



**National Community Services
Data Dictionary
NCSDD V 4.3
Volume 2
Data elements L – Y
NMDSSs and DSSs**

**Exported from METeOR
*AIHW's Metadata Online Registry***

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List of metadata items

Data Elements	9
Labour force status	10
Last service provision date.....	13
Legal order.....	14
Length of employment in current service	17
Length of experience in industry sector	18
Letters of family name	19
Letters of given name.....	21
Level of government	23
Level of highest educational attainment	24
Living arrangement.....	27
Local Government Area.....	29
Location of impairment	31
Lot/section number (person).....	34
Lot/section number (service provider organisation)	36
Main language other than English spoken at home	38
Main occupation of person.....	41
Main service activity type indicator.....	43
Marital status.....	44
Mobile service indicator.....	47
Mother's original family name.....	48
Name context flag.....	49
Name suffix	51
Name suffix sequence number	53
Name title	54
Name title sequence number	56
Name type	57
Name type (service provider organisation)	59
Non-Australian state/province (person).....	61
Non-Australian state/province (service provider organisation)	62
Number of accommodation places.....	63
Number of available places	64
Number of clients	65
Number of licensed places	68
Number of people accommodated.....	69
One-off assistance offered indicator.....	70
Organisation end date.....	71
Organisation name	72
Organisation start date.....	73
Paid employment indicator.....	74
Person identifier.....	75
Postal delivery point identifier (person).....	76
Postal delivery point identifier (service provider organisation)	78
Postcode – Australian (person).....	80
Postcode – Australian (service provider organisation)	82
Postcode – international (person).....	84
Postcode – international (service provider organisation)	85
Preferred language	86
Preschool service received indicator	88

Proficiency in spoken English.....	89
Provider occupation category (self-identified) (ANZSCO 1st edition).....	91
Provider occupation end date.....	94
Provider occupation start date.....	95
Recurrent funding commitments (State/Territory level).....	96
Recurrent funding commitments (agency level).....	97
Reference person (household).....	98
Referral contact method.....	99
Referral date.....	100
Referral for accommodation indicator.....	101
Referral source.....	102
Registered/awaiting government payment indicator.....	104
Relationship in household.....	105
Relationship of carer to care recipient.....	108
Religious affiliation.....	110
Residential setting.....	112
Satisfaction with participation.....	115
School attendance indicator.....	118
Sector type.....	119
Service activity type.....	121
Service activity type requested.....	123
Service cessation reason.....	125
Service delivery setting.....	128
Service delivery setting (agency).....	130
Service ongoing indicator.....	132
Service operation days.....	133
Service operation hours.....	135
Service operation weeks.....	137
Service received indicator.....	139
Session end time.....	140
Session start time.....	141
Sex.....	142
Source of income.....	145
Source of principal income.....	149
Status in employment.....	153
Street name (person).....	155
Street name (service provider organisation).....	156
Street suffix code (person).....	157
Street suffix code (service provider organisation).....	159
Street type code (person).....	161
Street type code (service provider organisation).....	163
Student indicator.....	165
Suburb/town/locality name (person).....	166
Suburb/town/locality name (service provider organisation).....	168
Supported accommodation type.....	170
Tax exempt indicator.....	172
Telephone number.....	174
Telephone number type.....	176
Temporary closure end date.....	178
Temporary closure start date.....	179

Tertiary qualification related to industry indicator	180
Urgency of accommodation assistance.....	181
Year of arrival in Australia.....	182
Data Set Specifications	184
Child protection and support services (CPSS) - care and protection order episode NMDS (July 2007)	186
Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS (July 2007)	188
Child protection and support services (CPSS) - out-of-home care NMDS (July 2007)	190
Children's Services NMDS	192
Children's Services – Fee schedule cluster	197
Children's Services – Service accessibility cluster.....	198
Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006	199
Functioning and Disability DSS.....	205
Functioning and Disability – Activities and Participation cluster	208
Functioning and Disability – Body functions cluster.....	212
Functioning and Disability – Body structures cluster	215
Functioning and Disability – Environmental factors cluster	218
Juvenile Justice NMDS.....	221
SAAP Administrative National Minimum Data Set.....	224
SAAP Client Collection National Minimum Data Set	226
SAAP Demand for Accommodation National Minimum Data Set	228

Data Element Technical Names

Child – preschool service received indicator, code N.....	88
Individual service provider – occupation (self-identified), code (ANZSCO 1st edition) N[NNN]{NN}.....	91
Individual service provider – occupation end date, DDMMYYYY.....	94
Individual service provider – occupation start date, DDMMYYYY.....	95
Informal carer – relationship to care recipient, code N.....	108
Person (address) – Australian postcode, code (Postcode datafile) {NNNN}.....	80
Person (address) – international postcode, text [X(10)].....	84
Person (address) – lot/section identifier, N[X(14)].....	34
Person (address) – non-Australian state/province, text [X(40)].....	61
Person (address) – postal delivery point identifier, {N(8)}.....	76
Person (address) – street name, text [A(30)].....	155
Person (address) – street suffix, code A[A].....	157
Person (address) – street type, code A[AAA].....	161
Person (address) – suburb/town/locality name, text [A(50)].....	166
Person (employed) – length of employment in current service, total years code N[NN].....	17
Person (employed) – length of experience in industry sector, total years code N[NN].....	18
Person (employed) – paid employment indicator, code N.....	74
Person (employed) – status in employment, code N.....	153
Person (employed) – tertiary qualification related to industry indicator, code N.....	180
Person (name) – name conditional use flag, code N.....	49
Person (name) – name suffix sequence number, code N.....	53
Person (name) – name suffix, text [A(12)].....	51
Person (name) – name title sequence number, code N.....	56
Person (name) – name title, text [A(12)].....	54
Person (name) – name type, code N.....	57
Person (overseas born) – year of first arrival in Australia, date YYYY.....	182
Person (telephone) – telephone number type, code A.....	176
Person – accommodation assistance urgency status, code N.....	181
Person – labour force status, code N.....	10
Person – legal order/arrangement type, code N.....	14
Person – letters of family name, text XXX.....	19
Person – letters of given name, text XX.....	21
Person – level of highest educational attainment, code NN.....	24
Person – level of satisfaction with participation in a life area, code N.....	115
Person – living arrangement, code N.....	27
Person – location of impairment of body structure, code (ICF 2001) N.....	31
Person – main language other than English spoken at home, code (ASCL 2005) NN{NN}.....	38
Person – marital status, code N.....	44
Person – mother’s original family name, text [X(40)].....	48
Person – number of people accommodated, total N[N].....	69
Person – occupation (main), code (ANZSCO 1st edition) N[NNN]{NN}.....	41
Person – one-off assistance offered indicator, code N.....	70
Person – person identifier, XXXXXX[X(14)].....	75
Person – preferred language, code (ASCL 2005) NN{NN}.....	86
Person – proficiency in spoken English, code N.....	89
Person – reference person indicator (household), code N.....	98
Person – referral for accommodation indicator, code N.....	101

Person – registered/awaiting government payment indicator, code N	104
Person – relationship to household reference person, code NN	105
Person – religious affiliation, code (ASCRG 2005) N[NNN]	110
Person – residential setting, code N	112
Person – school attendance indicator, code N	118
Person – service activity type, (requested) code (NCCS v2.0) ANN{.N{.NN}}	123
Person – service received indicator, code N	139
Person – sex, code N	142
Person – source of cash income (all) code NN	145
Person – source of cash income (principal), code N	149
Person – student/employment training indicator, code N	165
Person – telephone number, text [X(40)]	174
Referral – contact method code N	99
Referral – referral receipt date, DDMMYYYY	100
Referral – referral source, code N[.N]	102
Service episode – service cessation reason, code N	125
Service episode – service ongoing indicator, code N	132
Service event – last service provision date, DDMMYYYY	13
Service event – service delivery setting (NCCS v2.0) AN{.N{.NN}}	128
Service event – supported accommodation type, code N	170
Service provider organisation (address) – Australian postcode, code (Postcode datafile) [NNNN].	82
Service provider organisation (address) – international postcode, text [X(10)]	85
Service provider organisation (address) – lot/section identifier, N[X(14)]	36
Service provider organisation (address) – non-Australian state/province, text [X(40)]	62
Service provider organisation (address) – postal delivery point identifier, {N(8)}	78
Service provider organisation (address) – street name, text [A(30)]	156
Service provider organisation (address) – street suffix, code A[A]	159
Service provider organisation (address) – street type, code A[AAA]	163
Service provider organisation (address) – suburb/town/locality name, text [A(50)]	168
Service provider organisation (name) – name type, code N	59
Service provider organisation (name) – organisation name, text [X(200)]	72
Service provider organisation (service type) – mobile service indicator, yes/no code N	47
Service provider organisation (service type) – number of available places, total N[NN]	64
Service provider organisation (service type) – number of licensed places, N[NN]	68
Service provider organisation (service type) – session end time, hhmm	140
Service provider organisation (service type) – session start time, hhmm	141
Service provider organisation – accommodation places, N[N(8)]	63
Service provider organisation – geographic location (LGA), code (ASGC 2007) NNNNN	29
Service provider organisation – income tax exempt indicator, code N	172
Service provider organisation – level of government, code N	23
Service provider organisation – main service activity type indicator, code N	43
Service provider organisation – number of clients, total people N[NNNN]	65
Service provider organisation – number of service operation days (7 day period), total N[N]	133
Service provider organisation – number of service operation hours (24 hour period), total NN	135
Service provider organisation – number of service operation weeks (calendar year), total NN	137
Service provider organisation – organisation end date, DDMMYYYY	71
Service provider organisation – organisation start date, DDMMYYYY	73
Service provider organisation – recurrent funding commitments, total Australian currency N[N(8)]	97
Service provider organisation – sector type, code N	119

Service provider organisation—service activity type, code (NCCS v2.0) ANN{.N{.NN}}	121
Service provider organisation—service delivery setting, code (NCCS v2.0) AN{.N{.NN}}	130
Service provider organisation—temporary closure end date, DDMMYYYY	178
Service provider organisation—temporary closure start date, DDMMYYYY	179
State or Territory Government—recurrent funding commitments, total Australian currency N[N(8)]	96

Data Elements

Labour force status

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – labour force status, code N
<i>METeOR identifier:</i>	270112
<i>Registration status:</i>	Health, Standard 01/03/2005 Community services, Standard 01/03/2005 Housing assistance, Standard 01/03/2005
<i>Definition:</i>	The self reported status the person currently has in being either in the labour force (employed/unemployed) or not in the labour force, as represented by a code.
Data Element Concept:	Person – labour force status

Value domain attributes

Representational attributes

<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>Employed</td></tr><tr><td>2</td><td>Unemployed</td></tr><tr><td>3</td><td>Not in the labour force</td></tr></tbody></table>	Value	Meaning	1	Employed	2	Unemployed	3	Not in the labour force
Value	Meaning								
1	Employed								
2	Unemployed								
3	Not in the labour force								
<i>Supplementary values:</i>	9 Not stated/inadequately described								

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Employed:</p> <p>Persons aged 15 years and over who, during the reference week:</p> <ul style="list-style-type: none">(a) worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (comprising 'Employees', 'Employers' and 'Own Account Workers'); or(b) worked for one hour or more without pay in a family business or on a farm (i.e. 'Contributing Family Worker'); or(c) were 'Employees' who had a job but were not at work and were:<ul style="list-style-type: none">• on paid leave• on leave without pay, for less than four weeks, up to the end of the reference week• stood down without pay because of bad weather or plant breakdown at their place of employment, for less than four weeks up to the end of the reference week• on strike or locked out• on workers' compensation and expected to be returning to their job, or• receiving wages or salary while undertaking full-time study; or(d) were 'Employers', 'Own Account Workers' or 'Contributing
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Family Workers' who had a job, business or farm, but were not at work.

CODE 2 Unemployed:

Unemployed persons are those aged 15 years and over who were not employed during the reference week, and:

(a) had actively looked for full-time or part-time work at any time in the four weeks up to the end of the reference week. Were available for work in the reference week, or would have been available except for temporary illness (i.e. lasting for less than four weeks to the end of the reference week). Or were waiting to start a new job within four weeks from the end of the reference week and would have started in the reference week if the job had been available then; or

(b) were waiting to be called back to a full-time or part-time job from which they had been stood down without pay for less than four weeks up to the end of the reference week (including the whole of the reference week) for reasons other than bad weather or plant breakdown. Note: Actively looking for work includes writing, telephoning or applying in person to an employer for work. It also includes answering a newspaper advertisement for a job, checking factory or job placement agency notice boards, being registered with a job placement agency, checking or registering with any other employment agency, advertising or tendering for work or contacting friends or relatives.

CODE 3 Not in the Labour Force:

Persons not in the labour force are those persons aged 15 years and over who, during the reference week, were not in the categories employed or unemployed, as defined. They include persons who were keeping house (unpaid), retired, voluntarily inactive, permanently unable to work, persons in institutions (hospitals, gaols, sanatoriums, etc.), trainee teachers, members of contemplative religious orders, and persons whose only activity during the reference week was jury service or unpaid voluntary work for a charitable organisation.

Collection methods:

For information about collection, refer to the ABS website:

<http://www.abs.gov.au/Ausstats/abs@.nsf/0/AEB5AA310D68DF8FCA25697E0018FED8?Open>

Source and reference attributes

Origin:

Australian Bureau of Statistics 1995. Directory of Concepts and Standards for Social, Labour and Demographic Variables. Australia 1995. Cat. no. 1361.0.30.001. Canberra: AGPS.

