implementation in Data Set Specifications:</i>	Children's Services NMDS Community services, Standard 18/12/2007
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Design capacity

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – design capacity, total beds N[NNNNNN]
<i>METeOR identifier:</i>	314052
<i>Registration status:</i>	Community services, Standard 27/03/2007
<i>Definition:</i>	The useable design capacity of the service provider organisation measured in total bed numbers.
Data Element Concept:	Service provider organisation – design capacity

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Note that this refers to the capacity for which the agency/centre was designed.
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Source and reference attributes

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

<i>Implementation in Data Set Specifications:</i>	Juvenile Justice NMDS Community services, Standard 27/03/2007
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Difficulty with activities

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	International Classification of Functioning, Disability and Health 2001	
<i>Representation class:</i>	Code	
<i>Data type:</i>	Number	
<i>Format:</i>	N	
<i>Maximum character length:</i>	1	
<i>Permissible values:</i>	Value	Meaning
	0	No difficulty
	1	Mild difficulty
	2	Moderate difficulty
	3	Severe difficulty
	4	Complete difficulty
<i>Supplementary values:</i>	8	Not specified
	9	Not applicable

Collection and usage attributes

<i>Guide for use:</i>	<p>This metadata item contributes to the definition of the concept 'Disability' and gives an indication of the experience of disability for a person.</p> <p>In the context of health, an activity is the execution of a task or action by an individual. Activity limitations are difficulties an individual may have in executing an activity.</p> <p>Difficulties with activities can arise when there is a qualitative or quantitative alteration in the way in which these activities are carried out. Difficulty includes matters such as 'with pain', 'time taken', 'number of errors', 'clumsiness', 'modification of manner in which an activity is performed' e.g. sitting to get dressed instead of standing. 'Difficulty' is a combination of the frequency with which the problem exists, the duration of the problem and the intensity of the problem. Activity limitations are assessed against a generally accepted population standard,</p>
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relative to cultural and social expectations.

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

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

CODE 0 No difficulty in this life area

Is used when there is no difficulty in performing this activity.

This scale has a margin of error of 5%. [0-4%]

CODE 1 Mild difficulty

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

CODE 2 Moderate difficulty

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

CODE 3 Severe difficulty

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

CODE 4 Complete difficulty

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

CODE 8 Not specified

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

CODE 9 Not applicable

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

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.
<i>Origin:</i>	WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW
<i>Reference documents:</i>	Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites: <ul style="list-style-type: none">• WHO ICF website http://www.who.int/classifications/icf/en/• Australian Collaborating Centre ICF website http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

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

Source and reference attributes

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

Relational attributes

Implementation in Data Set Specifications: Activities and Participation cluster Health, Standard 29/11/2006
Community services, Standard 16/10/2006

Disability group

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code										
<i>Data type:</i>	Number										
<i>Format:</i>	N										
<i>Maximum character length:</i>	1										
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Intellectual/learning</td></tr><tr><td>2</td><td>Psychiatric</td></tr><tr><td>3</td><td>Sensory/speech</td></tr><tr><td>4</td><td>Physical/diverse</td></tr></tbody></table>	Value	Meaning	1	Intellectual/learning	2	Psychiatric	3	Sensory/speech	4	Physical/diverse
Value	Meaning										
1	Intellectual/learning										
2	Psychiatric										
3	Sensory/speech										
4	Physical/diverse										
<i>Supplementary values:</i>	9 Not stated/inadequately described										

Collection and usage attributes

<i>Guide for use:</i>	<p>Code 1 Intellectual/learning</p> <p>Intellectual/learning disability is associated with impairment of intellectual functions with limitations in a range of daily activities and restrictions in participation in a range of life areas. Supports may be needed throughout life, the level of support tends to be consistent over a period of time but may change in association with changes in life circumstances.</p> <p>This grouping includes:</p> <p>Developmental delay is applicable to children aged 0-5 only. Conditions appearing in the early developmental period, with no specific diagnosis.</p> <p>Intellectual disability applies to conditions appearing in the developmental period (age 0-18) associated with impairment of mental functions, difficulties in learning and performing certain daily life skills and limitation of adaptive skills in the context of</p>
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community environments compared to others of the same age. Includes Down syndrome, tuberous sclerosis, cri-du-chat syndrome etc.

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

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

Code 2 Psychiatric

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

Code 3 Sensory/speech

This grouping includes:

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

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

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

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

Code 4 Physical/diverse

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

impairment.

This grouping includes:

Physical disability is used to describe conditions that are attributable to a physical cause or impact on the ability to perform physical activities, such as mobility. Physical disability includes paraplegia, quadriplegia, muscular dystrophy, motor neurone disease, neuromuscular disorders, cerebral palsy, absence or deformities of limbs, spina bifida, arthritis, back disorders, ataxia, bone formation or degeneration, scoliosis etc. Impairments may affect internal organs such as lung or liver.

Acquired brain injury is used to describe multiple disabilities arising from damage to the brain acquired after birth. It results in deterioration in cognitive, physical, emotional or independent functioning. It can be as a result of accidents, stroke, brain tumours, infection, poisoning, lack of oxygen, degenerative neurological disease etc.

Neurological disability applies to impairments of the nervous system occurring after birth, and includes epilepsy and organic dementias (e.g. Alzheimer's Disease) as well as such conditions as multiple sclerosis and Parkinson's.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Commonwealth State/Territory Disability Agreement National Minimum Data Set 2002-2003 Data Guide.
<i>Reference documents:</i>	Commonwealth State/Territory Disability Agreement National Minimum Data Set 2005-06 Data Guide.

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>This metadata item may be used as a basis for the broad description of similar experiences of disability and patterns of impairments, activity limitations, participation restrictions, support needs and related health conditions. 'Disability group' is not a diagnostic grouping, and there is not a one-to-one correspondence between a health condition and a disability group. Where a precise diagnosis is to be recorded, Episode of care – principal diagnosis, code (ICD-10-AM 3rd edn) ANN{.N[N]} and Episode of care – additional diagnosis, code (ICD-10-AM 3rd edn) ANN{.N[N]} may be used. The collection of data on disability-related metadata items and diagnosis, together, allows the relationship of the components of disability and related health conditions to be more thoroughly explored.</p> <p>Consumer groups, service providers and governments may use these groupings to make national and international comparisons.</p> <p>The experience of disability is complex and multi-dimensional. It can be described using impairments of structure and/or function, patterns of activity limitation, participation restrictions, environmental factors and support needs.</p> <p>Each of these dimensions can inform the decision on which group to use.</p>
<i>Collection methods:</i>	Data collections may report at a lower level of detail. However, it is important that the two levels of classification can be

mapped to each other.

Code 1 Intellectual /learning

Intellectual

Specific learning

Autism

Developmental delay

Code 2 Psychiatric

Psychiatric

Code 3 Sensory/speech

Deafblind

Vision

Hearing

Speech

Code 4 Physical/diverse

Physical

Acquired brain impairment

Neurological

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

Relational attributes

Related metadata references:

Supersedes [Disability grouping, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (28.23 KB)

Effective communication indicator

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Effective communication</td></tr><tr><td>2</td><td>Little or no effective communication</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Effective communication	2	Little or no effective communication	9	Not stated/inadequately described
Value	Meaning								
1	Effective communication								
2	Little or no effective communication								
9	Not stated/inadequately described								
<i>Supplementary values:</i>									

Collection and usage attributes

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

Source and reference attributes

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

Relational attributes

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

Electronic communication address (person)

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>Multiple electronic communication addresses (for example, multiple phone numbers, fax numbers and e-mail) may be recorded as required. Each instance should have an appropriate Electronic communication medium and usage code assigned.</p> <p>Universal Resource Locator (URL) One form of electronic address used as a locator for an internet-based web site. Example: http://www.aihw.gov.au This is the full address, however, it is not essential to record 'http://www' as the commonly used internet browsers assume these characters are included. Therefore, the URL address could be recorded as 'aihw.gov.au'.</p> <p>Email addresses Email addresses are a combination of a username and an internet domain name (URL) joined by an @ symbol. The use of the full URL is not valid in an email address. Example: myuserid@bigpond.net.au</p> <p>Telephone numbers</p> <ul style="list-style-type: none">Record the prefix plus telephone number. For example, 08 8226 6000 or 0417 123456.Do not record punctuation in telephone numbers. For example, (08) 8226 6000 or 08-8226 6000 would not be correct. <p>Unknown contact details Leave the field blank.</p>
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Source and reference attributes

Submitting organisation: Standards Australia

Origin: AS 4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

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

Electronic communication address (service provider organisation)

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>Multiple electronic communication addresses (for example, multiple phone numbers, fax numbers and e-mail) may be recorded as required. Each instance should have an appropriate Electronic communication medium and usage code assigned.</p> <p>Universal Resource Locator (URL)</p> <p>One form of electronic address used as a locator for an internet-based web site.</p> <p>Example: http://www.aihw.gov.au This is the full address, however, it is not essential to record 'http://www' as the commonly used internet browsers assume these characters are included. Therefore, the URL address could be recorded as 'aihw.gov.au'.</p> <p>Email addresses</p> <p>Email addresses are a combination of a username and an internet domain name (URL) joined by an @ symbol. The use of the full URL is not valid in an email address.</p> <p>Example: myuserid@bigpond.net.au</p> <p>Telephone numbers</p> <p>Record the prefix plus telephone number. For example, 08 8226 6000 or 0417 123456.</p> <p>Do not record punctuation in telephone numbers. For example, (08) 8226 6000 or 08-8226 6000 would not be correct.</p> <p>Unknown contact details</p>
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Leave the field blank.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: AS 4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

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

Relational attributes

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

Electronic communication medium (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – electronic communication medium, code N
<i>METeOR identifier:</i>	287519
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	A type of communication mechanism used by a person, as represented by a code.
Data Element Concept:	Person (address) – electronic communication medium

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																
<i>Data type:</i>	Number																
<i>Format:</i>	N																
<i>Maximum character length:</i>	1																
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Telephone (excluding mobile telephone)</td></tr><tr><td>2</td><td>Mobile (cellular) telephone</td></tr><tr><td>3</td><td>Facsimile machine</td></tr><tr><td>4</td><td>Pager</td></tr><tr><td>5</td><td>e-mail</td></tr><tr><td>6</td><td>URL</td></tr><tr><td>8</td><td>Other</td></tr></tbody></table>	Value	Meaning	1	Telephone (excluding mobile telephone)	2	Mobile (cellular) telephone	3	Facsimile machine	4	Pager	5	e-mail	6	URL	8	Other
Value	Meaning																
1	Telephone (excluding mobile telephone)																
2	Mobile (cellular) telephone																
3	Facsimile machine																
4	Pager																
5	e-mail																
6	URL																
8	Other																

Data element attributes

Source and reference attributes

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

Electronic communication medium (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – electronic communication medium, code N
<i>METeOR identifier:</i>	287521
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	A type of communication mechanism used by an organisation, as represented by a code.
Data Element Concept:	Service provider organisation (address) – electronic communication medium

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																
<i>Data type:</i>	Number																
<i>Format:</i>	N																
<i>Maximum character length:</i>	1																
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Telephone (excluding mobile telephone)</td></tr><tr><td>2</td><td>Mobile (cellular) telephone</td></tr><tr><td>3</td><td>Facsimile machine</td></tr><tr><td>4</td><td>Pager</td></tr><tr><td>5</td><td>e-mail</td></tr><tr><td>6</td><td>URL</td></tr><tr><td>8</td><td>Other</td></tr></tbody></table>	Value	Meaning	1	Telephone (excluding mobile telephone)	2	Mobile (cellular) telephone	3	Facsimile machine	4	Pager	5	e-mail	6	URL	8	Other
Value	Meaning																
1	Telephone (excluding mobile telephone)																
2	Mobile (cellular) telephone																
3	Facsimile machine																
4	Pager																
5	e-mail																
6	URL																
8	Other																

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Multiple electronic communication addresses (for example, multiple phone numbers, fax numbers and e-mail) may be recorded as required. Each instance should have an appropriate Electronic communication medium and Electronic communication usage code assigned.
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS 4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
<i>Reference documents:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia In AS4846 alternative alphabetic codes are presented. Refer to

the current standard for more details.