<http://www.abs.gov.au/Ausstats/abs@.nsf/0/AEB5AA310D68DF8FCA25697E0018FED8?Open> (last viewed 21 December 2005)

Data element attributes

Collection and usage attributes

Comments:

Labour force status is one indicator of the socio-economic status of a person and is a key element in assessing the circumstances and needs of individuals and families.

Source and reference attributes

Origin:

Health Data Standards Committee

Relational attributes

Related metadata references:

Supersedes [Labour force status, version 3, DE, Int. NCSDD & NHDD, NCSIMG & NHIMG, Superseded 01/03/2005.pdf](#) (19.53 KB)

Implementation in Data Set Specifications:

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

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

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

Last service provision date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event— last service provision date, DDMMYYYY
<i>Synonymous names:</i>	Last service contact date, Date service last received
<i>METeOR identifier:</i>	323253
<i>Registration status:</i>	Community services, Standard 29/04/2006
<i>Definition:</i>	The date on which a service was last provided.
Data Element Concept:	Service event— last service provision 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>	Last service contact date must be related to a particular service event.
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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 Last service contact date, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf (14.58 KB)
<i>Implementation in Data Set Specifications:</i>	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007

Legal order

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – legal order/arrangement type, code N
<i>METeOR identifier:</i>	324835
<i>Registration status:</i>	Community services, Standard 29/04/2006
<i>Definition:</i>	The type of legal order or legal arrangement, to which a person is a subject of, or party to, as represented by a code.
Data Element Concept:	Person – legal order/arrangement 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>0</td><td>Not applicable</td></tr><tr><td>1</td><td>Care and protection order</td></tr><tr><td>2</td><td>Juvenile justice order</td></tr><tr><td>3</td><td>Involuntary mental health patient (under mental health legislation)</td></tr><tr><td>4</td><td>Restraining order</td></tr><tr><td>5</td><td>Other legal order</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	0	Not applicable	1	Care and protection order	2	Juvenile justice order	3	Involuntary mental health patient (under mental health legislation)	4	Restraining order	5	Other legal order	9	Not stated/inadequately described
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0	Not applicable																
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3	Involuntary mental health patient (under mental health legislation)																
4	Restraining order																
5	Other legal order																
9	Not stated/inadequately described																
<i>Supplementary values:</i>																	

Collection and usage attributes

<i>Guide for use:</i>	<p>The legal orders and arrangements listed above are a state responsibility and may vary across jurisdictions (for example, the number and type of care and protection orders vary quite considerably). As a result care should be taken in interpreting data differences across jurisdictions.</p> <p>CODE 0 Not applicable To be used where there is no legal order/arrangement in effect.</p> <p>CODE 1 Care and protection orders: A legal order for the care and protection of a child under 18 years of age. Care and protection orders comprise the following:</p> <ul style="list-style-type: none">finalised guardianship or finalised custody orders sought through a court, or administrative arrangements that have the impact of transferring custody or guardianship;finalised supervisory and other finalised court orders which give the department some responsibility for the child's welfare; andinterim and temporary orders and care applications. <p>Care and protection orders exclude administrative and voluntary arrangements with the community services</p>
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departments that do not have the effect of transferring custody or guardianship.

There is a wide range of orders and arrangements included as care and protection orders, such as guardianship, custody, supervisory, undertakings, interim and temporary orders and undertakings. The types and numbers of orders vary considerably across states and territories.

CODE 2 Juvenile Justice orders:

Legal orders or arrangements under state and territory juvenile justice legislation. Includes orders involving detention and non-detention (non-detention orders may require supervision, commitments or undertakings from young people, fines and good behaviour bonds).

CODE 3 Involuntary mental health patient:

Approval is required under the state or territory mental health legislation in order to detain patients for the provision of mental health care or for patients to be treated compulsorily in the community. Each state and territory mental health legislation differs in the number of categories of involuntary patient that are recognised, and the specific titles and legal conditions applying to each type. The legal status categories, which provide for compulsory detention or compulsory treatment of the patient can be readily differentiated within each jurisdiction. These include special categories for forensic patients who are charged with or convicted of some form of criminal activity.

The mental health legal status of admitted patients treated within approved hospitals may change many times throughout the episode of care. Patients may be admitted to hospital on an involuntary basis and subsequently be changed to voluntary status; some patients are admitted as voluntary but are transferred to involuntary status during the hospital stay. Multiple changes between voluntary and involuntary status during an episode of care in hospital or treatment in the community may occur depending on the patient's clinical condition and his/her capacity to consent to treatment.

Data element attributes

Collection and usage attributes

Guide for use: A person may be the subject of, or party to, more than one of the legal orders or legal arrangements at the same time (and may therefore have multiple codes).

Collection methods: This metadata item will be collected at different times depending on the requirements of the data collection. For some it may be at the time a person is seeking a service while for others it may be at regular or irregular intervals.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: National Health Data Dictionary Version 8.0 Children of care and protection orders, Australia: data collection standards, tables and counting rules, 1998-99 Supported Accommodation Assistance Program (SAPP) National Data Collection Data Dictionary Version 1.1, 1999

Relational attributes

Related metadata references:

Supersedes [Legal order, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (20.45 KB)

Length of employment in current service

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (employed) – length of employment in current service, total years code N[NN]
<i>METeOR identifier:</i>	315084
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The number of years a person is employed in the service they are currently employed.
Data Element Concept:	Person (employed) – length of employment in current service

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>	Value	Meaning
	999	Unknown/not stated
<i>Unit of measure:</i>	Year	

Data element attributes

Source and reference attributes

<i>Submitting organisation:</i>	AIHW
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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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Length of experience in industry sector

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (employed) – length of experience in industry sector, total years code N[NN]
<i>METeOR identifier:</i>	315089
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The length of experience in years that a person has acquired in a particular industry sector of employment.
<i>Data Element Concept:</i>	Person (employed) – length of experience in industry sector

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>	Value	Meaning
	999	Unknown/not stated
<i>Unit of measure:</i>	Year	

Data element attributes

Source and reference attributes

<i>Submitting organisation:</i>	AIHW
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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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Letters of family name

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – letters of family name, text XXX
<i>METeOR identifier:</i>	349481
<i>Registration status:</i>	Community services, Standard 27/03/2007
<i>Definition:</i>	The combination of 2nd, 3rd and 5th letters of a person's family name.
Data Element Concept:	Person – letters of family name

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	XXX
<i>Maximum character length:</i>	3

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>In the three spaces, the agency should record the 2nd, 3rd and 5th letters of the client's family name.</p> <p>For example: If the client's family name is Brown, the reported value should be RON. If the client's family name is Thompson, the reported value should be HOP.</p> <p>If the client's family name includes non-alphabetic characters – for example hyphens (as in Lee-Archer), apostrophes (as in O'Mara) or blank spaces (as in De Vries) – these non-alphabetic characters should be ignored when counting the position of each character.</p> <p>Regardless of the length of a person's name, the reported value should always be three characters long. If the legal family name is not long enough to supply the requested letters (i.e. a legal family name of less than five letters) then agencies should substitute the number '2' to reflect the missing letters. The placement of a number '2' should always correspond to the same space that the missing letter would have within the 3-digit field. A number (rather than a letter) is used for such a substitution in order to clearly indicate that an appropriate corresponding letter from the person's name is not available.</p> <p>For example: If a person's family name is Farr, then value reported would be AR2 because the 2 is substituting for a missing 5th letter of the family name. Similarly, if the person's family name was Hua, then the value reported would be UA2 because the 2 is substituting for the missing 5th letter of the family name.</p> <p>If a client's family name is missing altogether the agency should record the number 999 for all three spaces associated with the family name, (not the number 2). In some cultures it is</p>
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traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies should always ask the person to specify their legal first given name and their legal family name separately. These should then be recorded as first given name and family name as appropriate, regardless of the order in which they may be traditionally given.

Comments:

The selected *Letters of family name* can be used in combination with *Letters of given name*, *Date of birth* and *Sex* to develop a statistical linkage key to facilitate the linkage of records for statistical purposes only. This key will also enable linkage to other related databases that either have the same linkage key or the fundamental information to form the same key. The linkage is to assist research and analysis of the data, not for tracking of individuals through the system for case management.

The provision of letters of a person's name can be a sensitive issue because of privacy and confidentiality concerns. The use of this information will be in accordance with privacy principles.

Relational attributes

Related metadata references:

Is formed using [Person \(name\) – family name, text X\[X\(39\)\]](#)
Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 20/06/2005

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

Letters of given name

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – letters of given name, text XX
<i>METeOR identifier:</i>	349483
<i>Registration status:</i>	Community services, Standard 27/03/2007
<i>Definition:</i>	The combination of the 2nd and 3rd letters of a person's given name.
Data Element Concept:	Person – letters of given name

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	XX
<i>Maximum character length:</i>	2

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>In the two spaces the agency should record the 2nd and 3rd letters of the client's given name.</p> <p>For example: If the client's given name is Elizabeth the reported value should be LI. If the client's given name is Robert the reported value should be OB.</p> <p>If the client's given name includes non-alphabetic characters – for example hyphens (as in Jo_Anne) or apostrophes (as in D'Arcy), these non-alphabetic characters should be ignored when counting the position of each character.</p> <p>Regardless of the length of a person's given name, the reported value should always be two characters long. If the given name of the person is not long enough to supply the requested letters (i.e. a name of less than three letters) then agencies should substitute the number '2' to reflect the missing letters. The placement of a number '2' should always correspond to the same space that the missing letter would have within the 2-digit field. A number (rather than a letter) is used for such substitutions in order to clearly indicate that an appropriate corresponding letter from the person's name is not available.</p> <p>For example: If the person's legal name was Jo then the value reported would be O2 because the 2 is substituting for the missing 3rd letter of the given name.</p> <p>If the person's given name is missing altogether the agency should record 99 for the two spaces associated with the given name. In some cultures it is traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies should always ask the person to specify their given name and their family name separately. These should then be recorded as first given name</p>
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and family name as appropriate, regardless of the order in which they may be traditionally given.

Comments:

The selected *Letters of given name* can be used in combination with *Letters of family name*, *Date of birth* and *Sex* to develop a statistical linkage key to facilitate the linkage of records for statistical purposes only. This key will also enable linkage to other related databases that either have the same linkage key or the fundamental information to form the same key. The linkage is to assist research and analysis of the data, not for tracking of individuals through the system for case management.

The provision of letters of a person's name can be a sensitive issue because of privacy and confidentiality concerns. The use of this information will be in accordance with privacy principles.

Relational attributes

Related metadata references:

Is formed using [Person \(name\) – family name, text X\[X\(39\)\]](#)
Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 20/06/2005

Is formed using [Person \(name\) – given name, text \[X\(40\)\]](#)
Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 20/06/2005

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

Level of government

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – level of government, code N
<i>Synonymous names:</i>	Funding jurisdiction, funding agency, funding source
<i>METeOR identifier:</i>	322239
<i>Registration status:</i>	Community services, Standard 27/04/2007
<i>Definition:</i>	The level of government associated with a service provider organisation, as represented by a code.
Data Element Concept:	Service provider organisation – level of government

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

Collection and usage attributes

<i>Guide for use:</i>	Level of government is relevant to agencies that are defined as belonging to the government or public sector only.
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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

<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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Level of highest educational attainment

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – level of highest educational attainment, code NN
<i>METeOR identifier:</i>	321069
<i>Registration status:</i>	Community services, Standard 29/04/2006
<i>Definition:</i>	The highest level of education achieved by a person in relation to completed education, as represented by a code.
Data Element Concept:	Person – level of highest educational attainment

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																											
<i>Data type:</i>	Number																											
<i>Format:</i>	NN																											
<i>Maximum character length:</i>	2																											
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>01</td><td>Postgraduate Degree Level</td></tr><tr><td>02</td><td>Graduate Diploma and Graduate Certificate Level</td></tr><tr><td>03</td><td>Bachelor Degree Level</td></tr><tr><td>04</td><td>Advanced Diploma and Diploma Level</td></tr><tr><td>05</td><td>Certificate Level</td></tr><tr><td>06</td><td>Senior Secondary Education (e.g. Year 12, Senior Secondary Certificate of Education)</td></tr><tr><td>07</td><td>Junior Secondary Education (e.g. Year 10)</td></tr><tr><td>08</td><td>Primary Education</td></tr><tr><td>09</td><td>Pre-primary Education</td></tr><tr><td>10</td><td>Other education</td></tr><tr><td>88</td><td>No Education</td></tr><tr><td><i>Supplementary values:</i></td><td>99</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	01	Postgraduate Degree Level	02	Graduate Diploma and Graduate Certificate Level	03	Bachelor Degree Level	04	Advanced Diploma and Diploma Level	05	Certificate Level	06	Senior Secondary Education (e.g. Year 12, Senior Secondary Certificate of Education)	07	Junior Secondary Education (e.g. Year 10)	08	Primary Education	09	Pre-primary Education	10	Other education	88	No Education	<i>Supplementary values:</i>	99	Not stated/inadequately described
Value	Meaning																											
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88	No Education																											
<i>Supplementary values:</i>	99	Not stated/inadequately described																										

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 01 Postgraduate Degree Level Includes Higher Doctorate, Doctorate by Research, Doctorate by Coursework, Professional Specialist Qualification at Doctoral Degree Level, Statement of Attainment at Doctoral Degree Level, Bridging and Enabling Course at Doctoral Degree Level, Master Degree by Research, Master Degree by Coursework, Professional Specialist Qualification at Master Degree Level, Statement of Attainment at Master Degree Level, Bridging and Enabling Course at Master Degree Level.</p> <p>CODE 02 Graduate Diploma and Graduate Certificate Level Includes Graduate Diploma, Graduate Qualifying or Preliminary, Professional Specialist Qualification at Graduate</p>
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Diploma Level, Statement of Attainment at Graduate Diploma Level, Bridging and Enabling Course at Graduate Diploma Level, Graduate Certificate, Professional Specialist Qualification at Graduate Certificate Level, Statement of Attainment at Graduate Certificate Level, and Bridging and Enabling Course at Graduate Certificate Level.