Relational attributes

Implementation in Data Set Specifications:

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

Electronic communication usage code (person)

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Business use only</td></tr><tr><td>2</td><td>Personal use only</td></tr><tr><td>3</td><td>Both business and personal use</td></tr></tbody></table>	Value	Meaning	1	Business use only	2	Personal use only	3	Both business and personal use
Value	Meaning								
1	Business use only								
2	Personal use only								
3	Both business and personal use								

Data element attributes

Collection and usage attributes

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

Source and reference attributes

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

Eligibility status

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code						
<i>Data type:</i>	Number						
<i>Format:</i>	N						
<i>Maximum character length:</i>	1						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Eligible</td></tr><tr><td>2</td><td>Not eligible</td></tr></tbody></table>	Value	Meaning	1	Eligible	2	Not eligible
Value	Meaning						
1	Eligible						
2	Not eligible						
<i>Supplementary values:</i>	9 Not stated/inadequately described						

Data element attributes

Collection and usage attributes

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

Source and reference attributes

<i>Submitting organisation:</i>	Australian institute of health and welfare
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Relational attributes

<i>Related metadata references:</i>	Supersedes Person (assessed) – assistance eligibility status, code N Community services, Superseded 29/04/2006
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Employment related study indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (employed) – employment related study indicator, code N[N]
<i>METeOR identifier:</i>	355555
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	Whether an employed person is undertaking education or training in an employment-related field, as represented by a code.
Data Element Concept:	Person (employed) – employment related study indicator

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No	9	Not stated/inadequately described
Value	Meaning								
1	Yes								
2	No								
9	Not stated/inadequately described								
<i>Supplementary values:</i>									

Collection and usage attributes

<i>Guide for use:</i>	CODE 9 Not stated/inadequately described This code is not for use in primary data collections.
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	The person may be a student , and or engaged in training.
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Relational attributes

<i>Implementation in Data Set Specifications:</i>	Children's Services NMDS Community services, Standard 18/12/2007
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Employment type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (employed) – employment type, code N
<i>METeOR identifier:</i>	314867
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The nature of a person's employment in relation to his or her expected continuity of employment and eligibility for basic leave entitlements, as represented by a code.
Data Element Concept:	Person (employed) – employment type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Permanent</td></tr><tr><td>2</td><td>Fixed term contract</td></tr><tr><td>3</td><td>Casual</td></tr></tbody></table>	Value	Meaning	1	Permanent	2	Fixed term contract	3	Casual
Value	Meaning								
1	Permanent								
2	Fixed term contract								
3	Casual								
<i>Supplementary values:</i>	9 Not stated/inadequately described								

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Permanent Permanent employees are those employees who are entitled to either paid sick leave, or paid holiday leave, or both and are not employed on a fixed term contract or casual basis.</p> <p>CODE 2 Fixed term contract Fixed-term-contract employees are those employees who have a written agreement to work a minimum number of days over a specified period of time. They do not receive paid sick or annual leave entitlements.</p> <p>CODE 3 Casual Casual employees are those employees who do not have a written agreement on the minimum number of days that will be worked. They are usually paid a higher rate of pay, to compensate for lack of permanency and leave entitlements. Casuals may be full-time or part-time, according to the hours they have agreed to work.</p> <p>The leave entitlements that a worker is eligible for should be used as the basis for choosing which category each worker belongs to.</p>
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Source and reference attributes

<i>Origin:</i>	Australian Bureau of Statistics 2001. Labour Statistics Concepts, Sources and Methods, Australia 2001. Cat no. 6102.0. Canberra:
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ABS Reference through:
<http://www.abs.gov.au/Ausstats/abs@.nsf>. Select: ABS
concepts, sources, methods and statistical frameworks.

Data element attributes

Collection and usage attributes

Collection methods:

Question: Is the worker employed on a permanent, fixed term contract or casual basis?

Fields are those listed in the data domain.

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.

Relational attributes

Implementation in Data Set Specifications:

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

Environmental factor

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Collection and usage attributes

<i>Guide for use:</i>	<p>This metadata item contributes to the definition of the concept 'Disability' and gives an indication of the experience of disability for a person.</p> <p>Environmental factors represent the circumstances in which the individual lives. These factors are conceived as immediate (e.g. physical features of the environment, social environment) and societal (formal and informal social structures, services and systems). Different environments may have a very different impact on the same individual with a given health condition. Facilitators are features of the environment that have a positive effect on disability. Barriers are features of the environment that have a negative effect on disability.</p> <p>Data can be collected at the three digit level in one chapter and at the chapter level in another. However it is only possible to collect data at a single level of the hierarchy in a single chapter to maintain mutual exclusivity. For example, it is not permitted to collect both 'Attitudes' (chapter level) and 'Social, norms, practices and ideology' (3 digit level) as the former includes the latter.</p> <p>The value domain below refers to the highest hierarchical level (ICF chapter level). Data collected at this level, in association with Extent of environmental factor influence code [X]N will use the codes as indicated. The full range of the permissible values together with definitions can be found in the <i>Environmental Factors</i> component of the ICF.</p> <p>Code e1 Products and technology</p>
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Code e2 Natural environment and human-made changes to environment

Code e3 Support and relationships

Code e4 Attitudes

Code e5 Services, systems and policies

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

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

CODE e225 Climate

CODE e240 Light

CODE e250 Sound

CODE e255 Vibration

CODE e260 Air quality

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

CODE e1151 Assistive products and technology for personal use in daily life

CODE e1201 Assistive products and technology for personal indoor and outdoor mobility and transportation

CODE e2151 Assistive products and technology for communication

CODE e1301 Assistive products and technology for education

CODE e1351 Assistive products and technology for employment

CODE e1401 Assistive products and technology for culture, recreation and sport

CODE e1451 Assistive products and technology for the practice of religion and spirituality

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

Source and reference attributes

Submitting organisation:

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

Origin:

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

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

Reference documents:

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

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

Data element attributes

Collection and usage attributes

Guide for use:

This data element is a neutral list of environmental factors. It may be used, in conjunction with [Person – extent of environmental factor influence, code \(ICF 2001\) \[X\]N](#), in health,

community services and other disability-related data collections to record the environmental factors that facilitate or inhibit optimum functioning at the body, person or societal level. Identification of environmental factors may assist in determining appropriate interventions to support the person to achieve optimum functioning.

Source and reference attributes

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

Relational attributes

Implementation in Data Set Specifications: Environmental factors cluster Health, Standard 29/11/2006
Community services, Standard 16/10/2006

Episode end date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service episode – episode end date, DDMMYYYY
<i>Synonymous names:</i>	Service exit date, Exit date, End date, Support period end date, Date of expiry
<i>METeOR identifier:</i>	270160
<i>Registration status:</i>	Community services, Standard 01/03/2005
<i>Definition:</i>	The date on which a service episode was completed.
Data Element Concept:	Service episode – episode end date

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>May occur after or on the same day as date of last delivery of service.</p> <p>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.</p> <p>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.</p>
<i>Collection methods:</i>	The end date must be related to a particular service episode. For each separate service episode a separate end date should be recorded.
<i>Comments:</i>	This metadata item may be used in the calculation of measures of periods of support and duration of assistance.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Relational attributes

<i>Implementation in Data Set</i>	Child protection and support services (CPSS) - care and
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Specifications:

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 Community services, Standard 27/03/2007

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

Episode start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service episode – episode start date, DDMMYYYY
<i>Synonymous names:</i>	Service start date, Entry date, Support period start date, Date of effect
<i>METeOR identifier:</i>	338558
<i>Registration status:</i>	Community services, Standard 16/05/2006
<i>Definition:</i>	The date on which a service episode commenced.
Data Element Concept:	Service episode – episode start date

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	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.
<i>Collection methods:</i>	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.
<i>Comments:</i>	This metadata item is used in calculation of measures of periods of support and duration of assistance.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Relational attributes

<i>Related metadata references:</i>	Supersedes First service contact date, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf (14.68 KB)
<i>Implementation in Data Set Specifications:</i>	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 Community services, Standard
27/03/2007
SAAP Client Collection National Minimum Data Set
Community services, Standard 30/11/2007

Extent of participation

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	International Classification of Functioning, Disability and Health 2001	
<i>Representation class:</i>	Code	
<i>Data type:</i>	Number	
<i>Format:</i>	N	
<i>Maximum character length:</i>	1	
<i>Permissible values:</i>	Value	Meaning
	0	Full participation
	1	Mild participation restriction
	2	Moderate participation restriction
	3	Severe participation restriction
	4	Complete participation restriction
<i>Supplementary values:</i>	8	Not specified
	9	Not applicable

Collection and usage attributes

<i>Guide for use:</i>	<p>This metadata item contributes to the definition of the concept 'Disability' and gives an indication of the experience of disability for a person.</p> <p>In the context of health, participation is involvement in a life situation. Participation restrictions are problems an individual may experience in involvement of life situations.</p> <p>This metadata item may be used to describe the extent of participation in life situations for an individual with a health condition. The standard or norm to which an individual's participation is compared is that of an individual without a similar health condition in that particular society. The participation restriction records the discordance between the experienced participation and the expected participation of an individual without a health condition. The definition of 'particular society' is not specified and will inevitably give rise to different interpretations. If limiting the interpretation, it will be necessary to state the factors which are taken into account,</p>
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for example, age, gender, ethnicity, religion, education, locality (town, state, rural, remote, urban).

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

CODE 0 Full participation

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

CODE 1 Mild participation restriction

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

CODE 2 Moderate participation restriction

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

CODE 3 Severe participation restriction

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

CODE 4 Complete participation restriction

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

CODE 8 Not specified

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

CODE 9 Not applicable

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

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.
<i>Origin:</i>	WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW
<i>Reference documents:</i>	Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites: <ul style="list-style-type: none">• WHO ICF website http://www.who.int/classifications/icf/en/• Australian Collaborating Centre ICF website http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use:

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

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

Source and reference attributes

Submitting organisation:

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

Relational attributes

Implementation in Data Set Specifications:

Activities and Participation cluster Health, Standard 29/11/2006
Community services, Standard 16/10/2006

Family name

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>The agency or establishment should record the person's full family name on their information systems.</p> <p>National Community Services Data Dictionary specific:</p> <p>In instances where there is uncertainty about which name to record for a person living in a remote Aboriginal or Torres Strait Islander community, Centrelink follows the practice of recording the Indigenous person's name as it is first provided to Centrelink. Or, where proof of identity is required, as the name is recorded on a majority of the higher point scoring documents that are produced as proof of identity.</p>
<i>Collection methods:</i>	<p>This metadata item should be recorded for all persons who receive services from or are of interest to an organisation. For the purposes of positive identification, it may also be recorded for providers of those services who are individuals.</p> <p>Mixed case should be used.</p> <p>Family name should be recorded in the format preferred by the person. The format should be the same as that written by the person on a (pre) registration form or in the same format as that printed on an identification card, such as Medicare card, to ensure consistent collection of name data.</p> <p>It is acknowledged that some people use more than one family name (e.g. formal name, birth name, married/maiden name, tribal name) depending on the circumstances. Each name should be recorded against the appropriate Name type (see</p>

Comments).

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

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

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

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

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

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

Hyphenated family names:

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

Punctuation:

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

Examples:

- hyphen, e.g. Wilson-Phillips

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

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

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

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

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

full stop. Do leave a space between the full stop and 'John'.

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

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

Registered unnamed newborn babies:

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

Persons with only one name:

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

Registering an unidentified person:

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

Registering health care clients from disaster sites:

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

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

If the family name needs to be shortened:

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

Use of incomplete names or fictitious names:

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

Baby for adoption:

The word adoption should not be used as the family name, given name or alias for a newborn baby. A newborn baby that is for adoption should be registered in the same way that other newborn babies are registered. However, if a baby born in the hospital is subsequently adopted, and is admitted for treatment as a child, the baby is registered under their adopted (current) name, and the record should not be linked to the birth record. This should be the current practice. Any old references to adoption in client registers (for names) should also be changed to unknown. Contact your State or Territory adoption information service for further information.