CODE 03 Bachelor Degree Level

Includes Bachelor (Honours) Degree, Bachelor (Pass) Degree, Statement of Attainment at Bachelor Degree Level, and Bridging and Enabling Course at Bachelor Degree Level.

CODE 04 Advanced Diploma and Diploma Level

Includes Advanced Diploma, Statement of Attainment at Advanced Diploma Level, Associate Degree, Statement of Attainment at Associate Degree Level, Bridging and Enabling Course at Advanced Diploma and Associate Degree Level, Diploma, Statement of Attainment at Diploma Level, and Bridging and Enabling Course at Diploma Level.

CODE 05 Certificate Level

Includes Certificate IV, Statement of Attainment at Certificate IV Level, Bridging and Enabling Course at Certificate IV Level, Certificate III, Statement of Attainment at Certificate III Level, Bridging and Enabling Course at Certificate III Level, Certificate II, Statement of Attainment at Certificate II Level, Bridging and Enabling Course at Certificate II Level, Certificate, and Statement of Attainment at Certificate I Level.

CODE 06 Senior Secondary Education

Includes Year 12, Bridging and Enabling Course at Senior Secondary Level, and Year 11.

CODE 07 Junior Secondary Education

Includes Year 7 (NSW, Vic., Tas., ACT), and year 8 to 10.

CODE 08 Primary Education

Includes Pre-Year 1, Years 1 to 6, and year 7 (QLD, SA, WA, NT).

CODE 09 Pre-primary Education

Includes Pre-primary Education.

CODE 10 Other education

Includes Non-award Courses in Higher Education, Non-award Courses in Higher Education, Statements of Attainment not Identifiable by Level, Bridging and Enabling Courses not Identifiable by Level and Education, n.e.c.

CODE 88 No education

Applies only when the person reports that they have not completed any level of education whatsoever.

CODE 99 Not stated/inadequately described

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

Comments:

This codeset allows for data on Junior secondary education and Senior secondary education to be collected at the first level of detail along with the other first level detail data in the ASCED. The ASCED allows for collection of the junior and senior secondary education data at the second level of the classification.

Source and reference attributes

Reference documents:

Australian Bureau of Statistics 2001. Australian Standard Classification of Education (ASCED) 2001. Cat. no. 1272.0. Canberra: ABS.

Online reference through:

[Level of Education Structure - Australian Standard Classification of Education \(ASCED\)](#)

Data element attributes

Collection and usage attributes

Guide for use:

The highest level of educational attainment is the highest qualification reported by a person in any field of study, or the highest year of school completed, whichever is the higher. This value domain allows for mapping of data to data obtained using the Australian Standard Classification of Education (ASCED) 2001 from the Australian Bureau of Statistics.

There are two exceptions to this:

1. Data using this codeset cannot be mapped to the ASCED for codes 06 and 07 unless the data from both is combined. When combined this data maps to ASCED code 6.
2. The ASCED does not collect information about a person having no educational qualifications whatsoever.

Collection methods:

The recommended question wording for this metadata item is as follows:

'What is the highest level of education you/the person/(name) has completed?' (Mark one box only).

The focus of the item is completed education, so if the person is in Year 11, then the category Junior Secondary Education (Year 10) should be marked as the highest level of education completed.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Relational attributes

Related metadata references:

Supersedes [Person – level of highest educational attainment, code N](#) Community services, Superseded 29/04/2006

Supersedes [Level of highest educational attainment, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.39 KB)

Living arrangement

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – living arrangement, code N
<i>METeOR identifier:</i>	270385
<i>Registration status:</i>	Community services, Standard 01/03/2005
<i>Definition:</i>	Whether a person usually resides alone or with others, as represented by a code.
Data Element Concept:	Person – living arrangement

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>Lives alone</td></tr><tr><td>2</td><td>Lives with family</td></tr><tr><td>3</td><td>Lives with others</td></tr></tbody></table>	Value	Meaning	1	Lives alone	2	Lives with family	3	Lives with others
Value	Meaning								
1	Lives alone								
2	Lives with family								
3	Lives with others								
<i>Supplementary values:</i>	9 Not stated/inadequately described								

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 2 Lives with family:</p> <p>If the person's household includes both family and non-family members, the person should be recorded as living with family. 'Living with family' should be considered to include defacto and same sex relationships.</p> <p>On occasion, difficulties can arise in deciding the living arrangement of a person due to their type of accommodation (e.g. boarding houses, hostels, group homes, retirement villages, residential aged care facilities).</p> <p>In these circumstances the person should be regarded as living alone, except in those instances in which they are sharing their own private space/room within the premises with a significant other (e.g. partner, sibling, close friend).</p>
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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>Collection methods:</i>	Generally this metadata item is collected for the person's usual living arrangement, but may also, if required, be collected for a person's main living arrangement or living arrangement at a particular time reference point.
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Comments: It is important to record the type of living arrangement for a person in order to develop a sense of the level of support, both physically and emotionally, to which a person may have access.

Source and reference attributes

Submitting organisation: Commonwealth and State/Territory Home and Community Care Officials

Origin: National Health Data Committee
National Community Services Data Committee
Commonwealth Department of Health and Family Services
1998. Home and Community Care Data Dictionary. Version 1.0.
Canberra: DHFS.

Relational attributes

Related metadata references: Supersedes [Living arrangement, version 3, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.63 KB)

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

Local Government Area

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – geographic location (LGA), code (ASGC 2007) NNNNN
<i>METeOR identifier:</i>	336658
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The geographical location of an agency using a five-digit numerical code which indicates the Local Government Area (LGA) .
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>	<p>The Australian Standard Geographical Classification (ASGC) is a hierarchical classification system of geographical areas and consists of a number of interrelated structures. It provides a common framework of statistical geography and enables the production of statistics which are comparable.</p> <p>The product ASGC contains four comma delimited files showing the levels and hierarchy of those ASGC structures current for the edition: the Local Government Area Structure, the Main Structure, the Statistical District Structure and the Statistical Region Structure.</p> <p>The LGA Structure covers only incorporated areas of Australia. The major areas of Australia not administered by incorporated bodies are the northern parts of South Australia, most of the Northern Territory and all of the Australian Capital Territory and the Other Territories.</p>
<i>Collection methods:</i>	<p>In population Census years the LGA Structure has four levels of hierarchy, in ascending order these are: CDs-SLAs-LGAs-S/Ts (Incorporated areas). Codes are unique only within an S/T. For unique Australia-wide LGA code identification, the four digit code must be preceded by the S/T code. All LGA codes end with the digit 0.</p>
<i>Comments:</i>	

Source and reference attributes

<i>Submitting organisation:</i>	Supported Accommodation Assistance Program Information
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Reference documents: Sub-Committee (SAAP-ISC).
SAAP National Data Collection Data Dictionary, Version 2,
November 2001.

Relational attributes

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

Location of impairment

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – location of impairment of body structure, code (ICF 2001) N
<i>METeOR identifier:</i>	320177
<i>Registration status:</i>	Health, Standard 29/11/2006 Community services, Standard 16/10/2006
<i>Definition:</i>	The location of a person's impairment in a specified body structure, as represented by a code.
<i>Context:</i>	Human functioning and disability
<i>Data Element Concept:</i>	Person – location 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	More than one region
	1	Right
	2	Left
	3	Both sides
	4	Front
	5	Back
	6	Proximal
	7	Distal
<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><i>Impairments of body structure</i> are problems in body structure such as a loss or significant departure from population standards or averages.</p> <p>Use only one code. Select the one that best describes the situation with this structure. Combinations are not possible.</p> <p>CODE 0 More than one region (except both sides)</p> <p>Used when the impairment is present in more than one body location (but not bilaterally see code 3); for example when burn scars affect many areas of skin.</p>
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CODE 1 Right

Used when the impairment is present to the right of the midline of the person's body.

CODE 2 Left

Used when the impairment is present to the left of the midline of the person's body.

CODE 3 Both sides (bilateral)

Used when the impairment is two-sided and disposed on opposite sides of the midline axis of the body, for example bilateral joint deformities.

CODE 4 Front

Used when the impairment is present in front of a line passing through the midline of the body when viewed from the side.

CODE 5 Back

Used when the impairment is present behind a line passing through the midline of the body when viewed from the side.

CODE 6 Proximal

Used when the impairment is situated towards the point of origin or attachment, as of a limb or bone (opposed to distal), for example the end of the structure that is closer to the centre of the body.

CODE 7 Distal

Used when the impairment is situated away from the point of origin or attachment, as of a limb or bone (opposed to proximal), for example the end of structure that is further away from the centre of the body.

CODE 8 Not specified

Used when there is an impairment of body structure but the location of the impairment is not recorded.

CODE 9 Not applicable

Used when it is not appropriate to code the location of an impairment of body structure.

Source and reference attributes

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

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

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

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

Data element attributes

Collection and usage attributes

Guide for use:

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

Source and reference attributes

Submitting organisation:

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

Relational attributes

Implementation in Data Set Specifications:

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

Lot/section number (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – lot/section identifier, N[X(14)]
<i>METeOR identifier:</i>	270031
<i>Registration status:</i>	Health, Standard 01/03/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The unique identifier for the lot/section of the location where a person resides.
Data Element Concept:	Person (address) – lot/section identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Identifier
<i>Data type:</i>	String
<i>Format:</i>	N[X(14)]
<i>Maximum character length:</i>	15

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>This standard is suitable for postal purposes as well as the physical identification of addresses.</p> <p>A lot number shall be used only when a street number has not been specifically allocated or is not readily identifiable with the property.</p> <p>For identification purposes, the word 'Lot' or 'Section' should precede the lot number and be separated by a space.</p> <p>Examples are as follows:</p> <p>Section 123456 Lot 716 Lot 534A Lot 17 Jones Street</p>
<i>Collection methods:</i>	The lot/section number is positioned before the Street name and type, located in the same line containing the Street name.
<i>Comments:</i>	Lot/section numbers are generally used only until an area has been developed.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	AS 4590 Interchange of client information, Australia Post Address Presentation Standard

Relational attributes

<i>Related metadata references:</i>	Supersedes Lot/section number, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf (14.34 KB) Is used in the formation of Person (address) – address line, text
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[\[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

Lot/section number (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) –lot/section identifier, N[X(14)]
<i>METeOR identifier:</i>	290230
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The unique identifier for the lot/section of the location of an organisation.
Data Element Concept:	Service provider organisation (address) –lot/section identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Identifier
<i>Data type:</i>	String
<i>Format:</i>	N[X(14)]
<i>Maximum character length:</i>	15

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>This standard is suitable for postal purposes as well as the physical identification of addresses.</p> <p>A lot number shall be used only when a street number has not been specifically allocated or is not readily identifiable with the property.</p> <p>For identification purposes, the word 'Lot' or 'Section' should precede the lot number and be separated by a space.</p> <p>Examples are as follows:</p> <p>Section 123456 Lot 716 Lot 534A Lot 17 Jones Street</p>
<i>Collection methods:</i>	The lot/section number is positioned before the Street name and type, located in the same line containing the Street name.
<i>Comments:</i>	Lot/section numbers are generally used only until an area has been developed.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	AS 4590 Interchange of client information, 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
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Main language other than English spoken at home

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – main language other than English spoken at home, code (ASCL 2005) NN{NN}
<i>METeOR identifier:</i>	304133
<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 language reported by a person as the main language other than English spoken by that person in his/her home (or most recent private residential setting occupied by the person) to communicate with other residents of the home or setting and regular visitors, as represented by a code.
Data Element Concept:	Person – main language other than English spoken at home

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

Collection methods:

Recommended question:

Do you/Does the person/Does (name) speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

No (English only) ____

Yes, Italian ____

Yes, Greek ____

Yes, Cantonese ____

Yes, Mandarin ____

Yes, Arabic ____

Yes, Vietnamese ____

Yes, German ____

Yes, Spanish

Yes, Tagalog (Filipino) ____

Yes, Other (please specify) _____

This list reflects the nine most common languages other than English spoken in Australia.

Languages may be added or deleted from the above short list to reflect characteristics of the population of interest.

Alternatively a tick box for 'English' and an 'Other - please specify' response category could be used.

Comments:

This metadata item is consistent with that used in the Australian Census of Population and Housing and is recommended for use whenever there is a requirement for comparison with Census data.

This data element is important in identifying those people most likely to suffer disadvantage in terms of their ability to access services due to language and/or cultural difficulties. In conjunction with Indigenous status, Proficiency in spoken English and Country of birth this data element forms the minimum core set of cultural and language indicators recommended by the Australian Bureau of Statistics (ABS).

Data on main language other than English spoken at home are regarded as an indicator of 'active' ethnicity and also as useful for the study of inter-generational language retention. The availability of such data may help providers of health and community services to effectively target the geographic areas or population groups that need those services. It may be used for the investigation and development of language services such as interpreter/ translation services.

Source and reference attributes

Origin:

Health Data Standards Committee

National Community Services Data Committee

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

Relational attributes

Related metadata references:

See also [Person – preferred language, code \(ASCL 2005\) NN{NN}](#) Health, Standard 08/02/2006, Community services, Standard 29/04/2006

See also [Person – first language spoken, code \(ASCL 2005\) NN{NN}](#) Community services, Standard 29/04/2006, Housing assistance, Standard 10/02/2006

Supersedes [Person – main language other than English spoken at home, code \(ASCL 1997\) NN{NN}](#) Health, Superseded 08/02/2006, Community services, Superseded 29/04/2006, Housing assistance, Not progressed 13/10/2005

Implementation in Data Set Specifications:

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

Main occupation of person

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – occupation (main), code (ANZSCO 1st edition) N[NNN]{NN}
<i>METeOR identifier:</i>	350899
<i>Registration status:</i>	Health, Standard 04/07/2007 Community services, Standard 27/03/2007 Housing assistance, Standard 10/08/2007
<i>Definition:</i>	The job in which the person is principally engaged, as represented by a code.
<i>Data Element Concept:</i>	Person – occupation (main)

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	Australian and New Zealand Standard Classification of Occupations, First edition, 2006
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N[NNN]{NN}
<i>Maximum character length:</i>	6

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A job in any given establishment is a set of tasks designed to be performed by one individual in return for a wage or salary. For persons with more than one job, the main job is the one in which the person works the most hours.</p> <p>Caution is advised in its use with regard to service providers as their activity as a service provider may not be their main occupation.</p>
<i>Collection methods:</i>	<p>This metadata item should only be collected from people whose Labour force status is employed.</p> <p>Occupation is too complex and diverse an issue to fit neatly into any useable small group of categories. Therefore ABS recommend that this metadata item be collected by using the following two open-ended questions:</p> <p>Q1. In the main job held last week (or other recent reference period), what was your/the person's occupation?</p> <p>Q2. What are the main tasks that you/the person usually perform(s) in that occupation? The information gained from these two questions can then be used to select an appropriate code from the ANZSCO at any of the available levels (see Guide for use section).</p> <p>If only one question is asked, question one should be used. The use of question one only, however, sometimes elicits responses which do not provide a clear occupation title and specification</p>

of tasks performed. As a result accurate coding at unit group or occupation level may not be possible.

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, due to the complexities of the metadata item 'Main occupation of person', this will result in inaccurate information. The recommended question should be used wherever possible.

Comments:

This metadata item may be useful in gaining an understanding of a clients situation and needs. For example, the occupation of a person with a disability may be directly relevant to the type of aids that they require.

National Health Data Dictionary (NHDD) specific:

Injury surveillance - There is considerable user demand for data on occupation-related injury and illness, including from Worksafe Australia and from industry, where unnecessary production costs are known in some areas and suspected to be related to others in work-related illness, injury and disability.

Source and reference attributes

Origin:

Australian Bureau of Statistics 2006. Australian New Zealand Standard Classification of Occupations (ANZSCO) (Cat. no. 1220.0) (First edition), Viewed 13 March 2007.

Relational attributes

Related metadata references:

Supersedes [Person – occupation \(main\), code \(ASCO 2nd edn\) N\[NNN\]{-NN}](#) Health, Superseded 04/07/2007, Community services, Superseded 27/03/2007, Housing assistance, Superseded 10/08/2007

See also [Person – labour force status, code N](#) Health, Standard 01/03/2005, Community services, Standard 01/03/2005, Housing assistance, Standard 01/03/2005

Main service activity type indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – main service activity type indicator, code N
<i>METeOR identifier:</i>	355174
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	Whether a service provider organisation has a main service activity type, as represented by a code.
Data Element Concept:	Service provider organisation – main service activity type 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>	A main service activity type is one that is more commonly provided than other services provided.
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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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Marital status

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – marital status, code N
<i>METeOR identifier:</i>	291045
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 25/08/2005 Housing assistance, Standard 10/02/2006
<i>Definition:</i>	A person's current relationship status in terms of a couple relationship or, for those not in a couple relationship, the existence of a current or previous registered marriage, as represented by a code.
Data Element Concept:	Person – marital 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>Never married</td></tr><tr><td>2</td><td>Widowed</td></tr><tr><td>3</td><td>Divorced</td></tr><tr><td>4</td><td>Separated</td></tr><tr><td>5</td><td>Married (registered and de facto)</td></tr><tr><td>6</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Never married	2	Widowed	3	Divorced	4	Separated	5	Married (registered and de facto)	6	Not stated/inadequately described
Value	Meaning														
1	Never married														
2	Widowed														
3	Divorced														
4	Separated														
5	Married (registered and de facto)														
6	Not stated/inadequately described														
<i>Supplementary values:</i>															

Collection and usage attributes

<i>Guide for use:</i>	Refers to the current marital status of a person. CODE 2 Widowed This code usually refers to registered marriages but when self reported may also refer to de facto marriages. CODE 4 Separated This code refers to registered marriages but when self reported may also refer to de facto marriages. CODE 5 Married (registered and de facto) Includes people who have been divorced or widowed but have since re-married, and should be generally accepted as applicable to all de facto couples, including of the same sex. CODE 6 Not stated/inadequately described This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.
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Source and reference attributes

Origin: The ABS standards for the collection of Social and Registered marital status appear on the ABS Website. Australian Bureau of Statistics. [Family, household and income unit variables. Cat. no. 1286.0](#). Canberra: ABS.

Data element attributes

Collection and usage attributes

Collection methods: This metadata item collects information on social marital status. The recommended question module is:
Do you/Does the person usually live with a partner in a registered or de facto marriage?
Yes, in a registered marriage
Yes, in a defacto marriage
No, never married
No, separated
No, divorced
No, widowed

It should be noted that information on marital status is collected differently by the ABS, using a set of questions. However, the question outlined above is suitable and mostly sufficient for use within the health and community services fields. See Source document for information on how to access the ABS standards.

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

Comments: The ABS standards identify two concepts of marital status:

- Registered marital status - defined as whether a person has, or has had, a registered marriage;
- Social marital status - based on a person's living arrangement (including de facto marriages), as reported by the person.

It is recommended that the social marital status concept be collected when information on social support/home arrangements is sought, whereas the registered marital status concept need only be collected where it is specifically required for the purposes of the collection.

While marital status is an important factor in assessing the type and extent of support needs, such as for the elderly living in the home environment, marital status does not adequately address the need for information about social support and living arrangement and other data elements need to be formulated to capture this information.

Source and reference attributes

Origin: National Health Data Standards Committee
National Community Services Data Committee

Relational attributes

Related metadata references:

Supersedes [Person – marital status, code N](#) Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005

Mobile service indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (service type) – mobile service indicator, yes/no code N
<i>METeOR identifier:</i>	315166
<i>Registration status:</i>	Community services, Standard 19/12/2007
<i>Definition:</i>	Whether the service is provided by a mobile service, as represented by a code.
Data Element Concept:	Service provider organisation (service type) – mobile service 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

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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Mother's original family name

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – mother's original family name, text [X(40)]
<i>METeOR identifier:</i>	270262
<i>Registration status:</i>	Health, Standard 01/03/2005 Community services, Standard 01/03/2005
<i>Definition:</i>	The original family name of the person's mother as reported by the person, as represented by text.
Data Element Concept:	Person – mother's original family 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>	Mixed case should be used (rather than upper case only).
<i>Collection methods:</i>	See relevant paragraphs in the collection methods section of the metadata item Person (name) – family name, text X[X(39)].

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	National Health Data Committee National Community Services Data Committee Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Relational attributes

<i>Related metadata references:</i>	Supersedes Mother's original family name, version 2, DE, Int. NCSDD & NHDD, NCSIMG & NHIMG, Superseded 01/03/2005.pdf (14.07 KB)
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Name context flag

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name conditional use flag, code N
<i>Synonymous names:</i>	Name conditional use flag
<i>METeOR identifier:</i>	287101
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 25/08/2005
<i>Definition:</i>	An indicator of specific conditions that may be applied to an individual's name, as represented by a code.
Data Element Concept:	Person (name) – name conditional use flag

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>Unreliable information</td></tr><tr><td>2</td><td>Name not for continued use</td></tr><tr><td>3</td><td>Special privacy/security requirement</td></tr></tbody></table>	Value	Meaning	1	Unreliable information	2	Name not for continued use	3	Special privacy/security requirement
Value	Meaning								
1	Unreliable information								
2	Name not for continued use								
3	Special privacy/security requirement								

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A single Person name may have multiple Name conditional use flags associated with it. Record as many as applicable.</p> <p>Code 1 - Unreliable information: should be used where it is known that the name recorded is a fictitious or partial name. These names should not be used for matching client data.</p> <p>Code 2 - Name not for continued use, indicates that this name should NOT be used when referring to this person. The name is retained for identification purposes only. For Aboriginal and Torres Strait Islanders, certain tribal names may become 'not for continued use' due to the death of a relative.</p> <p>Code 3 - Special privacy/security requirements- may apply to names for which episodes are attached that should only be accessible to specified authorised persons. There must be a specific need to implement this additional security level. Local policy should provide guidance to the use of this code.</p>
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	National Health Data Committee

Reference documents:

National Community Services Data Committee
Standards Australia 2002. Australian Standard AS5017-2002
Health Care Client Identification. Sydney: Standards Australia
AS4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

Relational attributes

Related metadata references:

Supersedes [Person \(name\) – name context flag, code N](#) Health,
Superseded 04/05/2005, Community services, Superseded
25/08/2005

Name suffix

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name suffix, text [A(12)]
<i>METeOR identifier:</i>	287164
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 25/08/2005
<i>Definition:</i>	Additional term following a person's name used to identify a person when addressing them by name, whether by mail, by phone, or in person, as represented by text.
Data Element Concept:	Person (name) – name suffix

Value domain attributes

Representational attributes

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

Collection and usage attributes

<i>Guide for use:</i>	Valid abbreviations from the Australian Standard AS4590-1999 Interchange of client information.
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Source and reference attributes

<i>Origin:</i>	Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Mixed case should be used (rather than upper case only). Examples of name suffixes are 'Jr' for Junior and 'MP' for Member of Parliament.
<i>Collection methods:</i>	A person's name may have multiple Name suffixes. For the purpose of positive identification of a person, each Name suffix must have an associated Name suffix sequence number recorded.

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	National Health Data Committee National Community Services Data Committee
<i>Reference documents:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

Related metadata references:

Supersedes [Person \(name\) – name suffix, text \[A\(12\)\]](#) Health,
Superseded 04/05/2005, Community services, Superseded
25/08/2005

Name suffix sequence number

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name suffix sequence number, code N
<i>METeOR identifier:</i>	288226
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The numeric order of any additional terms used at the conclusion of a name, as represented by a code.
<i>Data Element Concept:</i>	Person (name) – name suffix 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>	1																				
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>First name suffix</td></tr><tr><td>2</td><td>Second name suffix</td></tr><tr><td>3</td><td>Third name suffix</td></tr><tr><td>4</td><td>Fourth name suffix</td></tr><tr><td>5</td><td>Fifth name suffix</td></tr><tr><td>6</td><td>Sixth name suffix</td></tr><tr><td>7</td><td>Seventh name suffix</td></tr><tr><td>8</td><td>Eighth name suffix</td></tr><tr><td>9</td><td>Ninth and subsequent name suffix</td></tr></tbody></table>	Value	Meaning	1	First name suffix	2	Second name suffix	3	Third name suffix	4	Fourth name suffix	5	Fifth name suffix	6	Sixth name suffix	7	Seventh name suffix	8	Eighth name suffix	9	Ninth and subsequent name suffix
Value	Meaning																				
1	First name suffix																				
2	Second name suffix																				
3	Third name suffix																				
4	Fourth name suffix																				
5	Fifth name suffix																				
6	Sixth name suffix																				
7	Seventh name suffix																				
8	Eighth name suffix																				
9	Ninth and subsequent name suffix																				

Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	Multiple Name suffixes may be recorded. A Name suffix sequence number must be recorded for each Name suffix. Example: For the name 'John Markham Jr MP', 'Jr' would have a name suffix sequence number of 1 and 'MP' would have a name suffix sequence number of 2.
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Name title

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name title, text [A(12)]
<i>METeOR identifier:</i>	287166
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 25/08/2005
<i>Definition:</i>	An honorific form of address, commencing a name, used when addressing a person by name, whether by mail, by phone, or in person, as represented by text.
Data Element Concept:	Person (name) – name title

Value domain attributes

Representational attributes

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

Collection and usage attributes

<i>Guide for use:</i>	Valid abbreviations from the Australian Standard AS4590-1999 Interchange of client information.
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Source and reference attributes

<i>Origin:</i>	Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Mixed case should be used (rather than upper case only). The Name title for Master should only be used for persons less than 15 years of age. Name titles for Doctor and Professor should only be applicable to persons of greater than 20 years of age. More than one Name title may be recorded eg Prof Sir John Markham.
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	National Health Data Committee National Community Services Data Committee Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia Standards Australia 2002. Australian Standard AS5017-2002

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

Relational attributes

Related metadata references: Supersedes [Person \(name\) – name title, text \[A\(12\)\]](#) Health,
Superseded 04/05/2005, Community services, Superseded
25/08/2005