Prefixes:

Where a family name contains a prefix, such as one to indicate

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

Ethnic Names:

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

Misspelled family name:

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

Comments:

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

National Community Services Data Dictionary specific:

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

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare
Standards Australia

Origin:

National Health Data Committee
National Community Services Data Committee
Commonwealth Department of Health and Family Services
1998. Home and Community Care Data Dictionary Version 1.0.
Canberra: DHFS Standards Australia 2002. Australian Standard
AS5017-2002 Health Care Client Identification. Sydney:
Standards Australia

Reference documents:

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

Relational attributes

Related metadata references:

See also [Person \(name\) – given name, text \[X\(40\)\]](#) Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 20/06/2005
Supersedes [Person \(name\) – family name, text X\[X\(39\)\]](#) Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005

Is used in the formation of [Person – letters of given name, text XX](#) Community services, Standard 27/03/2007

Is used in the formation of [Person – letters of family name, text XXX](#) Community services, Standard 27/03/2007

Implementation in Data Set Specifications:

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

Fee schedule amount

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – fee schedule amount, total Australian currency N[NNNNN].NN
<i>METeOR identifier:</i>	354640
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The standard fee schedule amount reported by an agency, measured in Australian dollars and cents.
Data Element Concept:	Service provider organisation – fee schedule amount

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	Currency
<i>Format:</i>	N[NNNNN].NN
<i>Maximum character length:</i>	8
<i>Unit of measure:</i>	Australian currency (AU\$)
<i>Unit of measure precision:</i>	2

Collection and usage attributes

<i>Guide for use:</i>	Always include the cent value, using .00 where there are only dollar values.
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Data element attributes

Source and reference attributes

<i>Submitting organisation:</i>	NCSIMG Children's Services Data Working Group Australian Institute of Health and Welfare
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Relational attributes

<i>Implementation in Data Set Specifications:</i>	Fee schedule cluster Community services, Standard 30/11/2007
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Field of education

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	Australian Standard Classification of Education 2001				
<i>Representation class:</i>	Code				
<i>Data type:</i>	Number				
<i>Format:</i>	NN[{NN}{NN}]				
<i>Maximum character length:</i>	6				
<i>Supplementary values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>99(9999)</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	99(9999)	Not stated/inadequately described
Value	Meaning				
99(9999)	Not stated/inadequately described				

Collection and usage attributes

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

Data element attributes

Collection and usage attributes

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

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Australian Standards Classification of Education (ASCED 2001).

[Australian Bureau of Statistics Cat. no 1272.0](#) (last viewed 21 Dec 2005)

Relational attributes

Related metadata references:

Supersedes [Field of education, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.6 KB)

First accommodation attempt indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – first accommodation attempt indicator, code N
<i>METeOR identifier:</i>	329736
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	Whether this is the first request for accommodation by a person for a particular day, as represented by a code.
Data Element Concept:	Person – first accommodation attempt

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Boolean								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Don't know</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No	9	Don't know
Value	Meaning								
1	Yes								
2	No								
9	Don't know								
<i>Supplementary values:</i>									

Data element attributes

Collection and usage attributes

<i>Comments:</i>	Used to clarify why a person had been unsuccessful earlier that day in getting accommodation. Allows estimates for the actual number of people seeking accommodation on any one day by taking into account the number of multiple requests made by a person on that day.
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Source and reference attributes

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

Relational attributes

<i>Related metadata references:</i>	See also Person – reason for earlier unsuccessful accommodation attempt, SAAP code N[NN] Community services, Standard 15/09/2007
<i>Implementation in Data Set Specifications:</i>	SAAP Demand for Accommodation National Minimum Data Set Community services, Standard 30/11/2007

First language spoken

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Collection and usage attributes

<i>Guide for use:</i>	<p>The Australian Standard Classification of Languages (ASCL) has a three-level hierarchical structure. The most detailed level of the classification consists of base units (languages) which are represented by four-digit codes. The second level of the classification comprises narrow groups of languages (the Narrow Group level), identified by the first two digits. The most general level of the classification consists of broad groups of languages (the Broad Group level) and is identified by the first digit. The classification includes Australian Indigenous languages and sign languages.</p> <p>For example, the Lithuanian language has a code of 3102. In this case 3 denotes that it is an Eastern European language, while 31 denotes that it is a Baltic language. The Pintupi Aboriginal language is coded as 8713. In this case 8 denotes that it is an Australian Indigenous language and 87 denotes that the language is Western Desert language.</p> <p>Language data may be output at the Broad Group level, Narrow Group level or base level of the classification. If necessary significant Languages within a Narrow Group can be presented separately while the remaining Languages in the Narrow Group are aggregated. The same principle can be adopted to highlight significant Narrow Groups within a Broad Group.</p>
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Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	Data should be captured, classified and stored at the base level
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of the classification wherever possible as this allows the greatest flexibility for output.

Recommended question:

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

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

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

Comments:

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

Source and reference attributes

Origin:

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

Relational attributes

Related metadata references:

See also [Person – proficiency in spoken English, code N](#) Health, Standard 01/03/2005, Community services, Standard 01/03/2005, Housing assistance, Standard 10/02/2006

See also [Person – main language other than English spoken at home, code \(ASCL 2005\) NN{NN}](#) Health, Standard 08/02/2006, Community services, Standard 29/04/2006, Housing assistance, Standard 10/02/2006

See also [Person – country of birth, code \(SACC 1998\) NNNN](#) Health, Standard 01/03/2005, Community services, Standard 01/03/2005, Housing assistance, Standard 20/06/2005

Supersedes [Person – first language spoken, code \(ASCL 1997\) N{NNN}](#) Community services, Superseded 29/04/2006, Housing assistance, Superseded 10/02/2006

First service contact date

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

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

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Relational attributes

<i>Related metadata references:</i>	Supersedes First service contact date, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf (14.68 KB)
<i>Implementation in Data Set Specifications:</i>	Juvenile Justice NMDS Community services, Standard 27/03/2007

Floor/level number (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – floor/level identifier, [NNNA]
<i>METeOR identifier:</i>	270029
<i>Registration status:</i>	Health, Standard 01/03/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The unique identifier for the floor/level where a person can be located.
<i>Data Element Concept:</i>	Person (address) – floor/level identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Identifier
<i>Data type:</i>	String
<i>Format:</i>	[NNNA]
<i>Maximum character length:</i>	4

Data element attributes

Collection and usage attributes

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

Source and reference attributes

<i>Origin:</i>	Health Data Standards Committee Australia Post Address Presentation Standard
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Relational attributes

<i>Related metadata references:</i>	Supersedes Floor/level number, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf (13.91 KB) Is used in the formation of Person (address) – address line, text [X(180)] Health, Standard 04/05/2005, Community services, Standard 30/09/2005 Is used in the formation of Person (address) – health address line, text [X(180)] Health, Superseded 04/05/2005
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Floor/level number (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – floor/level identifier, [NNNA]
<i>METeOR identifier:</i>	290264
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The unique identifier for floor/level, where an organisation can be located.
Data Element Concept:	Service provider organisation (address) – floor/level identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Identifier
<i>Data type:</i>	String
<i>Format:</i>	[NNNA]
<i>Maximum character length:</i>	4

Data element attributes

Collection and usage attributes

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

Source and reference attributes

<i>Origin:</i>	Health Data Standards Committee Australia Post Address Presentation Standard
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Relational attributes

<i>Related metadata references:</i>	Is used in the formation of Service provider organisation (address) – address line, text [X(180)] Health, Standard 04/05/2005, Community services, Standard 30/09/2005
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Floor/level type (person)

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																
<i>Data type:</i>	String																
<i>Format:</i>	A[A]																
<i>Maximum character length:</i>	2																
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>B</td><td>Basement</td></tr><tr><td>FL</td><td>Floor</td></tr><tr><td>G</td><td>Ground</td></tr><tr><td>L</td><td>Level</td></tr><tr><td>LG</td><td>Lower Ground</td></tr><tr><td>M</td><td>Mezzanine</td></tr><tr><td>UG</td><td>Upper Ground</td></tr></tbody></table>	Value	Meaning	B	Basement	FL	Floor	G	Ground	L	Level	LG	Lower Ground	M	Mezzanine	UG	Upper Ground
Value	Meaning																
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FL	Floor																
G	Ground																
L	Level																
LG	Lower Ground																
M	Mezzanine																
UG	Upper Ground																

Data element attributes

Collection and usage attributes

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

Source and reference attributes

<i>Origin:</i>	Health Data Standards Committee Australia Post Address Presentation Standard
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Relational attributes

<i>Related metadata references:</i>	Supersedes Floor/level type, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf (14.47 KB) Is used in the formation of Person (address) – address line, text [X(180)] Health, Standard 04/05/2005, Community services, Standard 30/09/2005
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Is used in the formation of [Person \(address\) – health address line, text \[X\(180\)\]](#) Health, Superseded 04/05/2005

Floor/level type (service provider organisation)

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																
<i>Data type:</i>	String																
<i>Format:</i>	A[A]																
<i>Maximum character length:</i>	2																
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>B</td><td>Basement</td></tr><tr><td>FL</td><td>Floor</td></tr><tr><td>G</td><td>Ground</td></tr><tr><td>L</td><td>Level</td></tr><tr><td>LG</td><td>Lower Ground</td></tr><tr><td>M</td><td>Mezzanine</td></tr><tr><td>UG</td><td>Upper Ground</td></tr></tbody></table>	Value	Meaning	B	Basement	FL	Floor	G	Ground	L	Level	LG	Lower Ground	M	Mezzanine	UG	Upper Ground
Value	Meaning																
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FL	Floor																
G	Ground																
L	Level																
LG	Lower Ground																
M	Mezzanine																
UG	Upper Ground																

Data element attributes

Collection and usage attributes

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

<i>Origin:</i>	Health Data Standards Committee Australia Post Address Presentation Standard
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Relational attributes

<i>Related metadata references:</i>	Is used in the formation of Service provider organisation (address) – address line, text [X(180)] Health, Standard 04/05/2005, Community services, Standard 30/09/2005
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Full financial year funding indicator

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code						
<i>Data type:</i>	Number						
<i>Format:</i>	N						
<i>Maximum character length:</i>	1						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No
Value	Meaning						
1	Yes						
2	No						

Data element attributes

Collection and usage attributes

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

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

Relational attributes

<i>Implementation in Data Set Specifications:</i>	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007
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Full-time equivalent paid staff

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>Calculated number of staff (full-time equivalents) for each staffing category.</p> <p>The ordinary time hours normally worked may differ according to the type of work. The hours under the relevant award or agreement should be used if known. If the relevant award or agreement staff hours for an occupation is not known, or the worker is undertaking a variety of tasks, 38 hours per week should be used as a substitute.</p> <p>Hours of unpaid leave are to be excluded.</p> <p>Contract staff employed through an agency are included where the contract is for the supply of labour (e.g. nursing) rather than of products (e.g. provision of photocopies). In the former case, the contract would normally specify the amount of labour supplied and could be reported as full-time equivalent units.</p> <p>If under the relevant award of agreement a full-time nurse is paid for an 80 (ordinary time) hour fortnight, the full-time equivalent for a part time nurse who works 64 hours is 0.8 (64 divided by 80). If a full-time nurse under the same award is paid for a 100 hours for that fortnight (20 hours overtime), then the full time equivalent is 100 divided by 80=1.25. This number would then be added to the full time equivalent staff units for all other staff and the number rounded to one decimal place.</p> <p>Where staff provide services to more than one establishment, full-time equivalent staff members should be apportioned between all establishments to which services are provided on the basis of hours paid for in each. (Salary costs should be</p>
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Collection methods: apportioned on the same basis).
This metadata item is not intended to be a completely accurate calculation of staff hours, but a general indication of the number of hours an agency is staffed by paid staff.
This metadata item may be calculated over weeks, fortnights, months or an annual basis.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Related metadata references: Supersedes [Full-time equivalent paid staff, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.33 KB)