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

Name title sequence number

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name title sequence number, code N
<i>METeOR identifier:</i>	288263
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The numeric order of an honorific form of address commencing a person's name, as represented by a code.
<i>Data Element Concept:</i>	Person (name) – name title 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>	1																				
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>First name title</td></tr><tr><td>2</td><td>Second name title</td></tr><tr><td>3</td><td>Third name title</td></tr><tr><td>4</td><td>Fourth name title</td></tr><tr><td>5</td><td>Fifth name title</td></tr><tr><td>6</td><td>Sixth name title</td></tr><tr><td>7</td><td>Seventh name title</td></tr><tr><td>8</td><td>Eighth name title</td></tr><tr><td>9</td><td>Ninth and subsequent name title</td></tr></tbody></table>	Value	Meaning	1	First name title	2	Second name title	3	Third name title	4	Fourth name title	5	Fifth name title	6	Sixth name title	7	Seventh name title	8	Eighth name title	9	Ninth and subsequent name title
Value	Meaning																				
1	First name title																				
2	Second name title																				
3	Third name title																				
4	Fourth name title																				
5	Fifth name title																				
6	Sixth name title																				
7	Seventh name title																				
8	Eighth name title																				
9	Ninth and subsequent name title																				

Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	Multiple Name titles may be recorded. For the purpose of positive identification of a person, each Name title must have a Name title sequence number recorded. Example: Professor Sir John Markham In the example above 'Professor' would have a name title sequence number of 1 and 'Sir' would have a name title sequence number of 2.
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Name type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name type, code N
<i>METeOR identifier:</i>	287203
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	A classification that enables differentiation between recorded names for a person, as represented by a code.
Data Element Concept:	Person (name) – name 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>Preferred name</td></tr><tr><td>2</td><td>Medicare name</td></tr><tr><td>3</td><td>Newborn name</td></tr><tr><td>4</td><td>Alias name</td></tr></tbody></table>	Value	Meaning	1	Preferred name	2	Medicare name	3	Newborn name	4	Alias name
Value	Meaning										
1	Preferred name										
2	Medicare name										
3	Newborn name										
4	Alias name										

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A person may have more than one name that they use. At least one name must be recorded for each person. Each name recorded must have one or more appropriate Person name type associated with it. Record all that are required.</p> <p>One name is sufficient, however, where the person offers more than one name, clarification should be obtained from the person to ensure accurate identification of the person and recording of the various names. The currently used name, as well as names by which the person has previously been known, should be recorded if these are known.</p> <p>Field value definitions for Person name type codes are:</p> <p>Code 1 - Preferred name is the name by which the person chooses to be identified.</p> <p>There should only be one preferred name recorded for a person. Where the person changes their preferred name, record the previously recorded preferred name as an Alias name. Preferred name is the default name type (i.e. if only one name is recorded it should be the person's preferred name). There must be a preferred name recorded except for unnamed newborns where the newborn name is the only name recorded.</p> <p>Also, if the person is a health care client, record his/her Medicare card name if different to the preferred name, and any known alias</p>
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names.

Code 2 - Medicare name For a health care client, this is the person's name as it appears on their Medicare card. The name stated on the Medicare card is required for all electronic Medicare claim lodgement. If the preferred name of the person is different to the name on the Medicare card, the Medicare card name should also be recorded. For an individual health care provider, this is the person's name registered by Medicare (Health Insurance Commission).

Code 3 - Newborn name: type is reserved for the identification of unnamed newborn babies.

Code 4 - Alias name is any other name that a person is also known by, or has been known by in the past; that is, all alias names. This includes misspelt names or name variations that are to be retained as they have been used to identify this person. More than one alias name may be recorded for a person.

Source and reference attributes

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

Name type (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (name) – name type, code N
<i>METeOR identifier:</i>	288937
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	A classification that enables differentiation between recorded names for an establishment, agency or organisation, as represented by a code.
Data Element Concept:	Service provider organisation (name) – name 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>Organisation unit/section/division</td></tr><tr><td>2</td><td>Service location name</td></tr><tr><td>3</td><td>Business name</td></tr><tr><td>4</td><td>Locally used name</td></tr><tr><td>5</td><td>Abbreviated name</td></tr><tr><td>6</td><td>Enterprise name</td></tr><tr><td>8</td><td>Other</td></tr><tr><td>9</td><td>Unknown</td></tr></tbody></table>	Value	Meaning	1	Organisation unit/section/division	2	Service location name	3	Business name	4	Locally used name	5	Abbreviated name	6	Enterprise name	8	Other	9	Unknown
Value	Meaning																		
1	Organisation unit/section/division																		
2	Service location name																		
3	Business name																		
4	Locally used name																		
5	Abbreviated name																		
6	Enterprise name																		
8	Other																		
9	Unknown																		
<i>Supplementary values:</i>																			

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Organisation unit/section/division This code is used where a business unit, section or division within an organisation may have its own separate identity.</p> <p>CODE 2 Service location name This code is used where the service location name is an important part of the organisation name and is used for identification purposes, e.g. Mobile Immunisation Unit at Bankstown.</p> <p>CODE 3 Business name Business name used only for trading purposes.</p> <p>CODE 4 Locally used name This code is used where a local name is used, e.g. where a medical practice is known by a name that is different to the company registration name or business name.</p> <p>CODE 5 Abbreviated name A short name or an abbreviated name by which the organisation is known, e.g. HIC.</p> <p>CODE 6 Enterprise name</p>
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Generally, the complete organisation name should be used to avoid any ambiguity in identification. This should usually be the same as company registration name.

CODE 8 Other

This code is used when the organisation name does not fit into any one of the categories listed above.

CODE 9 Unknown

This code is used when the organisation name type is unknown.

Data element attributes

Collection and usage attributes

Guide for use:

At least one organisation name must be recorded for each organisation and each name must have an appropriate Organisation name type.

Non-Australian state/province (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – non-Australian state/province, text [X(40)]
<i>METeOR identifier:</i>	288648
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of a person, as represented by text.
Data Element Concept:	Person (address) – non-Australian state/province

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>	The name of the state or territory or province should be recorded using the standard ASCII character set and should be done so in accordance with the official conventions of the country.
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Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare Standard Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Non-Australian state/province (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – non-Australian state/province, text [X(40)]
<i>METeOR identifier:</i>	288636
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of an establishment, as represented by text.
Data Element Concept:	Service provider organisation (address) – non-Australian state/province

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>	The name of the state or territory or province should be recorded using the standard ASCII character set and should be done so in accordance with the official conventions of the country.
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Number of accommodation places

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – accommodation places, N[N(8)]
<i>METeOR identifier:</i>	336730
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The total number of accommodation places owned or managed by an agency.
Data Element Concept:	Service provider organisation – accommodation places

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	Number
<i>Format:</i>	N[N(8)]
<i>Maximum character length:</i>	9
<i>Proposed unit of measure:</i>	Beds
<i>Unit of measure precision:</i>	0

Data element attributes

Source and reference attributes

<i>Submitting organisation:</i>	Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC).
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Relational attributes

<i>Implementation in Data Set Specifications:</i>	SAAP Administrative National Minimum Data Set Community services, Standard 30/11/2007
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Number of available places

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (service type) – number of available places, total N[NN]
<i>Synonymous names:</i>	Number of places offered
<i>METeOR identifier:</i>	315208
<i>Registration status:</i>	Community services, Standard 19/12/2007
<i>Definition:</i>	The total number of places that can be offered by an agency for a service.

Data Element Concept:	Service provider organisation (service type) – number of available places
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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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	The number of places that can be offered by a service is not necessarily the same as the number of places the agency is permitted to offer by law.
<i>Collection methods:</i>	Collected at a point-in-time and may vary for different times of the day or sessions.
<i>Comments:</i>	This data element helps in gaining a greater understanding of service capacity and use.

Source and reference attributes

<i>Submitting organisation:</i>	Children's Services Data Working Group
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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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Number of clients

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – number of clients, total people N[NNNN]
<i>Synonymous names:</i>	Number of service users
<i>METeOR identifier:</i>	321271
<i>Registration status:</i>	Community services, Standard 27/04/2007
<i>Definition:</i>	The total number of clients receiving services or care from an agency or organisation.
Data Element Concept:	Service provider organisation – number of clients

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	Number
<i>Format:</i>	N[NNNN]
<i>Maximum character length:</i>	5
<i>Unit of measure:</i>	Person

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Each client receiving a service during the reporting period should be counted only once, regardless of the number of times they accessed the service in that time period. This data item refers to the number of clients receiving services, not those 'on the books', 'on waiting lists', number of 'beds' or 'places'.
<i>Comments:</i>	The information is needed to provide a basic count of people accessing services, and will relate to population data from the Australian Bureau of Statistics (ABS) to help in assessing met and unmet need.

Source and reference attributes

<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

<i>Implementation in Data Set Specifications:</i>	Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007 <i>Implementation start date:</i> 01/07/2006 <i>Information specific to this data set:</i>
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In the CSTDA NMDS, this data element refers to the number of service users receiving CSTDA-funded services of a particular service type.

The number of people who received a service during the whole reporting period is required, not just those who received a service in a reference week.

The service type outlet must have allocated some of its resources (more than 15 minutes) to the person during the reporting period, such as to a person residing in agency-operated accommodation, attending respite care, or attending a recreation service. Service users should not be counted if they have only made requests for information, minor phone queries etc.

Service type outlets 6.01-6.05 count the following:

6.01 (Advocacy) – number of people who have received advocacy services in the reporting period.

6.02 (Information/referral) – number of people making a request for information or referral.

6.03 (Combined information/advocacy) – as for 6.01 and 6.02.

6.04 (Mutual support/self-help groups) – number of people attending group sessions (i.e. if an individual attends a group session every Wednesday in the reporting period, the person should only be counted once for the reporting period.).

6.05 (Alternative formats of communication) – estimated number of people accessing the output from the service.

It may not always be feasible to count the actual number of service users receiving services from service type outlets 6.01–6.05. Where this is not possible, service type outlets are asked to estimate the number of service users accessing the service. For example, a CSTDA-funded radio station (6.05) should estimate the number of people who listen to the radio station. Where there is a number of people potentially receiving a 6.01–6.05 service simultaneously (e.g. an interpreter at a conference), estimate the number of people that are benefiting from the service (e.g. how many people actually need the interpreter). If this is not possible, all people present should be counted as service users.

A funded agency may receive funding from multiple sources – however for CSTDA NMDS purposes, only those services provided using CSTDA funds should be recorded. Where a funded agency is unable to differentiate all data according to funding source (i.e. CSTDA or other), they are asked to provide details of all service users and staff (for each service type). For example, if a service type outlet providing early childhood intervention is partly funded through donations or fund raising, and partly by CSTDA funds, all service users are counted who receive this service during the reporting period. This is the case unless the accounting and staffing methods of the service type outlet enable reporting separately. The total number of people receiving this service type (as indicated in response to this data item) will usually be equal to the number of Service User Forms completed by the service type outlet. In some cases 'number of service users' may be greater than the number of Service User Forms completed by the

service type outlet. This may be because of service users who have not consented for their information to be transmitted as part of the CSTDA NMDS; they should still be included in the 'number of service users'.

Number of licensed places

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (service type) – number of licensed places, N[NN]
<i>METeOR identifier:</i>	315200
<i>Registration status:</i>	Community services, Standard 19/12/2007
<i>Definition:</i>	The total number of places an agency is legally authorised to operate for a service type.
Data Element Concept:	Service provider organisation – number of licenced places

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

Data element attributes

Collection and usage attributes

<i>Comments:</i>	This data element helps in gaining a greater understanding of service capacity.
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Source and reference attributes

<i>Submitting organisation:</i>	Children's Services Data Working Group.
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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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Number of people accommodated

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – number of people accommodated, total N[N]
<i>METeOR identifier:</i>	352415
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The total number of people who will be accommodated by an agency.
Data Element Concept:	Person – number of persons accommodated

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	Number
<i>Format:</i>	N[N]
<i>Maximum character length:</i>	2
<i>Unit of measure:</i>	Person

Data element attributes

Collection and usage attributes

<i>Comments:</i>	This information can be cross checked against the number of adults and accompanying children who requested accommodation to estimate unmet versus met need.
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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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One-off assistance offered indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – one-off assistance offered indicator, code N
<i>METeOR identifier:</i>	333880
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	An indicator of whether an agency offered one-off assistance to a person, as represented by a code.
Data Element Concept:	Person – one-off assistance 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>Comments:</i>	Used to identify the number of services provided to a person, and to help identify gaps in service delivery and to provide important information for services and program planning.
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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 – one-off assistance type offered, 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

Organisation end date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – organisation end date, DDMMYYYY
<i>METeOR identifier:</i>	288733
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The date on which an establishment, agency or organisation stopped or concluded operations or practice.
Data Element Concept:	Service provider organisation – organisation 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>Implementation in Data Set Specifications:</i>	Health care provider identification DSS Health, Superseded 04/07/2007 Health care provider identification DSS Health, Standard 04/07/2007
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Organisation name

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (name) – organisation name, text [X(200)]
<i>METeOR identifier:</i>	288917
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The appellation by which an establishment, agency or organisation is known or called, as represented by text.
Data Element Concept:	Service provider organisation (name) – organisation name

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(200)]
<i>Maximum character length:</i>	200

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Generally, the complete establishment, agency or organisation name should be used to avoid any ambiguity in identification. This should usually be the same as company registration name. However, in certain circumstances (e.g. internal use), a short name (i.e. an abbreviated name by which the organisation is known) or a locally used name (e.g. where a medical practice is known by a name that is different to the company registration name) can be used. Further, a business unit within an organisation may have its own separate identity; this should be captured (as the unit name – see Organisation name type). More than one name can be recorded for an organisation. That is, this field is a multiple occurring field. At least one organisation name must be recorded for each organisation and each name must have an appropriate Organisation name type.
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

<i>Implementation in Data Set Specifications:</i>	Juvenile Justice NMDS Community services, Standard 27/03/2007 SAAP Administrative National Minimum Data Set Community services, Standard 30/11/2007
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Organisation start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – organisation start date, DDMMYYYY
<i>METeOR identifier:</i>	288963
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The date on which an establishment, agency or organisation started or commenced operations or service.
Data Element Concept:	Service provider organisation – organisation 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 field must – <ul style="list-style-type: none">• be a valid date;• be less than or equal to the Organisation end date.
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Paid employment indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (employed) – paid employment indicator, code N
<i>METeOR identifier:</i>	314813
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	Whether an employed person is paid or unpaid, as represented by a code.
Data Element Concept:	Person (employed) – paid employment 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

Relational attributes

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

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – person identifier, XXXXXX[X(14)]
<i>METeOR identifier:</i>	290046
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 25/08/2005
<i>Definition:</i>	Person identifier unique within an establishment or agency.
Data Element Concept:	Person – person identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Identifier
<i>Data type:</i>	String
<i>Format:</i>	XXXXXX[X(14)]
<i>Maximum character length:</i>	20

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Individual agencies, establishments or collection authorities may use their own alphabetic, numeric or alphanumeric coding systems. Field cannot be blank.
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Source and reference attributes

<i>Reference documents:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
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Relational attributes

<i>Related metadata references:</i>	Supersedes Person – person identifier (within establishment/agency), XXXXXX[X(14)] Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005
<i>Implementation in Data Set Specifications:</i>	Juvenile Justice NMDS Community services, Standard 27/03/2007

Postal delivery point identifier (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – postal delivery point identifier, {N(8)}
<i>METeOR identifier:</i>	287220
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 25/08/2005
<i>Definition:</i>	A unique number assigned to a person's postal address as recorded on the Australia Post Postal Address File (PAF).
<i>Data Element Concept:</i>	Person (address) – postal delivery point identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Identifier
<i>Data type:</i>	Number
<i>Format:</i>	{N(8)}
<i>Maximum character length:</i>	8

Source and reference attributes

<i>Origin:</i>	Customer Bar-coding Technical Specifications, 1998: Australia Post
<i>Reference documents:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>Australia Post maintains a Postal Address File (PAF) database which contains Australian postal delivery addresses and their corresponding eight (8) character unique identification number known as a Delivery Point Identifier (DPID). While the PAF is concerned with postal address, for many persons' a postal address will be the same as their residential address. The PAF can be used to improve the recording of address data at the time of data collection.</p> <p>The Postal Address File may be used at the time of data collection to confirm that the combined metadata items of address line, suburb/town/locality, Australian state/territory identifier and postcode - Australian are accurately recorded.</p>
<i>Collection methods:</i>	The Delivery Point Identifier (DPID) is assigned electronically to recognised Australia Post delivery addresses following reference to the Postal Address File (PAF) database.
<i>Comments:</i>	In October 1999, Australia Post introduced a bar-coding system for bulk mail lodgements. Agencies or establishments can use software to improve the quality of person address data it

collects and records and, at the same time, receive financial benefits by reducing its postage expenses.

The DPID is easily converted to a bar code and can be included on correspondence and address labels. If the bar code is displayed on a standard envelope that passes through a mail-franking machine (e.g. as used by most major hospitals), the postage cost is reduced. Every three months, Australia Post provides updates to the PAF database. For more information, contact Australia Post.

Source and reference attributes

Submitting organisation:

Standards Australia

Origin:

National Health Data Standards Committee

National Community Services Data Committee

Standards Australia 2002. Australian Standard AS5017-2002

Health Care Client Identification. Sydney: Standards Australia

Relational attributes

Related metadata references:

Is formed using [Person \(address\) – suburb/town/locality name, text \[A\(50\)\]](#) Health, Standard 04/05/2005, Community services, Standard 25/08/2005

Supersedes [Person \(address\) – postal delivery point identifier, {N\(8\)}](#) Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005

Postal delivery point identifier (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – postal delivery point identifier, {N(8)}
<i>METeOR identifier:</i>	290141
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 31/08/2005
<i>Definition:</i>	A unique number assigned to a service provider organisation's postal address as recorded on the Australia Post Postal Address File (PAF).
Data Element Concept:	Service provider organisation (address) – postal delivery point identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Identifier
<i>Data type:</i>	Number
<i>Format:</i>	{N(8)}
<i>Maximum character length:</i>	8

Source and reference attributes

<i>Origin:</i>	Customer Barcoding Technical Specifications, 1998: Australia Post
<i>Reference documents:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	The Delivery Point Identifier (DPID) is assigned electronically to recognised Australia Post delivery addresses following reference to the Postal Address File (PAF) database.
<i>Comments:</i>	<p>In October 1999, Australia Post introduced a bar-coding system for bulk mail lodgements. Agencies or establishments can use software to improve the quality of person address data it collects and records and, at the same time, receive financial benefits by reducing its postage expenses.</p> <p>The DPID is easily converted to a bar code and can be included on correspondence and address labels. If the bar code is displayed on a standard envelope that passes through a mail-franking machine (e.g. as used by most major hospitals), the postage cost is reduced. Every three months, Australia Post provides updates to the PAF database. For more information,</p>

contact Australia Post.

Source and reference attributes

Submitting organisation: Standards Australia
Origin: National Health Data Standards Committee
National Community Services Data Committee
Standards Australia 2002. Australian Standard AS5017-2002
Health Care Client Identification. Sydney: Standards Australia

Relational attributes

Related metadata references: Is formed using [Service provider organisation \(address\) – suburb/town/locality name, text \[A\(50\)\]](#) Health, Standard 04/05/2005, Community services, Standard 31/08/2005

Postcode—Australian (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – Australian postcode, code (Postcode datafile) {NNNN}
<i>METeOR identifier:</i>	287224
<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 numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a person.
<i>Data Element Concept:</i>	Person (address) – Australian postcode

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	Postcode datafile
<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>Comments:</i>	<p>Postcode - Australian may be used in the analysis of data on a geographical basis, which involves a conversion from postcodes to the Australian Bureau of Statistics (ABS) postal areas. This conversion results in some inaccuracy of information. However, in some data sets postcode is the only geographic identifier, therefore the use of other more accurate indicators (e.g. Statistical Local Area (SLA)) is not always possible.</p> <p>When dealing with aggregate data, postal areas, converted from postcodes, can be mapped to Australian Standard Geographical Classification codes using an ABS concordance, for example to determine SLAs. It should be noted that such concordances should not be used to determine the SLA of any individual's postcode. Where individual street addresses are available, these can be mapped to ASGC codes (e.g. SLAs) using the ABS National Localities Index (NLI).</p>
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	The postcode book is updated more than once annually as postcodes are a dynamic entity and are constantly changing.
<i>Collection methods:</i>	Leave Postcode - Australian blank for: <ul style="list-style-type: none">• Any overseas address• Unknown address• No fixed address. May be collected as part of Address line or separately. Postal

addresses may be different from where a person actually resides.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Committee
National Community Services Data Committee

Reference documents: AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia
AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
Australia Post Postcode book. Reference through:
<http://www1.auspost.com.au/postcodes/>

Relational attributes

Related metadata references: Supersedes [Person \(address\) – Australian postcode \(Postcode datafile\), code NNN\[N\]](#) Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005
See also [Person – Australian state/territory identifier, code N](#) Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 10/02/2006
Is used in the formation of [Person – geographic location, community services code \(ASGC 2004\) NNNNN](#) Community services, Superseded 02/05/2006
Is used in the formation of [Dwelling – geographic location, remoteness structure code \(ASGC 2004\) N\[N\]](#) Housing assistance, Retired 10/02/2006

Implementation in Data Set Specifications: Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS (July 2007) Community services, Standard 18/12/2007
Child protection and support services (CPSS) - out-of-home care NMDS (July 2007) Community services, Standard 18/12/2007
Children's Services NMDS Community services, Standard 18/12/2007
Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007
Juvenile Justice NMDS Community services, Standard 27/03/2007
SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Postcode—Australian (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – Australian postcode, code (Postcode datafile) {NNNN}
<i>METeOR identifier:</i>	290064
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 31/08/2005
<i>Definition:</i>	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of an organisation, as represented by a code.
Data Element Concept:	Service provider organisation (address) – Australian postcode

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	Postcode datafile
<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>Comments:</i>	<p>Postcode - Australian may be used in the analysis of data on a geographical basis, which involves a conversion from postcodes to the Australian Bureau of Statistics (ABS) postal areas. This conversion results in some inaccuracy of information. However, in some data sets postcode is the only geographic identifier, therefore the use of other more accurate indicators (e.g. Statistical Local Area (SLA)) is not always possible.</p> <p>When dealing with aggregate data, postal areas, converted from postcodes, can be mapped to Australian Standard Geographical Classification codes using an ABS concordance, for example to determine SLAs. It should be noted that such concordances should not be used to determine the SLA of any individual's postcode. Where individual street addresses are available, these can be mapped to ASGC codes (e.g. SLAs) using the ABS National Localities Index (NLI).</p>
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Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	May be collected as part of Address line or separately. Postal addresses may be different from where a service is actually located.
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	National Health Data Committee

Reference documents:

National Community Services Data Committee
Australia Post Postcode book. Reference through:
<http://www1.auspost.com.au/postcodes/>

AS5017 Health Care Client Identification, 2002, Sydney:
Standards Australia
AS4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

Relational attributes

*Implementation in Data Set
Specifications:*

Commonwealth State/Territory Disability Agreement NMDS -
1 July 2006 Community services, Standard 27/04/2007
Juvenile Justice NMDS Community services, Standard
27/03/2007
SAAP Administrative National Minimum Data Set Community
services, Standard 30/11/2007

Postcode—international (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address)—international postcode, text [X(10)]
<i>METeOR identifier:</i>	288985
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The code for a postal delivery area, aligned with locality, suburb or place for the address of a person, as defined by the postal service of a country other than Australia, as represented by text.
Data Element Concept:	Person (address)—international postcode

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(10)]
<i>Maximum character length:</i>	10

Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	This is a self-reported code from a person and may be non-verifiable without reference to the specific country's coding rules. May be collected as part of Address or separately. Postal addresses may be different from where a person actually resides.
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
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Postcode—international (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address)—international postcode, text [X(10)]
<i>METeOR identifier:</i>	288987
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The code for a postal delivery area, aligned with locality, suburb or place for the address of an organisation, as defined by the postal service of a country other than Australia.
Data Element Concept:	Service provider organisation (address)—international postcode

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(10)]
<i>Maximum character length:</i>	10

Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	This is a self-reported code from an organisation and may be non-verifiable without reference to the specific country's coding rules. May be collected as part of Address or separately. Postal addresses may be different from where a service is actually located.
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
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Preferred language

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – preferred language, code (ASCL 2005) NN{NN}
<i>METeOR identifier:</i>	304128
<i>Registration status:</i>	Health, Standard 08/02/2006 Community services, Standard 29/04/2006
<i>Definition:</i>	The language (including sign language) most preferred by the person for communication, as represented by a code.
Data Element Concept:	Person – preferred language

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>Guide for use:</i>	This may be a language other than English even where the person can speak fluent English.
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Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Reference documents: ABS cat. no.1267.0. Australian Standard Classification of Languages (ASCL), 2005-06. Canberra: Australian Bureau of Statistics

Preschool service received indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Child – preschool service received indicator, code N
<i>METeOR identifier:</i>	357010
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	Whether a child received a preschool service, as represented by a code.
Data Element Concept:	Child – preschool service received 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>Preschool comprises a structured educational programme usually provided by a qualified teacher on a sessional basis in dedicated preschools. Similar educational programs or curricula may be provided in long day care and other settings. These are primarily aimed at children in the year or two before they commence full-time schooling.</p> <p>The terms most commonly used to describe preschool services in various states and territories are:</p> <ul style="list-style-type: none">• Kindergarten – Tasmania, WA and Queensland (In Queensland between 2003-07 Kindergarten is being replaced with a year called Preschool);• Kindergarten or Preschool – Victoria;• Preschool (including Child Parent Centres) – SA;• Preschool – NSW, ACT and NT.
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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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Proficiency in spoken English

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – proficiency in spoken English, code N
<i>METeOR identifier:</i>	270203
<i>Registration status:</i>	Health, Standard 01/03/2005 Community services, Standard 01/03/2005 Housing assistance, Standard 10/02/2006
<i>Definition:</i>	A person's self-assessed level of ability to speak English, as represented by a code.
Data Element Concept:	Person – proficiency in spoken English

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>0</td><td>Not applicable (persons under 5 years of age or who speak only English)</td></tr><tr><td>1</td><td>Very well</td></tr><tr><td>2</td><td>Well</td></tr><tr><td>3</td><td>Not well</td></tr><tr><td>4</td><td>Not at all</td></tr></tbody></table>	Value	Meaning	0	Not applicable (persons under 5 years of age or who speak only English)	1	Very well	2	Well	3	Not well	4	Not at all
Value	Meaning												
0	Not applicable (persons under 5 years of age or who speak only English)												
1	Very well												
2	Well												
3	Not well												
4	Not at all												
<i>Supplementary values:</i>	9 Not stated/inadequately described												

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 0 Not applicable (persons under 5 years of age or who speak only English) Not applicable, is to be used for people under 5 year of age and people who speak only English.</p> <p>CODE 9 Not stated/inadequately described Not stated/inadequately described, is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.</p>
<i>Comments:</i>	The ABS advises that the most useful information provided by this metadata item is in the distinction between the two category groups of Very well/Well and Not well/Not at all.