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

Information specific to this data set:
Up to 9 characters

Full-time equivalent volunteer/unpaid staff

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>The ordinary time hours normally worked may differ according to the type of work a volunteer is doing. The hours under the relevant award or agreement should be used if known. If the relevant award or agreement staff hours for an occupation is not known, or the volunteer is undertaking a variety of tasks, 38 hours per week should be used as a substitute.</p> <p>Example:</p> <p>A volunteer kitchen hand works 10 hours over a week. The relevant award specifies that a full time kitchen hand usually works 38 hours in a week.</p> <p>Full time equivalent staff units = $10/38 = 0.263$ (for that person for a week) This number would then be added to the full time equivalent staff units for all other staff and the number rounded to one decimal place.</p>
<i>Collection methods:</i>	<p>This metadata item is not intended to be a completely accurate calculation of staff hours, but a general indication of the number of volunteer hours an agency is staffed.</p> <p>This metadata item may be calculated over weeks, fortnights, months or an annual basis.</p>

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Relational attributes

Related metadata references:

Supersedes [Full-time equivalent volunteer/unpaid staff, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#)
(14.89 KB)

Full-time/part-time status

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Full-time</td></tr><tr><td>2</td><td>Part-time</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Full-time	2	Part-time	9	Not stated/inadequately described
Value	Meaning								
1	Full-time								
2	Part-time								
9	Not stated/inadequately described								
<i>Supplementary values:</i>									

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<i>Collection methods:</i>	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)

Implementation in Data Set Specifications:

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

Funding allocated

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Source and reference attributes

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

Relational attributes

<i>Implementation in Data Set Specifications:</i>	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007
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Funding end date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – funding end date, DDMMYYYY
<i>METeOR identifier:</i>	336775
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The date on which funding ceased for a service provider organisation.
Data Element Concept:	Service provider organisation – funding end date

Value domain attributes

Representational attributes

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

Data element attributes

Relational attributes

<i>Related metadata references:</i>	See also Service provider organisation – funding start date, DDMMYYYY Community services, Standard 30/11/2007
<i>Implementation in Data Set Specifications:</i>	SAAP Administrative National Minimum Data Set Community services, Standard 30/11/2007

Funding source

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>National (Australian government)</td></tr><tr><td>2</td><td>State/Territory government</td></tr><tr><td>3</td><td>Local government</td></tr></tbody></table>	Value	Meaning	1	National (Australian government)	2	State/Territory government	3	Local government
Value	Meaning								
1	National (Australian government)								
2	State/Territory government								
3	Local government								

Source and reference attributes

<i>Reference documents:</i>	Australian Bureau of Statistics 2002. Standard Economic Sector Classifications of Australia (SESCA), Cat No. 1218.0.
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Data element attributes

Source and reference attributes

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

Relational attributes

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

Funding start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – funding start date, DDMMYYYY
<i>METeOR identifier:</i>	336746
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The date on which funding commenced for a service provider organisation.
Data Element Concept:	Service provider organisation – funding start date

Value domain attributes

Representational attributes

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

Data element attributes

Relational attributes

<i>Related metadata references:</i>	See also Service provider organisation – funding end date, DDMMYYYY Community services, Standard 30/11/2007
<i>Implementation in Data Set Specifications:</i>	SAAP Administrative National Minimum Data Set Community services, Standard 30/11/2007

Geographic location of organisation (SLA)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – geographic location (SLA), code (ASGC 2007) NNNNN
<i>Synonymous names:</i>	Statistical local area of service provider
<i>METeOR identifier:</i>	362297
<i>Registration status:</i>	Community services, Standard 11/12/2007
<i>Definition:</i>	The geographical location of an agency using a five-digit numerical code which indicates the Statistical Local Area (SLA) within the State or Territory of Australia.
Data Element Concept:	Service provider organisation – geographic location

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	Australian Standard Geographical Classification 2007
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NNNNN
<i>Maximum character length:</i>	5

Data element attributes

Collection and usage attributes

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

<i>Origin:</i>	Australian Bureau of Statistics (ABS)
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Relational attributes

<i>Related metadata references:</i>	Supersedes Service provider organisation – geographic location (SLA), code (ASGC 2006) NNNNN Community services, Superseded 11/11/2007
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Geographic location of person

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – geographic location, code (ASGC 2007) NNNNN
<i>METeOR identifier:</i>	362293
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The geographical location of a person using a five-digit numerical code which indicates the Statistical Local Area (SLA) within the State or Territory of Australia.
Data Element Concept:	Person – geographic location

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	Australian Standard Geographical Classification 2007
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NNNNN
<i>Maximum character length:</i>	5

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>The geographical location is reported using a five digit numerical code. The first digit is the single-digit code to indicate State or Territory. The remaining four digits are the numerical code for the Statistical Local Area (SLA) within the State or Territory.</p> <p>The single digit codes for the states and territories and the four digit codes for the SLAs are as defined in the Australian Standard Geographical Classification (ASGC).</p> <p>The ASGC is updated on an annual basis with a date of effect of 1 July each year.</p> <p>The codes for SLA are unique within each State and Territory, but not within the whole country. Thus, to define a unique location, the code of the State or Territory is required in addition to the code for the SLA.</p> <p>The Australian Bureau of Statistics '(ABS) National Localities Index (NLI) (ABS Catalogue number 1252.0) can be used to assign each locality or address in Australia to a SLA. The NLI is a comprehensive list of localities in Australia with their full code (including State or Territory and SLA) from the main structure of the ASGC.</p> <p>For the majority of localities, the locality name (suburb or town, for example) is sufficient to assign a SLA. However, some localities have the same name. For most of these, limited additional information such as the postcode or State can be used with the locality name to assign the SLA. In addition, other localities cross one or more SLA boundaries and are referred to as split localities. For these, the more detailed</p>
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information of the number and street of the person's residence is used with the Streets Sub-index of the NLI to assign the SLA. If the information available on the person's address indicates that it is in a split locality but is insufficient to assign an SLA, the code for the SLA which includes most of the split locality should be reported. This is in accordance with the NLI assignment of SLA when a split locality is identified and further detail about the address is not available.

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

Source and reference attributes

Origin: Australian Bureau of Statistics (ABS)

Relational attributes

Related metadata references: Supersedes [Person—geographic location, code \(ASGC 2006\)](#), [NNNNN](#) Community services, Superseded 30/11/2007

Given name sequence number

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																				
<i>Data type:</i>	Number																				
<i>Format:</i>	N																				
<i>Maximum character length:</i>	2																				
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>First given name</td></tr><tr><td>2</td><td>Second given name</td></tr><tr><td>3</td><td>Third given name</td></tr><tr><td>4</td><td>Fourth given name</td></tr><tr><td>5</td><td>Fifth given name</td></tr><tr><td>6</td><td>Sixth given name</td></tr><tr><td>7</td><td>Seventh given name</td></tr><tr><td>8</td><td>Eighth given name</td></tr><tr><td>9</td><td>Ninth and subsequent given name</td></tr></tbody></table>	Value	Meaning	1	First given name	2	Second given name	3	Third given name	4	Fourth given name	5	Fifth given name	6	Sixth given name	7	Seventh given name	8	Eighth given name	9	Ninth and subsequent given name
Value	Meaning																				
1	First given name																				
2	Second given name																				
3	Third given name																				
4	Fourth given name																				
5	Fifth given name																				
6	Sixth given name																				
7	Seventh given name																				
8	Eighth given name																				
9	Ninth and subsequent given name																				

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	To be used in conjunction with Given name. Example: Mary Georgina Smith In the example above 'Mary' would have a given name sequence number of 1 and 'Georgina' would have a given name sequence number of 2. Example: Jean Claude Marcel Moreaux If the person has recorded a single given name as more than one word, displaying spaces in between the words(e.g. Jean Claude), their given names are recorded in data collection systems in the same way (i.e. Jean Claude is one given name and Marcel is another given name). 'Jean Claude' would have a Given name sequence number of '1' and 'Marcel' would have a Given name sequence number of '2'.
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Source and reference attributes

Submitting organisation:

Standards Australia

Origin:

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

Given name(s)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – given name, text [X(40)]
<i>METeOR identifier:</i>	287035
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 25/08/2005 Housing assistance, Standard 20/06/2005
<i>Definition:</i>	The person's identifying name within the family group or by which the person is socially identified, as represented by text.
Data Element Concept:	Person (name) – given name

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A person may have more than one Given name. All given names should be recorded.</p> <p>The agency or establishment should record the person's full given name(s) on their information systems.</p> <p>National Community Services Data Dictionary specific:</p> <p>In instances where there is uncertainty about which name to record for a person living in a remote Aboriginal or Torres Strait Islander community, Centrelink follows the practice of recording the Indigenous person's name as it is first provided to Centrelink. In situations where proof of identity is required, the name is recorded on a majority of the higher point scoring documents that are produced as proof of identity.</p> <p>National Health Data Dictionary specific:</p> <p>Each individual Given name should have a Given name sequence number associated with it.</p> <p>Health care establishments may record given names (first and other given names) in one field or several fields. This metadata item definition applies regardless of the format of data recording.</p> <p>A full history of names is to be retained.</p>
<i>Collection methods:</i>	<p>This metadata item should be recorded for all clients.</p> <p>Given name(s) should be recorded in the format preferred by the person. The format should be the same as that indicated by the person (eg written on a form) or in the same format as that printed on an identification card, such as Medicare card, to ensure consistent collection of name data.</p> <p>It is acknowledged that some people use more than one given name</p>

(e.g. formal name, birth name, nick name or shortened name, or tribal name) depending on the circumstances. A person is able to change his or her name by usage in all States and Territories of Australia with the exception of Western Australia, where a person may only change his or her name under the Change of Name Act. A person should generally be registered using their preferred name as it is more likely to be used in common usage and on subsequent visits to the agency or establishment. The person's preferred name may in fact be their legal (or Medicare card) name. The Person name type metadata item (see Comments) can be used to distinguish between the different types of names that may be used by the person.

The following format may assist with data collection:

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

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

If so, what are they

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

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

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

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

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

Registering an unidentified health care client:

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

Use of first initial:

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

Persons with only one name:

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

Record complete information:

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

Shortened or alternate first given name:

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

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

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

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

Punctuation:

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

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

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

- spaces, e.g. Jean Claude Carcel Moreaux

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

Names not for continued use:

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

Composite name:

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

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

Registering an unnamed newborn baby:

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

Registering unnamed multiple births:

An unnamed (newborn) baby from a multiple birth should use their mother's given name plus a reference to the multiple births. For example, if the baby's mother's given name is 'Fiona' and a set of twins is to be registered, then record 'Twin 1 of Fiona' in the Given name field for the first born baby, and 'Twin 2 of Fiona' in the 'Given name' field of the second born baby. Arabic numbers (1, 2, 3 ...) are used, not Roman Numerals (I, II, III).

In the case of triplets or other multiple births the same logic applies. The following terms should be used for recording multiple births:

- Twin:
use Twin i.e. Twin 1 of Fiona
- Triplet:
use Trip i.e. Trip 1 of Fiona

- **Quadruplet:**
use Quad i.e. Quad 1 of Fiona
- **Quintuplet:**
use Quin i.e. Quin 1 of Fiona
- **Sextuplet:**
use Sext i.e. Sext 1 of Fiona
- **Septuplet:**
use Sept i.e. Sept 1 of Fiona.

These names should be recorded under the newborn Person name type. When the babies are named, the actual names should be recorded as the preferred name. The newborn name is retained.

Aboriginal/Torres Strait Islander names not for continued use:

For cultural reasons, an Aboriginal or Torres Strait Islander may advise an agency or establishment that they are no longer using the given name that they had previously registered and are now using an alternative current name.

Record their current name as the preferred 'Given name' and record their previous used given name as an alias name.

Ethnic Names:

The Centrelink Naming Systems for Ethnic Groups publication provides the correct coding for ethnic names. Refer to Ethnic Names Condensed Guide for summary information.

Misspelled given names:

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

Comments:

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

National Community Services Data Dictionary specific:

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

National Health Data Dictionary specific:

Health care provider identification DSS and Health care client identification DSS

For the purpose of positive identification or contact, agencies or

establishments that collect Given name should also collect Given name sequence number. Given name sequence number is also a metadata item in Australian Standard AS4846-2004 Health care provider identification and is proposed for inclusion in the review of Australian Standard AS5017-2002 Health care client identification. AS5017 and AS4846 use alternative alphabetic codes for Given name sequence number. Refer to the current standards for more details.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare Standards Australia
<i>Origin:</i>	National Health Data Committee National Community Services Data Committee Commonwealth Department of Health and Family Services 1998. Home and Community Care Data Dictionary Version 1.0. Canberra: DHFS Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia
<i>Reference documents:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

<i>Related metadata references:</i>	Supersedes Person (name) – given name, text [X(40)] Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005 See also 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 Is used in the formation of Person – letters of given name, text XX Community services, Standard 27/03/2007
<i>Implementation in Data Set Specifications:</i>	SAAP Administrative National Minimum Data Set Community services, Standard 30/11/2007

Goods and equipment received (service episode)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service episode – type of goods and equipment received, code N
<i>METeOR identifier:</i>	323299
<i>Registration status:</i>	Community services, Standard 29/04/2006
<i>Definition:</i>	The types of goods or equipment received by the client (by purchase, loan, or gift) during a service episode, as represented by a code.
Data Element Concept:	Service episode – type of goods and equipment received

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																		
<i>Data type:</i>	Number																		
<i>Format:</i>	N																		
<i>Maximum character length:</i>	1																		
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Self-care aids (e.g. button hook for dressing or bowl care for eating)</td></tr><tr><td>2</td><td>Support and mobility aids (e.g. walking frame, manual wheelchair)</td></tr><tr><td>3</td><td>Communication aids (e.g. hearing aids, mouthstick)</td></tr><tr><td>4</td><td>Reading aids (e.g. magnifying glass, braille books)</td></tr><tr><td>5</td><td>Medical care aids (e.g. ventilator, pacemaker)</td></tr><tr><td>6</td><td>Car modifications (e.g. car ramp, room for wheelchair)</td></tr><tr><td>8</td><td>Other goods and equipment (other goods and equipment not elsewhere classified)</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Self-care aids (e.g. button hook for dressing or bowl care for eating)	2	Support and mobility aids (e.g. walking frame, manual wheelchair)	3	Communication aids (e.g. hearing aids, mouthstick)	4	Reading aids (e.g. magnifying glass, braille books)	5	Medical care aids (e.g. ventilator, pacemaker)	6	Car modifications (e.g. car ramp, room for wheelchair)	8	Other goods and equipment (other goods and equipment not elsewhere classified)	9	Not stated/inadequately described
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<i>Supplementary values:</i>																			

Collection and usage attributes

<i>Guide for use:</i>	CODE 1 Self-care aids Eating aids – crockery, cutlery, plate guard, bowl guard Dressing aids – button hook, clothes tongs, zip pull Washing aids – bathrails/hoist/seat, shower rails/fitting/seat Bag, urinal, incontinence pad, uredome, urinary appliances Bowel appliances – colostomy bag, bowel pad Toilet chair, commode, frame, conventional toilet use aids Cooking aids (excl. eating utensils), special iron Other aids for self care CODE 2 Support and mobility aids Callipers, splints Belts, braces, neck collar, corsets
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Crutches for support, walking frame/stick
Ankle/knee strap, built up shoe, foot/leg support NEC
Transporter chair, pusher, tricycle
Wheelchair manual or unspecified
Wheelchair, motorised
Henry lifter, hoist, patient lifter Scooter
Ejector chair, hard-back chair, made to measure chair, chair
NEC
Special bed, cushions/pillows for support
White cane
Sonic beam, laser cane, optacon
Guide dog
bars/hooks/rails/straps, attached to walls, etc., for support and
mobility
Other aids for support or mobility

CODE 3 Communication aids

Aid, hearing
Teletext
Telephone attachment or adaptation (e.g. answering service,
flashing light, headpiece, TTY telephone)
Writing aids (mouthstick, writing pad, typewriter,
communication board)
Computers - Kurzweil personal reader, communication
Speaking aids - electrolarynx

CODE 4 Reading aids

Contact lenses, reading/magnifying glasses
Braille books/items/watch
Books, large print/talking, cassette recorders/players
Reading frame, page turners, reading aids not associated with
loss of sight
Other reading or sight aids
Dwelling modification to aid communication - intercom
Other aids for communication

CODE 5 Medical care aids

Breathing pumps - oxygen masks, ventilator
Dialysis machine, kidney functioning machines
Heart stimulus/functioning machines, pacemaker
Ostomy appliances/Stoma appliances, excluding colostomy
bag
Other aids for medical care

CODE 6 Car modifications

Accelerator/brake/controls, hand - car modifications
Handles/lifter/rails/ramps - car modifications
Mirrors/steering/windows, power - car modifications
Other car modifications - automatic transmission, room for
wheelchair

CODE 8 Other goods/equipment

Other goods/equipment NEC

Source and reference attributes

Origin:

National HACC Minimum Data Set User Guide Version 2.0
2005. Home and Community Care (HACC) Program

Data element attributes

Collection and usage attributes

Collection methods:

The agency should record the type of goods or equipment received by the client (on loan or by purchase) on each instance of assistance. This information can then be amalgamated to provide a measure of the types of goods and equipment received by a client over a reporting period (which will vary according to collection requirements).

Where the client receives more than one of the same type of good or equipment (e.g. several food packets) on the same occasion, the agency should only record this once. Where the client receives different types of goods or equipment on the same occasion, the agency should separately record each type of goods or equipment against the same date.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

Australian Institute of Health and Welfare 1998. Home and Community Care (HACC) data dictionary, version 1.0. Commonwealth Department of Health and Family Services, Canberra

Relational attributes

Related metadata references:

Supersedes [Goods and equipment received, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.93 KB)

Supersedes [Service episode – type of goods and equipment received, code N](#) Community services, Superseded 29/04/2006

Goods and equipment received (service event)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event— type of goods and equipment received, code N
<i>Synonymous names:</i>	Goods and equipment received
<i>METeOR identifier:</i>	323236
<i>Registration status:</i>	Community services, Standard 29/04/2006
<i>Definition:</i>	The types of goods or equipment received by the client (by purchase, loan, or gift) during a service event, as represented by a code.
Data Element Concept:	Service event— type of goods and equipment received

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																		
<i>Data type:</i>	Number																		
<i>Format:</i>	N																		
<i>Maximum character length:</i>	1																		
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<i>Supplementary values:</i>																			

Collection and usage attributes

<i>Guide for use:</i>	CODE 1 Self-care aids Eating aids – crockery, cutlery, plate guard, bowl guard Dressing aids – button hook, clothes tongs, zip pull Washing aids – bathrails/hoist/seat, shower rails/fitting/seat Bag, urinal, incontinence pad, urethane, urinary appliances Bowel appliances – colostomy bag, bowel pad Toilet chair, commode, frame, conventional toilet use aids Cooking aids (excl. eating utensils), special iron Other aids for self care CODE 2 Support and mobility aids Callipers, splints Belts, braces, neck collar, corsets
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Crutches for support, walking frame/stick
Ankle/knee strap, built up shoe, foot/leg support NEC
Transporter chair, pusher, tricycle
Wheelchair manual or unspecified
Wheelchair, motorised
Henry lifter, hoist, patient lifter Scooter
Ejector chair, hard-back chair, made to measure chair, chair
NEC
Special bed, cushions/pillows for support
White cane
Sonic beam, laser cane, optacon
Guide dog
bars/hooks/rails/straps, attached to walls, etc., for support and
mobility
Other aids for support or mobility

CODE 3 Communication aids

Aid, hearing
Teletext
Telephone attachment or adaptation (e.g. answering service,
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Writing aids (mouthstick, writing pad, typewriter,
communication board)
Computers - Kurzweil personal reader, communication
Speaking aids - electrolarynx

CODE 4 Reading aids

Contact lenses, reading/magnifying glasses
Braille books/items/watch
Books, large print/talking, cassette recorders/players
Reading frame, page turners, reading aids not associated with
loss of sight
Other reading or sight aids
Dwelling modification to aid communication - intercom
Other aids for communication

CODE 5 Medical care aids

Breathing pumps - oxygen masks, ventilator
Dialysis machine, kidney functioning machines
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Other aids for medical care

CODE 6 Car modifications

Accelerator/brake/controls, hand - car modifications
Handles/lifter/rails/ramps - car modifications
Mirrors/steering/windows, power - car modifications
Other car modifications - automatic transmission, room for
wheelchair

CODE 8 Other goods/equipment

Other goods/equipment NEC

Source and reference attributes

Origin:

National HACC Minimum Data Set User Guide Version 2.0
2005. Home and Community Care (HACC) Program

Data element attributes

Collection and usage attributes

Collection methods:

The agency should record the type of goods or equipment received by the client (on loan or by purchase) for each Service event. This information can then be amalgamated to provide a measure of the types of goods and equipment received by a client over a reporting period (which will vary according to collection requirements).

Where the client receives more than one of the same type of good or equipment (e.g. several food packets) on the same occasion, the agency should only record this once. Where the client receives different types of goods or equipment on the same occasion, the agency should separately record each type of goods or equipment against the same date.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

Australian Institute of Health and Welfare 1998. Home and Community Care (HACC) data dictionary, version 1.0. Commonwealth Department of Health and Family Services, Canberra

Relational attributes

Related metadata references:

Supersedes [Service event – type of goods and equipment received, code N](#) Community services, Superseded 29/04/2006

Supersedes [Goods and equipment received, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.93 KB)

Hours worked by worker

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (employed) – hours worked, total hours NNN
<i>METeOR identifier:</i>	314817
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The total number of hours worked by a person over a specified period.
Data Element Concept:	Person (employed) – hours worked

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	String
<i>Format:</i>	NNN
<i>Maximum character length:</i>	3
<i>Supplementary values:</i>	Value Meaning
	999 Not stated/inadequately described
<i>Unit of measure:</i>	Hour (h)

Collection and usage attributes

<i>Guide for use:</i>	Total hours expressed as 000, 001 etc.
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Data element attributes

Relational attributes

<i>Implementation in Data Set Specifications:</i>	Children's Services NMDS Community services, Standard 18/12/2007
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Hours worked—paid staff

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation— hours worked (paid staff), total NNNNN
<i>METeOR identifier:</i>	347870
<i>Registration status:</i>	Community services, Standard 27/04/2007
<i>Definition:</i>	The total number of hours actually worked by all paid staff in an agency or organisation.
Data Element Concept:	Service provider organisation— hours worked

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	Number
<i>Format:</i>	NNNNN
<i>Maximum character length:</i>	5
<i>Unit of measure:</i>	Hour (h)

Collection and usage attributes

<i>Guide for use:</i>	Total hours expressed as 00000, 00001, 00425 etc.
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item is asking for actual staff hours worked, not the rostered hours or full-time equivalent staff. Contract staff employed through an agency are included where the contract is for the supply of labour (e.g. nursing) rather than of products (e.g. photocopier maintenance).
<i>Collection methods:</i>	In some collections this metadata item may be collected for a specified week. Other collections may specify a 'usual' week or an average week calculated from a number of weeks or the entire year.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03. Canberra: AIHW
<i>Reference documents:</i>	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Relational attributes

<i>Related metadata references:</i>	Supersedes Service provider organisation— hours worked (paid
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*Implementation in Data Set
Specifications:*

[staff\), total NNNNN](#) Community services, Superseded
27/04/2007

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

Hours worked—volunteer/unpaid staff

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – hours worked (volunteer/unpaid staff), total NNNNN
<i>METeOR identifier:</i>	347882
<i>Registration status:</i>	Community services, Standard 27/04/2007
<i>Definition:</i>	The total number of hours actually worked by all volunteer /unpaid staff in an agency or organisation.
<i>Context:</i>	To assist in the analysis of staffing inputs and to enable a comparison of the staffing requirements of different service types. It is important to include volunteers due to the significant contribution they make within many organisations.
Data Element Concept:	Service provider organisation – hours worked

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	Number
<i>Format:</i>	NNNNN
<i>Maximum character length:</i>	5
<i>Unit of measure:</i>	Hour (h)

Collection and usage attributes

<i>Guide for use:</i>	Total hours expressed as 00000, 00001, 00425 etc.
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item is asking for actual staff hours worked by volunteer staff, not the rostered hours or full-time equivalent staff.
<i>Collection methods:</i>	In some collections this metadata item may be collected for a specified week. Other collections may specify a 'usual' week or an average week calculated from a number of weeks or the entire year.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03. Canberra: AIHW
<i>Reference documents:</i>	Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

Relational attributes

Related metadata references:

Supersedes [Service provider organisation – hours worked \(volunteer/unpaid staff\), total NNNNN](#) Community services,
Superseded 27/04/2007

Implementation in Data Set Specifications:

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

House/property number (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address)—house/property identifier, text [X(12)]
<i>METeOR identifier:</i>	270030
<i>Registration status:</i>	Health, Standard 01/03/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The identifier of a house or property where a person resides, as represented by text.
Data Element Concept:	Person (address)—house/property identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(12)]
<i>Maximum character length:</i>	12

Data element attributes

Collection and usage attributes

Guide for use: Generally, only one house/property number is used. However, if the house/property number includes a number range, the range of applicable numbers should be included, separated by a hyphen (-), with no spaces between numerals, i.e. 17-19

- House/property number 1 - refers to physical House/property number and for ranges is the starting number (5 numeric characters)
- House/property number Suffix 1 - a single character identifying the House/property number suffix (1 alphanumeric character)
- House/property number 2 - refers to a physical House/property number and for ranges is the finishing number (5 numeric characters)
- House/property number suffix 2 - a single character identifying the House/property number suffix (1 alphanumeric character) with no space between the numeric and the alpha characters.