Source and reference attributes

<i>Reference documents:</i>	Standards for Statistics on Cultural and Language Diversity 1999. Cat. no. 1289.0. Canberra: ABS.
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Data element attributes

Collection and usage attributes

Collection methods:

This metadata item is only intended to be collected if a person has a main language other than English spoken at home; and/or first language spoken is not English.

Recommended question:

How well do you speak English? (tick one)

1. Very well
2. Well
3. Not well
4. Not at all

Generally this would be a self-reported question, but in some circumstances (particularly where a person does not speak English well) assistance will be required in answering this question. It is important that the person's self-assessed proficiency in spoken English be recorded wherever possible. This metadata item does not purport to be a technical assessment of proficiency but is a self-assessment in the four broad categories outlined above.

This metadata item is not relevant to and should not be collected for persons under the age of five years.

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

Comments:

This metadata item identifies those people who may suffer disadvantage in terms of their ability to access services due to lack of ability in the spoken English language. This information can be used to target the provision of services to people whose lack of ability in spoken English is potentially a barrier to gaining access to government programs and services.

In conjunction with Indigenous status, the main language other than English spoken at home and the country of birth, this metadata item forms the minimum core set of cultural and language indicators recommended by the Australian Bureau of Statistics.

Source and reference attributes

Origin:

National Health Data Committee

National Community Services Data Committee

Relational attributes

Related metadata references:

See also [Person – main language other than English spoken at home, code \(ASCL 2005\) NN{NN}](#) 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 [Proficiency in spoken English, version 2, DE, Int. NCSDD & NHDD, NCSIMG & NHIMG, Superseded 01/03/2005.pdf](#) (18.55 KB)

Provider occupation category (self-identified) (ANZSCO 1st edition)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Individual service provider – occupation (self-identified), code (ANZSCO 1st edition) N[NNN]{NN}
<i>METeOR identifier:</i>	350896
<i>Registration status:</i>	Health, Standard 04/07/2007 Community services, Standard 27/03/2007
<i>Definition:</i>	A health care occupation that an individual provider identifies as being one in which they provide a significant amount of services, as represented by a code.
Data Element Concept:	Individual service provider – occupation (self-identified)

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	Australian and New Zealand Standard Classification of Occupations, First edition, 2006
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N[NNN]{NN}
<i>Maximum character length:</i>	6

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>The following is a list of the more common health care occupations, however, it is not intended to represent all the possible health care occupations:</p> <ul style="list-style-type: none">Aboriginal and Torres Strait Islander Health Worker (ANZSCO code 411511)Acupuncturist (ANZSCO code 252211)Aged or disabled carer (ANZSCO code 423111)Ambulance officer (ANZSCO code 411111)Anaesthetist (ANZSCO code 253211)Audiologist (ANZSCO code 252711)Chiropractor (ANZSCO code 252111)Clinical psychologist (ANZSCO code 272311)Complementary Health Therapists nec (ANZSCO code 252299)Dental assistant (ANZSCO code 423211)Dental hygienist (ANZSCO code 411211)Dental specialist (ANZSCO code 252311)Dental technician (ANZSCO code 411213)Dental therapist (ANZSCO code 411214)Dentist (ANZSCO code 252312)Dermatologist (ANZSCO code 253911)
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Dietitian (ANZSCO code 251111)
 Drug and Alcohol Counsellor (ANZSCO code 272112)
 Enrolled nurse (ANZSCO code 411411)
 General medical practitioner (ANZSCO code 253111)
 Health professionals (ANZSCO code 25)
 Hospital pharmacist (ANZSCO code 251511)
 Intensive care ambulance paramedic (Aus) / ambulance paramedic (NZ) (ANZSCO code 411112)
 Massage therapist (ANZSCO code 411611)
 Medical diagnostic radiographer (ANZSCO code 251211)
 Medical practitioners nec (ANZSCO code 253999)
 Medical radiation therapist (ANZSCO code 251212)
 Midwife (ANZSCO code 254111)
 Naturopath (ANZSCO code 252213)
 Nuclear medicine technologist (ANZSCO code 251213)
 Nurse educator (ANZSCO code 254211)
 Nurse manager (ANZSCO code 254311)
 Nurse practitioner (ANZSCO code 254411)
 Nurse researcher (ANZSCO code 254212)
 Nursing assistant support worker (ANZSCO code 423312)
 Occupational therapist (ANZSCO code 252411)
 Ophthalmologist (ANZSCO code 253914)
 Optometrist (ANZSCO code 251411)
 Orthoptist (ANZSCO code 251412)
 Orthotist or Prosthetist (ANZSCO code 251912)
 Osteopath (ANZSCO code 252112)
 Paediatrician (ANZSCO code 253321)
 Pathologist (ANZSCO code 253915)
 Physiotherapist (ANZSCO code 252511)
 Podiatrist (ANZSCO code 252611)
 Psychiatrist (ANZSCO code 253411)
 Psychologists nec (ANZSCO code 272399)
 Radiologist (ANZSCO code 253916)
 Registered nurse (developmental disability)(ANZSCO code 254416)
 Registered nurse (mental health)(ANZSCO code 254422)
 Registered Nurses nec (ANZSCO code 254499)
 Rehabilitation counsellor (ANZSCO code 272114)
 Retail pharmacist (ANZSCO code 251513)
 Social worker (ANZSCO code 272511)
 Sonographer (ANZSCO code 251214)
 Specialist physician(general medicine) (ANZSCO code 253311)
 Speech pathologist (aus) / speech language therapist (nz) (ANZSCO code 252712)
 Surgeon (general) (ANZSCO code 253511)
 Therapy aide (ANZSCO code 423314)

Collection methods:

Data is collected at the time a health care provider identification record is created.

Multiple instances of health care occupation may be collected where the individual provides a significant amount of services in more than one category. For example, a dentist who is also a

medical practitioner may practice as both.

Record as many as apply.

Accurate data are best achieved using computer assisted coding. A computer assisted coding system is available from the ABS to assist in coding occupational data to ANZSCO codes.

Data coded at the 4-digit and 6-digit level will provide more detailed information than that collected at the higher levels and may be more useful. However, the level at which data are coded and reported will depend on the purpose of collecting this information.

Comments:

ANZSCO defines 'occupation' as 'a set of jobs with similar sets of tasks'. Operationally this is defined as 'a collection of jobs which are sufficiently similar in their main tasks to be grouped together for purposes of the classification'. Job is defined as 'a set of tasks designed to be performed by one individual for a wage or salary'.

Source and reference attributes

Reference documents:

In AS4846 this data element is referred to as 'Provider main field of practice'.

Relational attributes

Related metadata references:

Supersedes [Individual service provider – occupation \(self-identified\), code \(ASCO 2nd edn\) N\[NNN\]{-NN}](#) Health, Superseded 04/07/2007, Community services, Superseded 27/03/2007

Provider occupation end date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Individual service provider – occupation end date, DDMMYYYY
<i>METeOR identifier:</i>	289053
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The date on which an individual health care provider ceased practising in an identified occupation.
<i>Data Element Concept:</i>	Individual service provider – occupation 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

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Provider occupation start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Individual service provider – occupation start date, DDMMYYYY
<i>METeOR identifier:</i>	289059
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The date on which an individual health care provider commenced practising in an identified occupation.
<i>Data Element Concept:</i>	Individual service provider – occupation 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

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Recurrent funding commitments (State/Territory level)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	State or Territory Government – recurrent funding commitments, total Australian currency N[N(8)]
<i>METeOR identifier:</i>	336821
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The total amount of recurrent funds that are committed at State/Territory level, as represented in Australian dollars.
Data Element Concept:	State or Territory Government – recurrent funding commitments

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

Relational attributes

<i>Implementation in Data Set Specifications:</i>	SAAP Administrative National Minimum Data Set Community services, Standard 30/11/2007
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Recurrent funding commitments (agency level)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – recurrent funding commitments, total Australian currency N[N(8)]
<i>METeOR identifier:</i>	336819
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The total amount of recurrent funds committed to an agency, as represented in Australian dollars.
Data Element Concept:	Service provider organisation – recurrent funding commitments

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>	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 Administrative National Minimum Data Set Community services, Standard 30/11/2007
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Reference person (household),

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – reference person indicator (household), code N
<i>METeOR identifier:</i>	351201
<i>Registration status:</i>	Community services, Standard 31/08/2007
<i>Definition:</i>	Whether a person is a reference person for a household.
<i>Data Element Concept:</i>	Person – reference person status (household)

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 household reference person is used as the basis for the identification of income units and families and the classification of the household. Code 1 Yes: Record if a person is a reference person for a household. Code 2 No: Record if a person is not a reference person for a household.
<i>Collection methods:</i>	Housing sector specific Usually referred to as <i>Person 1, Main tenant</i> or <i>Tenant 1</i> on application or tenancy forms. Can also be referred to as the <i>Principal tenant, Household head</i> or where the dwelling is being purchased, referred to as the <i>Mortgagee</i> . Also includes single adults and lone parents. Person must be aged 16 or over. All other persons should be coded to 2.

Source and reference attributes

<i>Origin:</i>	Australian Institute of Health and Welfare. National Housing Assistance Data Dictionary, Version 3. 2006. AIHW Cat. no. HOU 147.
<i>Reference documents:</i>	Australian Bureau of Statistics. Census Dictionary 2006. Cat no. 2901.0.

Referral contact method

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Referral—contact method code N
<i>METeOR identifier:</i>	323145
<i>Registration status:</i>	Community services, Standard 29/04/2006
<i>Definition:</i>	The means by which a person makes contact with an agency at the time of referral, as represented by a code.
Data Element Concept:	Referral—contact 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>Face to face</td></tr><tr><td>2</td><td>Over the telephone</td></tr><tr><td>3</td><td>In writing (including electronic)</td></tr><tr><td>4</td><td>Other method of referral/contact</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Face to face	2	Over the telephone	3	In writing (including electronic)	4	Other method of referral/contact	9	Not stated/inadequately described
Value	Meaning												
1	Face to face												
2	Over the telephone												
3	In writing (including electronic)												
4	Other method of referral/contact												
9	Not stated/inadequately described												
<i>Supplementary values:</i>													

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item only describes the way in which contact regarding referral to an agency was made. It can be applied to anyone, including self referral, or any party making referral. Source of referral to a service provider agency provides the information on who is actually making the referral.
<i>Collection methods:</i>	This information should be collected at the time initial contact regarding the referral is made.

Source and reference attributes

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

Relational attributes

<i>Related metadata references:</i>	Supersedes Referral—referral or contact method, code N Community services, Superseded 02/05/2006 Supersedes Referral/ contact method, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf (14.77 KB)
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Referral date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Referral—referral receipt date, DDMMYYYY
<i>METeOR identifier:</i>	270005
<i>Registration status:</i>	Community services, Standard 01/03/2005
<i>Definition:</i>	The date on which an agency receives a client referral from another party.
Data Element Concept:	Referral—referral receipt 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 an agency receives a client referral on July 1 2000 the Referral—referral receipt date, DDMMYYYY should be recorded as 01072000 as specified in the representational layout.
<i>Collection methods:</i>	Can be collected at initial referral of a client to an agency or at each referral, although this should be done consistently within a collection. Individual collections will also need to determine what constitutes a referral for their purposes (e.g. Is it only formal referrals that are considered, or are self-referral counted as a referral also etc).

Source and reference attributes

<i>Origin:</i>	National Health Data Committee National Health Data Dictionary
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Relational attributes

<i>Related metadata references:</i>	Supersedes Referral date, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf (14.85 KB)
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Referral for accommodation indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – referral for accommodation indicator, code N
<i>Synonymous names:</i>	Accommodation referral arranged
<i>METeOR identifier:</i>	333660
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	Whether an agency made a referral for accommodation for a person, as represented by a code.
Data Element Concept:	Person – referral for accommodation

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

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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Referral source

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Referral—referral source, code N[.N]
<i>METeOR identifier:</i>	297469
<i>Registration status:</i>	Community services, Standard 02/06/2005
<i>Definition:</i>	The person or agency responsible for the referral of a client to a service provider agency, as represented by a code.
<i>Context:</i>	Source of referral is important in assisting in the analyses of inter-service client flow and for service planning.
Data Element Concept:	Referral—referral source

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>Agency</td></tr><tr><td>1.1</td><td>Health agency</td></tr><tr><td>1.2</td><td>Community services agency</td></tr><tr><td>1.3</td><td>Educational agency</td></tr><tr><td>1.4</td><td>Legal agency</td></tr><tr><td>1.5</td><td>Employment/ job placement agency</td></tr><tr><td>1.6</td><td>Other agency</td></tr><tr><td>2</td><td>Non-agency</td></tr><tr><td>2.1</td><td>Self</td></tr><tr><td>2.2</td><td>Family</td></tr><tr><td>2.3</td><td>Friends</td></tr><tr><td>2.4</td><td>General Medical Practitioner</td></tr><tr><td>2.5</td><td>Other party</td></tr><tr><td>Supplementary values:</td><td>9 Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Agency	1.1	Health agency	1.2	Community services agency	1.3	Educational agency	1.4	Legal agency	1.5	Employment/ job placement agency	1.6	Other agency	2	Non-agency	2.1	Self	2.2	Family	2.3	Friends	2.4	General Medical Practitioner	2.5	Other party	Supplementary values:	9 Not stated/inadequately described
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1.1	Health agency																														
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1.4	Legal agency																														
1.5	Employment/ job placement agency																														
1.6	Other agency																														
2	Non-agency																														
2.1	Self																														
2.2	Family																														
2.3	Friends																														
2.4	General Medical Practitioner																														
2.5	Other party																														
Supplementary values:	9 Not stated/inadequately described																														

Collection and usage attributes

<i>Guide for use:</i>	<p>Individual data collections use specific categories relevant to their particular information needs. These categories should be mappable to the above generic domain at the 1-digit or 2-digit level.</p> <p>The separation of agency from non-agency for source of referral is a significant distinction. For instance, it is important to differentiate between a referral from a private practising general medical practitioner and a referral from a health</p>
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agency, such as a health clinic in a hospital.