For example; '401A 403B'

'401' is House/property number first in range

'A' is the House/Property suffix 1

'403' is House/property number last in range

'B' is House/Property suffix 2

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Australia Post Address Presentation Standard

Relational attributes

Related metadata references:

Supersedes [House/property number, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf](#) (14.58 KB)

Is used in the formation of [Person \(address\) – address line, text \[X\(180\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is used in the formation of [Person \(address\) – health address line, text \[X\(180\)\]](#) Health, Superseded 04/05/2005

House/property number (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) –house/property identifier, text [X(12)]
<i>METeOR identifier:</i>	290241
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The unique identifier of a house or property where an organisation is located.
Data Element Concept:	Service provider organisation (address) –house/property identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(12)]
<i>Maximum character length:</i>	12

Data element attributes

Collection and usage attributes

Guide for use: Generally, only one house/property number is used. However, if the house/property number includes a number range, the range of applicable numbers should be included, separated by a hyphen (-), with no spaces between numerals, i.e. 17-19

- House/property number 1 - refers to physical House/property number and for ranges is the starting number (5 numeric characters)
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For example; '401A 403B'

'401' is House/property number first in range

'A' is the House/Property suffix 1

'403' is House/property number last in range

'B' is House/Property suffix 2

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Origin:

Australia Post Address Presentation Standard

Relational attributes

Related metadata references:

Is used in the formation of [Service provider organisation \(address\) – address line, text \[X\(180\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Household family composition

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Household – family composition, code N[NNN]
<i>METeOR identifier:</i>	343206
<i>Registration status:</i>	Community services, Standard 27/04/2007
<i>Definition:</i>	The composition of the family within the household, as represented by a code.
<i>Context:</i>	Household and family statistics.
<i>Data Element Concept:</i>	Household – family composition

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	Family, household and income unit variables (family composition) 2005	
<i>Representation class:</i>	Code	
<i>Data type:</i>	Number	
<i>Format:</i>	NNNN	
<i>Maximum character length:</i>	4	
<i>Permissible values:</i>	Value	Meaning
	1	Couple family with no children
	2	Couple family with children
	3	One parent family
	9	Other family
<i>Supplementary values:</i>	8	Not stated/inadequately described

Collection and usage attributes

<i>Guide for use:</i>	<p>Children refers to children of any age, dependent and non-dependent.</p> <p>The basis of a family is formed by identifying the presence of a couple relationship, lone parent-child relationship or other blood relationship. Some households will, therefore, contain more than one family.</p> <p>The classification is based on the Australian Bureau of Statistics Standards for Statistics on Families (ABS Cat. No. 1286.0) which contains a 4-level hierarchical classification. Only level 1 of this classification has been adopted for this metadata item. If individual agencies need to classify family types at a lower level of detail than specified in this metadata item (for example, if they wish to split children into dependent and non-dependent children), they should ensure that the more detailed ABS classification is used.</p> <p>CODE 8 Not stated/inadequately described</p> <p>This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the metadata item has not been collected.</p>
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Source and reference attributes

Origin: Australian Bureau of Statistics. [Family, household and income unit variables. Cat. no. 1286.0.](#) Canberra: ABS. Viewed on 29/09/2006

Data element attributes

Source and reference attributes

Origin: Australian Bureau of Statistics. [Family, household and income unit variables. Cat. no. 1286.0.](#) Canberra: ABS. Viewed on 29/09/2006

Relational attributes

Related metadata references: Supersedes [Household – family type, code N](#) Community services, Superseded 27/04/2007

Household type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Household – household type, code N
<i>METeOR identifier:</i>	351188
<i>Registration status:</i>	Community services, Standard 27/04/2007
<i>Definition:</i>	A categorisation of a household based on the presence or absence of family members, as represented by a code.
<i>Context:</i>	Household and family statistics.
Data Element Concept:	Household – household type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code										
<i>Data type:</i>	Number										
<i>Format:</i>	N										
<i>Maximum character length:</i>	1										
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Household containing family members only</td></tr><tr><td>2</td><td>Household containing a mixture of family and non-family members</td></tr><tr><td>3</td><td>Household containing non-family members only</td></tr><tr><td>4</td><td>Not classifiable</td></tr></tbody></table>	Value	Meaning	1	Household containing family members only	2	Household containing a mixture of family and non-family members	3	Household containing non-family members only	4	Not classifiable
Value	Meaning										
1	Household containing family members only										
2	Household containing a mixture of family and non-family members										
3	Household containing non-family members only										
4	Not classifiable										
<i>Supplementary values:</i>	9 Not stated/inadequately described										

Collection and usage attributes

Guide for use: The classification is based on a combination of the first and second levels of the ABS 3-level hierarchy. This classification differs from the ABS classification in that it seeks to determine whether there are non-family persons co-resident with the person of concern. Care should be taken in making comparisons with the ABS data for Household composition.

If individual agencies need to classify household types at a lower level of detail, they should ensure that the more detailed ABS classification 'Household composition' is used. The lower levels in the classification cover detail on the number of families or the number of household members. Thus, household type is allocated dependent on the basis of the number of families and whether unrelated household members are present (if it is a family household), or the number of household members if it is a non-family household.

It should be noted that only usual residents of a household are considered when describing and categorising households by Household type. Since households are differentiated in terms of families, and visitors to a household are excluded from family coding, the identification of usual residence is essential to determine the household type.

CODE 4 Not Classifiable

Operationally, all households must contain at least one member 15 years of age or older. Any household consisting only of a person or persons all under 15 years of age is coded to 'Not classifiable'. This approach is consistent with that used in the family type classification, in which a family is likewise not defined unless it consists of at least one member aged 15 years or older.

CODE 9 Not stated/inadequately described

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

Source and reference attributes

Reference documents: Australian Bureau of Statistics. Family, household and income unit variables. Cat. no. 1286.0. Canberra: ABS. Viewed on 29/09/2006

Data element attributes

Collection and usage attributes

Guide for use: At least one member of the household must be over 15 years of age.

Source and reference attributes

Reference documents: Australian Bureau of Statistics. Family, household and income unit variables. Cat. no. 1286.0. Canberra: ABS. Viewed on 29/09/2006

Relational attributes

Related metadata references: Supersedes [Household – household type, code N](#) Community services, Superseded 27/04/2007

Impairment of body function

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – extent of impairment of body function, code (ICF 2001) N
<i>METeOR identifier:</i>	320138
<i>Registration status:</i>	Health, Standard 29/11/2006 Community services, Standard 16/10/2006
<i>Definition:</i>	A person's degree of impairment in a specified body function, as represented by a code.
<i>Context:</i>	Human functioning and disability
<i>Data Element Concept:</i>	Person – extent of impairment of body function

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	International Classification of Functioning, Disability and Health 2001	
<i>Representation class:</i>	Code	
<i>Data type:</i>	String	
<i>Format:</i>	N	
<i>Maximum character length:</i>	1	
<i>Permissible values:</i>	Value	Meaning
	0	No impairment
	1	Mild impairment
	2	Moderate impairment
	3	Severe impairment
	4	Complete impairment
<i>Supplementary values:</i>	8	Not specified
	9	Not applicable

Collection and usage attributes

<i>Guide for use:</i>	<p>This metadata item contributes to the definition of the concept 'Disability' and gives an indication of the experience of disability for a person.</p> <p>Impairments of body structure or body function are problems in body structure or function such as a loss or significant departure from population standards or averages.</p> <p>CODE 0 No impairment Used when there is no significant variation from accepted population standards in the biomedical status of the body structure or its functions [0-4%].</p> <p>CODE 1 Mild impairment Used when there is a slight or low variation from accepted population standards in the biomedical status of the body structure or its functions [5-24%].</p> <p>CODE 2 Moderate impairment</p>
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Used when there is a medium (significant but not severe) variation from accepted population standards in the biomedical status of the body structure or its functions [25-49%].

CODE 3 Severe impairment

Used when there is an extreme variation from accepted population standards in the biomedical status of the body structure or its functions [50-95%].

CODE 4 Complete impairment

Used when there is a total variation from accepted population standards in the biomedical status of the body structure or its functions [96-100%].

Source and reference attributes

Submitting organisation:

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

Origin:

World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents:

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

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

Data element attributes

Collection and usage attributes

Guide for use:

This coding is to be used in conjunction with specified Body Functions domains. For example, 'a mild impairment of functions related to the brain' to indicate the area of impairment and, potentially, the sorts of interventions that may result in improved functioning. The body function in which an individual experiences an impairment is indicated using the metadata item Person–body function, code (ICF 2001) AN[NNNN].

Source and reference attributes

Submitting organisation:

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

Relational attributes

Implementation in Data Set Specifications:

Body functions cluster Health, Standard 29/11/2006
Community services, Standard 16/10/2006

Impairment of body structure

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – extent of impairment of body structure, code (ICF 2001) N
<i>METeOR identifier:</i>	320165
<i>Registration status:</i>	Health, Standard 29/11/2006 Community services, Standard 16/10/2006
<i>Definition:</i>	A person's degree of impairment in a specified body structure, as represented by a code.
Data Element Concept:	Person – extent of impairment of body structure

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	International Classification of Functioning, Disability and Health 2001	
<i>Representation class:</i>	Code	
<i>Data type:</i>	String	
<i>Format:</i>	N	
<i>Maximum character length:</i>	1	
<i>Permissible values:</i>	Value	Meaning
	0	No impairment
	1	Mild impairment
	2	Moderate impairment
	3	Severe impairment
	4	Complete impairment
<i>Supplementary values:</i>	8	Not specified
	9	Not applicable

Collection and usage attributes

<i>Guide for use:</i>	<p>This metadata item contributes to the definition of the concept 'Disability' and gives an indication of the experience of disability for a person.</p> <p>Impairments of body structure or body function are problems in body structure or function such as a loss or significant departure from population standards or averages.</p> <p>CODE 0 No impairment Used when there is no significant variation from accepted population standards in the biomedical status of the body structure or its functions [0-4%].</p> <p>CODE 1 Mild impairment Used when there is a slight or low variation from accepted population standards in the biomedical status of the body structure or its functions [5-24%].</p> <p>CODE 2 Moderate impairment Used when there is a medium (significant but not severe) variation from accepted population standards in the biomedical</p>
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status of the body structure or its functions [25-49%].

CODE 3 Severe impairment

Used when there is an extreme variation from accepted population standards in the biomedical status of the body structure or its functions [50-95%].

CODE 4 Complete impairment

Used when there is a total variation from accepted population standards in the biomedical status of the body structure or its functions [96-100%].

Source and reference attributes

Submitting organisation:

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

Origin:

World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents:

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

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

Data element attributes

Collection and usage attributes

Guide for use:

This data element is used in conjunction with specified body structures, for example 'mild impairment of structures related to movement'. This data element may also be used in conjunction with [Person – nature of impairment of body structure, code \(ICF 2001\) N](#) and [Person – location of impairment of body structure, code \(ICF 2001\) N](#).

Source and reference attributes

Submitting organisation:

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

Relational attributes

Implementation in Data Set Specifications:

Body structures cluster Health, Standard 29/11/2006
Community services, Standard 16/10/2006

Income unit composition

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Income unit – income unit composition, code N
<i>METeOR identifier:</i>	351139
<i>Registration status:</i>	Community services, Standard 31/08/2007
<i>Definition:</i>	The composition of the income unit within a household, as represented by a code.
Data Element Concept:	Income unit – income unit type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code												
<i>Data type:</i>	Number												
<i>Format:</i>	N{.N}												
<i>Maximum character length:</i>	2												
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Couple only</td></tr><tr><td>2</td><td>Couple with dependent children</td></tr><tr><td>3</td><td>One parent</td></tr><tr><td>4</td><td>One person</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Couple only	2	Couple with dependent children	3	One parent	4	One person	9	Not stated/inadequately described
Value	Meaning												
1	Couple only												
2	Couple with dependent children												
3	One parent												
4	One person												
9	Not stated/inadequately described												
<i>Supplementary values:</i>													

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Couple only An income unit comprising two partners in a couple relationship.</p> <p>CODE 2 Couple with dependent children income unit An income unit comprising two partners in a couple relationship and all of their dependent children.</p> <p>CODE 3 One parent An income unit comprising a lone parent and all of his or her dependent children.</p> <p>CODE 4 One person income An income unit comprising a person who is not party to either a couple or parent/dependent child relationship. Specifically this includes all persons identified as a non-dependent child, other related individual or non-family member.</p> <p>CODE 9 Not stated/inadequately described This option refers to those cases where there is insufficient data to identify and classify the component income unit.</p>
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Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	'Income unit composition' is coded from data obtained from 'Relationship in household'. The procedures for allocation of
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individuals to income units follow the same rules and procedures as the rules for identifying families explained in detail in the ABS Standard Variable 'Family composition', with the exception that persons not in couple income units or one parent income units are not allocated to any form of 'Other family' income unit. Such persons form one person income units. The procedures are as follows:

Where a couple relationship is identified, the couple will form the nucleus of an Income unit. If 'Relationship in household' data reveal the presence of one or more natural, adopted, step, or foster dependent children of that couple, the couple and the dependent children will be coded as a Couple with dependent children income unit. A couple without dependent children will be coded as a Couple only income unit.

Once any couple relationships have been identified in the household, if there is a lone parent with one or more natural, adopted, step, or foster dependent children, that parent and the children will be coded as a One parent income unit.

Any person in a household aged 15 or over who is not allocated to an income unit using these procedures will be coded as a One person income unit. Specifically, Non-dependent children of any age, Lone parents without dependent children, Other related individuals and Non-family persons in Family households; and all persons in Group households and Lone person households comprise One-person Income units.

Any Child under 15, who is not the natural, adopted, step or foster child of anyone in the household, is allocated to an income unit as a 'nominal child'. The ABS uses the concepts of the 'nominal child' and 'nominal parent' where to all intents and purposes a 'parent-child' relationship exists, to facilitate a more accurate and analytically useful picture of the arrangements that may exist in the household. Children under 15 who are not the natural, adopted, step or foster child of anyone in the household are allocated to an income unit in the same way as a 'nominal child' is allocated to a 'nominal parent' in family coding. See the ABS Standard Variable 'Family composition' for more detail. The rules for allocating a nominal child are applied in the following order:

- Sibling aged 25 or more. The nominal child's eldest sibling who is over the age of 25 is assigned as the nominal parent.
- Closest other relative. The nominal child's closest non-sibling relative aged 25 or more is assigned as the nominal parent. If necessary relationships by lineage (vertical) take precedence over other types of relationships. For example, grandmother over aunt, or aunt over cousin.
- Couple relationship. Persons in a couple relationship are assigned as the nominal parents of the nominal child.
- Child to female parent. The nominal child is assigned a female nominal parent in preference to a male nominal parent. For example, aunt over uncle.
- Eldest person rule. The nominal child is assigned the eldest person usually resident in the dwelling as their nominal parent.

Where an unattached Child under 15 is allocated to an income unit in accordance with the procedures detailed above, the child is treated in the same way as a natural, adopted, step or foster child. The income unit composition of the nominal parent's income unit is then established in accordance with the procedures set out above.

This may result in a Couple only income unit becoming a Couple with dependent children income unit or a One person income unit becoming a One parent income unit.

In summary:

- Couple relationships are identified first. Each identified couple, along with their own dependent children, comprises a separate Couple only or Couple with dependent children income unit.
- Any lone parents and their own dependent children form separate One parent income units.
- Any other person aged 15 or over forms a separate One person income unit.
- Children under 15 who are not the children of any couple or lone parent in the household are attached to an income unit as prescribed above.

Source and reference attributes

Origin:

Australian Bureau of Statistics 1995. [Standards for Statistics on the Family 1995. Cat. no. 1286.0.](#) Canberra: ABS.

Indigenous status

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – Indigenous status, code N
<i>METeOR identifier:</i>	291036
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 25/08/2005
<i>Definition:</i>	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

<i>Representation class:</i>	Code												
<i>Data type:</i>	Number												
<i>Format:</i>	N												
<i>Maximum character length:</i>	1												
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Aboriginal but not Torres Strait Islander origin</td></tr><tr><td>2</td><td>Torres Strait Islander but not Aboriginal origin</td></tr><tr><td>3</td><td>Both Aboriginal and Torres Strait Islander origin</td></tr><tr><td>4</td><td>Neither Aboriginal nor Torres Strait Islander origin</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	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	9	Not stated/inadequately described
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												
9	Not stated/inadequately described												
<i>Supplementary values:</i>													

Collection and usage attributes

<i>Guide for use:</i>	<p>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.</p> <p>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:</p> <p>Indigenous:</p> <ul style="list-style-type: none">Aboriginal but not Torres Strait Islander origin.Torres Strait Islander but not Aboriginal origin.Both Aboriginal and Torres Strait Islander origin. <p>Non-indigenous:</p> <ul style="list-style-type: none">Neither Aboriginal nor Torres Strait Islander origin. <p>Not stated/ inadequately described:</p> <p>This category is not to be available as a valid answer to the</p>
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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

Comments:

of the agency or establishment concerned.

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:

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

Individual funding indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – funding indicator, code N
<i>METeOR identifier:</i>	323170
<i>Registration status:</i>	Community services, Standard 27/04/2007
<i>Definition:</i>	Whether a person is currently receiving individualised funding from a service provider/program as represented by a code.
Data Element Concept:	Person – funding indicator

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No	9	Not stated/inadequately described
Value	Meaning								
1	Yes								
2	No								
9	Not stated/inadequately described								
<i>Supplementary values:</i>									

Collection and usage attributes

<i>Guide for use:</i>	CODE 9 Not stated/inadequately described This code is not for use in primary data collections.
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Individualised funding should have all of the following characteristics: <ul style="list-style-type: none">• the funding dollars are provided from with program funds;• funding dollars are allocated to an individual on the basis of needs assessment, funding application or similar process;• these funding dollars may be directly under the control of the individual or their carer/advocate; or may be managed by or in consultation with a service provider to access a range of services for the individual; or may be given directly to the service provider who provides the service to the individual;• the funding is transportable and able to move with the individual if they choose to use another service;• the individual funding package is generally related to a policy ethos of fostering individual choice and autonomy.
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Source and reference attributes

<i>Submitting organisation:</i>	CSTDA NMDS Network.
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Origin:

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

Relational attributes

Implementation in Data Set Specifications:

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

Influence of environmental factor

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – extent of environmental factor influence, code (ICF 2001) [X]N
<i>METeOR identifier:</i>	320198
<i>Registration status:</i>	Health, Standard 29/11/2006 Community services, Standard 16/10/2006
<i>Definition:</i>	The degree to which a specified environmental factor influences the body function or structure, the activity or participation of a person, as represented by a code.
<i>Context:</i>	The environment in which a person functions or experiences disability.
Data Element Concept:	Person – extent of environmental factor influence

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	International Classification of Functioning, Disability and Health 2001	
<i>Representation class:</i>	Code	
<i>Data type:</i>	String	
<i>Format:</i>	[X]N	
<i>Maximum character length:</i>	2	
<i>Permissible values:</i>	Value	Meaning
	0	No barrier
	1	Mild barrier
	2	Moderate barrier
	3	Severe barrier
	4	Complete barrier
	+0	No facilitator
	+1	Mild facilitator
	+2	Moderate facilitator
	+3	Substantial facilitator
	+4	Complete facilitator
<i>Supplementary values:</i>	8	Barrier not specified
	+8	Facilitator not specified
	9	Not applicable

Collection and usage attributes

<i>Guide for use:</i>	This metadata item contributes to the definition of the concept 'Disability' and gives an indication of the experience of disability for a person. Extent of influence of environmental factors corresponds to the degree or strength or magnitude of the influence and the amount of time the influence is experienced by the person. It is
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essentially a summary measure, in which are embedded the concepts of availability, quality and importance, that indicates the effect the specified environmental factor has on the person. Whether, and by how much, environmental factors are influencing an individual's level of functioning, and whether the influence is a facilitator or barrier, may indicate the sorts of interventions that will optimise the individual's functioning. This information may be for policy development, service provision, or advocacy purposes. Preventative strategies could be indicated by this information.

This value domain can be used to collect information across the whole spectrum of influence, for example, tactile flooring may be a facilitator to a person with visual impairment and a barrier to a person with mobility impairments. In line with the ICF approach to functioning and disability, this value domain recognises, and gives the means to record, the positive influence of environmental factors as well as those factors that limit the level of functioning of a person.

The codes are mutually exclusive. The choice of codes depends on the context of the data collection. For example; if collecting information about the positive influence of an environmental factor such as a community service it would be appropriate to use Code 0 No facilitator if the service was not influencing the person's level of functioning (even if the service were not a barrier to the person's functioning).

Code +0 No facilitator:

Used when the environment factor does not impact in a positive way on the body structure or function, activity or participation of a person.

Code +1 Mild facilitator:

Used when the environmental factor impacts in a positive way on the body structure or function, activity or participation of a person between 5-24% of the time the person participates in the specified domain of functioning or has a low level of impact on the person's functioning.

Code +2 Moderate facilitators:

Used when the environmental factor impacts in a positive way on the body structure or function, activity or participation of a person between 25-49% of the time the person participates in the specified domain of functioning or has a significant, but moderate impact on the person's functioning.

Code +3 Substantial facilitators:

Used when the environmental factor impacts in a positive way on the body structure or function, activity or participation of a person between 50-95% of the time the person participates in the specified domain of functioning or has an extreme effect on the person's functioning.

Code +4 Complete facilitators:

Used when the environmental factor impacts in a positive way on the body structure or function, activity or participation of a person between 96-100% of the time the person participates in the specified domain of functioning or the person functions optimally with this environmental factor.

Code +8 Facilitator not specified:

Used when there is insufficient information to record the Extent of environmental influence code (ICF 2001) N in classes +1 to

+4.

Code 0 No barrier:

Used when the environment factor does not impact in a negative way on the body structure or function, activity or participation of a person.

Code 1 Mild barriers:

Used when the environmental factor impacts in a negative way on the body structure or function, activity or participation of a person between 5-24% of the time the person participates in the specified domain of functioning or has a low level of impact on the person's functioning.

Code 2 Moderate barriers:

Used when the environmental factor impacts in a negative way on the body structure or function, activity or participation of a person between 25-49% of the time the person participates in that specified domain of functioning or has a significant, but moderate impact on the person's functioning.

Code 3 Severe barriers:

Used when the environmental factor impacts in a negative way on the body structure or function, activity or participation of a person between 50-95% of the time the person participates in that specified domain of functioning or has an extreme effect on the person's functioning.

Code 4 Complete barriers:

Used when the environmental factor impacts in a negative way on the body structure or function, activity or participation of a person between 96-100% of the time the person participates in the specified domain of functioning or is of such magnitude that the person is unable to function.

Code 8 Barrier not specified:

Used when there is insufficient information to record the Extent of environmental influence code (ICF 2001) N in classes 1 to 4.

Code 9 Not applicable:

Used when environmental factors impacts in neither a positive or negative way on the body structure or function, activity or participation of a person or for between 0-4% of the time the person participates in that specified area and has minimal impact on the person's level of functioning in the specified domain.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.
<i>Origin:</i>	WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW
<i>Reference documents:</i>	Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites: <ul style="list-style-type: none">• WHO ICF website http://www.who.int/classifications/icf/en/• Australian Collaborating Centre ICF website http://www.aihw.gov.au/disability/icf/index.html

Data element attributes

Collection and usage attributes

Guide for use:

Environmental factors represent the circumstances in which the individual lives. These factors are conceived as immediate (e.g. physical features of the environment, social environment) and societal (formal and informal social structures, services and systems). Different environments may have a very different impact on the same individual with a given health condition.

The influence of environmental factors may be positive, increasing the level of functioning (a facilitator), or negative, decreasing the level of functioning (a barrier).

The extent of influence of the **Environmental factors** is affected both by the degree or strength of influence, and the amount of time the influence is experienced by the person.

This metadata item is recorded in conjunction with [Environmental factor code N](#) to indicate the extent to which specified environmental factors influence the body function or structure, the activity or participation of a person.

Source and reference attributes

Submitting organisation:

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

Relational attributes

Implementation in Data Set Specifications:

Environmental factors cluster Health, Standard 29/11/2006
Community services, Standard 16/10/2006

Informal carer co-residency

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Informal carer – co-residency status, code N
<i>Synonymous names:</i>	Carer residency status
<i>METeOR identifier:</i>	270167
<i>Registration status:</i>	Community services, Standard 01/03/2005
<i>Definition:</i>	Whether or not an informal carer lives with the person for whom they care, as represented by a code.
Data Element Concept:	Informal carer – co-residency status

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code						
<i>Data type:</i>	Number						
<i>Format:</i>	N						
<i>Maximum character length:</i>	1						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Co-resident carer</td></tr><tr><td>2</td><td>Non-resident carer</td></tr></tbody></table>	Value	Meaning	1	Co-resident carer	2	Non-resident carer
Value	Meaning						
1	Co-resident carer						
2	Non-resident carer						
<i>Supplementary values:</i>	9 Not stated/inadequately described						

Collection and usage attributes

<i>Guide for use:</i>	A co-resident carer is a person who provides care and assistance on a regular and sustained basis to a person who lives in the same household. A non-resident carer is a person who provides care and assistance on a regular and sustained basis to someone who usually lives in a different household.
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>This metadata item is usually used to record residency status of the person who provides most care to the person.</p> <p>If a client has both a co-resident (e.g. a spouse) and a visiting carer (e.g. a daughter or son), the coding response should be related to the carer who provides the most significant care and assistance related to the client's capacity to remain living at home. The expressed views of the client and/or their carer(s) or significant other should be used as the basis for determining this.</p>
<i>Collection methods:</i>	<p>This item can be collected when either the carer or the person being cared for is the client of an agency.</p> <p>Agencies may be required to collect this item at the beginning of each service episode. Agencies should also assess the currency of this information at subsequent assessments or re-assessments.</p>

Some agencies may record this information historically so that they can track changes over time. Historical recording refers to the practice of maintaining a record of changes over time where each change is accompanied by the appropriate date.

Comments:

This item helps to establish a profile of the characteristics of informal carers and as such increases knowledge about the dynamics and patterning of the provision of informal care. In particular, whether the informal carer lives with the person for whom they care or not is one indication of the level of informal support available to clients and of the intensity of care provided by the carer.

This data element can be used to identify whether the carer is a co-resident carer (as per the Australian Bureau of Statistics Survey of Disability, Ageing and Carers) and thereby facilitates comparisons with population estimates of the number of informal carers who are also co-resident carers. This is important in the estimation of need for services.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

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

Relational attributes

Related metadata references:

Supersedes [Carer co-residency, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.77 KB)

Implementation in Data Set Specifications:

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

Informal carer existence indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – informal carer existence indicator, code N
<i>Synonymous names:</i>	Informal carer availability, Informal carer existence flag, Carer arrangements (informal)
<i>METeOR identifier:</i>	320939
<i>Registration status:</i>	Health, Standard 04/07/2007 Community services, Standard 29/04/2006
<i>Definition:</i>	Whether a person has an informal carer , as represented by a code.
Data Element Concept:	Person – informal carer existence indicator

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No	9	Not stated/inadequately described
Value	Meaning								
1	Yes								
2	No								
9	Not stated/inadequately described								
<i>Supplementary values:</i>	9 Not stated/inadequately described								

Collection and usage attributes

<i>Guide for use:</i>	CODE 9 Not stated/inadequately described This code is not for use in primary data collections.
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>Informal carers may include those people who receive a pension or benefit for their caring role and people providing care under family care agreements. Excluded from the definition of informal carers are volunteers organised by formal services and paid workers.</p> <p>This metadata item is purely descriptive of a client's circumstances. It is not intended to reflect whether the informal carer is considered by the service provider to be capable of undertaking the caring role. The expressed views of the client and/or their carer should be used as the basis for determining whether the client is recorded as having an informal carer or not.</p> <p>When asking a client whether they have an informal carer, it is important for agencies or establishments to recognise that a carer does not always live with the person for whom they care. That is, a person providing significant care and assistance to the</p>
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client does not have to live with the client in order to be called an informal carer.

Collection methods:

Agencies or establishments and service providers may collect this item at the beginning of each service episode and /or assess this information at subsequent assessments.

Some agencies, establishments/providers may record this information historically so that they can track changes over time. Historical recording refers to the practice of maintaining a record of changes over time where each change is accompanied by the appropriate date.

Examples of questions used for data collection include:

Home and Community Care NMDS

'Do you have someone who helps look after you?'

Commonwealth State/Territory Disability Agreement NMDS

*'Does the service user have an informal carer, such as **family** member, friend or neighbour, who provides care and assistance on a regular and sustained basis?'*

Comments:

Recent years have witnessed a growing recognition of the critical role that informal support networks play in caring for frail older people and people with disabilities within the community. Not only are informal carers responsible for maintaining people with often high levels of functional dependence within the community, but the absence of an informal carer is a significant risk factor contributing to institutionalisation. Increasing interest in the needs of carers and the role they play has prompted greater interest in collecting more reliable and detailed information about carers and the relationship between informal care and the provision of and need for formal services.

This definition of informal carer is not the same as the Australian Bureau of Statistics (ABS) definition of principal carer, 1993 Disability, Ageing and Carers Survey and primary carer used in the 1998 survey. The ABS definitions require that the carer has or will provide care for a certain amount of time and that they provide certain types of care.

The ABS defines a primary carer as a person of any age who provides the most informal assistance, in terms of help or supervision, to a person with one or more disabilities. The assistance has to be ongoing, or likely to be ongoing, for at least six months and be provided for one or more of the core activities (communication, mobility and self care). This may not be appropriate for community services agencies wishing to obtain information about a person's carer regardless of the amount of time that care is for, or the types of care provided.

Information such as the amount of time for which care is provided can of course be collected separately but, if it were not needed, it would place a burden on service providers.

Source and reference attributes

Origin:

Australian Institute of Health and Welfare

National Health Data Committee

National Community Services Data Committee

Reference documents:

Australian Bureau of Statistics (ABS) 1993 Disability, Ageing and Carers Survey and 1998 survey.

Australian Institute of Health and Welfare (2005)

Commonwealth State/Territory Disability Agreement National Minimum Data Set collection (CSTDA NMDS) Data Guide: 2005-06.

National HACC Minimum Data Set User Guide Version 2 July 2005. Home and Community Care (HACC) Program.

Relational attributes

Related metadata references:

Supersedes [Person \(requiring care\) – carer availability status, code N](#) Health, Superseded 04/07/2007, Community services, Superseded 02/05/2006

Implementation in Data Set Specifications:

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

Informal carer primary status

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Informal carer – primary status, code N
<i>Synonymous names:</i>	Carer primary status
<i>METeOR identifier:</i>	323760
<i>Registration status:</i>	Community services, Standard 27/04/2007
<i>Definition:</i>	Whether the informal carer provides assistance with one or more core activities (communication, mobility and self-care), as represented by a code.
Data Element Concept:	Informal carer – primary status

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No	9	Not stated/inadequately described
Value	Meaning								
1	Yes								
2	No								
9	Not stated/inadequately described								
<i>Supplementary values:</i>									

Collection and usage attributes

<i>Guide for use:</i>	CODE 9 Not stated/inadequately described This code is not for use in primary data collections.
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>This data element should only be reported in relation to service users that have a carer.</p> <p>Self-care includes activities such as bathing, dressing, eating and/or toileting.</p> <p>Mobility includes moving around the home and/or moving around away from home (including the ability to use transport or drive a motor vehicle) and getting in or out of bed or a chair. If the only support provided to a service user is in the area of public transport or driving a motor vehicle and this support is not required every time the service user uses these modes of transport, then a person is not generally considered to be a primary carer. For example, if a person drives the service user to the shops every second Wednesday to go shopping, and the service user can normally move/get around on their own using public transport or a motor vehicle, then the person would not be considered a 'primary carer'.</p> <p>Communication includes making oneself understood by</p>
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strangers/family/friends/staff, in own native language if applicable, and understanding others.

Comments:

This data element can be used to identify whether the carer is a primary carer (as per the Australian Bureau of Statistics Survey of Disability, Ageing and Carers) and thereby facilitates comparisons with population estimates of the number of informal carers who are also primary carers. This is important in the estimation of need for services.

Source and reference attributes

Submitting organisation:

CSTDA NMDS Network.

Origin:

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

Relational attributes

Implementation in Data Set Specifications:

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

Interpreter service type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – type of interpreter service required, code N
<i>Synonymous names:</i>	Type of interpreter service
<i>METeOR identifier:</i>	323185
<i>Registration status:</i>	Community services, Standard 27/04/2007
<i>Definition:</i>	Whether an interpreter service required by a person is for spoken language or non-spoken communication, as represented by a code.
Data Element Concept:	Person – type of interpreter services required

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Spoken language other than English</td></tr><tr><td>2</td><td>Non-spoken communication</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Spoken language other than English	2	Non-spoken communication	9	Not stated/inadequately described
Value	Meaning								
1	Spoken language other than English								
2	Non-spoken communication								
9	Not stated/inadequately described								
<i>Supplementary values:</i>									

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	CODE 2 Non-spoken communication If a person communicated with the assistance of a signer (i.e. not necessarily arranged by the agency/service provider) this code should be used.
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Source and reference attributes

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

Relational attributes

<i>Related metadata references:</i>	See also Person – interpreter service required Health, Standard 08/02/2006, Community services, Standard 10/04/2006
<i>Implementation in Data Set Specifications:</i>	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007

Interpreter services required

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – interpreter service required, yes/no code N
<i>Synonymous names:</i>	Need for interpreter service
<i>METeOR identifier:</i>	304294
<i>Registration status:</i>	Health, Standard 08/02/2006 Community services, Standard 10/04/2006
<i>Definition:</i>	Whether an interpreter service is required by or for the person, as represented by a code.
Data Element Concept:	Person – interpreter service required

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code						
<i>Data type:</i>	Number						
<i>Format:</i>	N						
<i>Maximum character length:</i>	1						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No
Value	Meaning						
1	Yes						
2	No						

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Includes verbal language, non verbal language and languages other than English. CODE 1 Yes Use this code where interpreter services are required. CODE 2 No Use this code where interpreter services are not required. Persons requiring interpreter services for any form of sign language should be coded as Interpreter required.
<i>Collection methods:</i>	Recommended question: Do you [does the person] require an interpreter? Yes No

Relational attributes

<i>Related metadata references:</i>	See also Person – type of interpreter service required, code N Community services, Standard 27/04/2007 Supersedes Person – interpreter service required (community services), code N Community services, Superseded 01/05/2006
<i>Implementation in Data Set Specifications:</i>	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007