Examples:

- Aged care assessment team would map to category 1.1
- Residential aged care factor to category 1.1
- Community nursing service to category 1.1
- School/other education institution to category 1.3
- General Practitioner to category 2.4
- Police/legal unit to category 1.4 etc.

Data element attributes

Collection and usage attributes

Collection methods:

Individual collections may like to expand categories further for example, by distinguishing between immediate family and non-immediate family.

In addition, this item may be collected at the point of initial contact with an agency, or for other contact points as well, for the agency as a whole, or for different services provided by that agency.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

Supported Accommodation Assistance Program (SAAP)
National Data Collection Agency 2001. National Data Collection
Data Dictionary. Version 2. Unpublished

Relational attributes

Related metadata references:

Supersedes [Referral – referral source \(community services\), code N\[.N\]](#) Community services, Superseded 06/06/2005

Registered/awaiting government payment indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – registered/awaiting government payment indicator, code N
<i>METeOR identifier:</i>	350279
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	Whether a SAAP client has applied for a government benefit, pension or allowance, but is still awaiting their first payment, as represented by a code.
Data Element Concept:	Person – registered/awaiting government payment indicator

Value domain attributes

Representational attributes

<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>	This data item is only applicable for those SAAP clients who have no income. In the SAAP NMDS, this data element may be collected twice (for the client): 1. whether a client has applied for a government benefit, pension or allowance, but is still awaiting their first payment before the support period starts; and 2. whether a client has applied for a government benefit, pension or allowance, but is still awaiting their first payment after the support period ends.
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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 Specifications:</i>	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007
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Relationship in household

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – relationship to household reference person, code NN
<i>METeOR identifier:</i>	351307
<i>Registration status:</i>	Community services, Standard 27/04/2007
<i>Definition:</i>	The familial and non-familial relationship of each person in a given household to the reference person in that same household, as represented by a code.
Data Element Concept:	Person – relationship to household reference person

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	Family, household and income unit variables (relationship in household) 2005	
<i>Representation class:</i>	Code	
<i>Data type:</i>	Number	
<i>Format:</i>	NN	
<i>Maximum character length:</i>	2	
<i>Permissible values:</i>	Value	Meaning
	11	In a registered marriage
	12	In a de facto marriage
	21	Lone parent
	31	Natural or adopted child under 15
	32	Step-child under 15
	33	Foster child under 15
	34	Grandchild under 15
	35	Otherwise related child under 15
	36	Unrelated child under 15
	41	Natural or adopted dependent student
	42	Student step-child
	43	Student foster child
	51	Non-dependent natural or adopted child
	52	Non-dependent step-child
	53	Non-dependent foster child
	61	Brother/Sister
	62	Father/Mother
	63	Non-dependent grandchild
	64	Grandfather/grandmother
	65	Cousin
	66	Uncle/Aunt
	67	Nephew/Niece
	69	Other related individual (not elsewhere)

	classified)
71	Unrelated individual living in a family household
72	Group household member
73	Lone person
99	Visitor

Collection and usage attributes

Guide for use:

CODE 21 Lone parent:

Should be used where a person has no spouse or partner present in the household but who forms a parent-child relationship with at least one **dependent** or non-dependent child who is usually resident in the household.

CODE 99 Not stated/inadequately described:

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

Collection methods:

A major purpose of this classification is as the basis for identification of **income units** and families, statistical units that are important for further analysis.

Data captured on relationships are allocated to the 'Relationship in household' classification in output processing.

Relationships to the selected Person 1 are coded, enabling the family units existing in the household to be identified.

The first person named is identified as Person 1.

Q1 below is asked of all usual residents of the household, except for Person 1:

Q1. What is (Your/the Person's) relationship to (Person 1)?

Source and reference attributes

Reference documents:

Statistical Concepts Library - Standards for Social, Labour and Demographic Variables - Family, Household and Income Unit Variables - Relationship in household - Classification and coding

Reference online through:

[Family, Household and Income Unit Variables, Relationship in Household](#)

Data element attributes

Collection and usage attributes

Guide for use:

This metadata item is measured using relationships in respect of a household reference person. Relationships in the household are determined by establishing the relationship between this household reference person and each other member of the household in turn.

The household reference person may be determined in a variety of ways. For example, it could be the person first listed on a form ('Person 1'), or the oldest person in the household, or the client. In measuring the types of relationships that exist between persons in a household, we must recognise that there may not be any familial relationship.

Collection methods:

The second level of the ABS classification has been adopted for this metadata item. Individual agencies may wish to classify 'Relationship in household' at the 3-digit level for their own operational purposes.

Collecting these data is quite complex, due to inter-relationships that may exist in a household. Refer to ABS Standards for details of interviewer or self enumerated collection methods.

Comments:

For the purposes of this metadata item the term child refers to the relationship to the reference person and not a person under 15 years of age.

The ability to determine familial relationships between persons residing within the same household is essential in a wide range of statistics on household type, family type and income unit. It may also be useful in determining possible levels of need and support available for clients.

Relational attributes

Related metadata references:

Supersedes [Person – relationship to household reference person, code NN](#) Community services, Superseded 27/04/2007
See also [Person – reference person indicator \(household\), code N](#) Community services, Standard 31/08/2007

Relationship of carer to care recipient

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Informal carer – relationship to care recipient, code N
<i>METeOR identifier:</i>	270012
<i>Registration status:</i>	Community services, Standard 01/03/2005
<i>Definition:</i>	The relationship of the informal carer to the person for whom they care, as represented by a code.
Data Element Concept:	Informal carer – relationship to care recipient

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>Spouse/ partner</td></tr><tr><td>2</td><td>Parent</td></tr><tr><td>3</td><td>Child</td></tr><tr><td>4</td><td>Child-in-law</td></tr><tr><td>5</td><td>Other relative</td></tr><tr><td>6</td><td>Friend/ neighbour</td></tr><tr><td>9</td><td>Not stated/ inadequately described</td></tr></tbody></table>	Value	Meaning	1	Spouse/ partner	2	Parent	3	Child	4	Child-in-law	5	Other relative	6	Friend/ neighbour	9	Not stated/ inadequately described
Value	Meaning																
1	Spouse/ partner																
2	Parent																
3	Child																
4	Child-in-law																
5	Other relative																
6	Friend/ neighbour																
9	Not stated/ inadequately described																
<i>Supplementary values:</i>																	

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>This data element should always be used to record the relationship of the carer to the person for whom they care, regardless of whether the client of the agency is the carer or the person for whom they care.</p> <p>For example, if a woman were caring for her frail aged mother-in-law, the agency would record that the carer is the daughter-in-law of the care recipient (i.e. code 4). Similarly, if a man were caring for his disabled son, then the agency would record that the carer is the father of the care recipient (i.e. code 2).</p> <p>If a person has more than one carer (e.g. a spouse and a son), the coding response to relationship of carer to care recipient should relate to the carer who provides the most significant care and assistance related to the person's capacity to remain living at home. The expressed views of the client and/ or their carer or significant other should be used as the basis for determining which carer should be considered to be the primary or principal carer in this regard.</p> <p>Code 1 includes de facto and same sex partnerships.</p>
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Collection methods: To obtain greater detailed information about carers data can be collected using other elements such as Person – age (community services), total years N[NN] and Person – sex, code N etc.

Comments: There is inconsistency between the definition of informal carer with the ABS definition of principal carer.
The ABS defines a primary carer as a person of any age who provides the most informal assistance, in terms of help or supervision, to a person with on or more disabilities. The assistance has to be ongoing, or likely to be ongoing, for at least six months and be provided for one or more of the core activities (communication, mobility and self care). This may not be appropriate for community services agencies wishing to obtain information about a person's carer regardless of the amount of time that care is for, or the types of care provided.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

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

Relational attributes

Related metadata references: Supersedes [Relationship of carer to care recipient, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.33 KB)

Religious affiliation

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – religious affiliation, code (ASCRG 2005) N[NNN]
<i>METeOR identifier:</i>	334326
<i>Registration status:</i>	Community services, Standard 29/04/2006
<i>Definition:</i>	The religious group to which a person belongs or adheres, as represented by a code.
Data Element Concept:	Person – religious affiliation

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	Australian Standard Classification of Religious Groups 2005
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N[NNN]
<i>Maximum character length:</i>	4

Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	<p>It is essential that where this question is asked, it be clearly marked as optional.</p> <p>The following question is recommended.</p> <p>Q1. What is your / the person's / (name)'s religion? (Answering this question is OPTIONAL.)</p> <p>For example, Salvation Army, Hinduism, Judaism or Humanism.</p> <p>If no religion, mark last option.</p> <p>Catholic (not Eastern Churches)</p> <p>Anglican (Church of England)</p> <p>Uniting Church</p> <p>Presbyterian</p> <p>Greek Orthodox</p> <p>Baptist</p> <p>Lutheran</p> <p>Islam</p> <p>Buddhism</p> <p>Other - please specify:</p> <p>No religion</p> <p>While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, the recommended question should be used wherever practically possible.</p>
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Relational attributes

Related metadata references:

Supersedes [Person—religious affiliation, code \(ASCRG 1996\)](#)
[N\[NNN\]](#) Community services, Superseded 08/05/2006

Residential setting

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – residential setting, code N
<i>METeOR identifier:</i>	269979
<i>Registration status:</i>	Community services, Standard 01/03/2005
<i>Definition:</i>	The setting in which a person resides, as represented by a code.
Data Element Concept:	Person – residential setting

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>Private setting</td></tr><tr><td>2</td><td>Community based setting</td></tr><tr><td>3</td><td>Institutional setting</td></tr><tr><td>4</td><td>None/homeless/public place</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Private setting	2	Community based setting	3	Institutional setting	4	None/homeless/public place	9	Not stated/inadequately described
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1	Private setting												
2	Community based setting												
3	Institutional setting												
4	None/homeless/public place												
9	Not stated/inadequately described												
<i>Supplementary values:</i>													

Collection and usage attributes

<i>Guide for use:</i>	<p>To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS V2, but they should always be mappable to categories in the NCCS V2. Categories used in individual community services data collections such as the Home and Community Care (HACC), Commonwealth State/Territory Disability Agreement (CSTDA) and the Supported Accommodation Assistance Program (SAAP) have been mapped to the settings classification in the National Classifications of Community Services.</p> <p>CODE 1 Private setting</p> <p>A largely self contained dwelling intended for occupation by one or more usual residents, or movable, makeshift or improvised dwelling occupied by one or more usual residents, regardless of whether the dwelling is owned, being purchased or being rented privately, publicly or through a community organisation. This includes, Owner/purchaser/renter occupied dwellings and Unsupported independent living facilities.</p> <p>For example houses, flats, units, hotels/motels, caravan, craft in a marina, a houseboat, independent living in a retirement village (where no support services are provided as a package with the accommodation) and makeshift and improvised dwellings (such as humpies).</p> <p>CODE 2 Community based setting</p>
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This type of setting includes:

Short-term crisis or emergency accommodation facility, Supported independent residential facility, Transitional accommodation facility, Supported accommodation facility (where support is provided together with the accommodation as a package) and Supported independent living.

The distinguishing features of a community based setting as opposed to private:

- An adult accommodated in a community setting has less control or choice, over when, where and how, they undertake basic personal activities than in a private setting (e.g. shared or scheduled meals, communal laundry, etc.).
- In community based settings some form of service by paid staff is generally provided in association with occupancy of a dwelling.
- The person has more choice or control over such activities in a community based setting than in an institutional setting.
- Persons living in community settings are generally housed in domestic scale sized dwellings.
- Located within the general community, in areas where other people live privately.

CODE 3 Institutional setting

This category includes:

Hospital (including psychiatric), Special purpose residential facility (including those that provide 'out of home' placements for children who cannot live with their families), Community care unit and Custodial settings, (prisons, remand centres, corrective institutions for children/youth). It also includes larger institutions for people with disability, larger institutional supported accommodation facilities, convents and monasteries, boarding schools and residential colleges.

The distinguishing features of an institutional setting (as opposed to community):

- Existence of a regulatory or licensing body.
- Accommodation units are usually not self contained.
- Adult residents have little or no control over when, where and how they undertake basic personal activities (e.g. shared or scheduled meals, communal laundry, etc.).
- They are generally situated out of the general community (e.g. gaols, hospitals).
- They are often of a larger scale than community settings.

Should difficulties arise concerning the categorisation of a setting, refer to the features listed below for guidance:

- Level of choice/control
- Scale/size
- Location within/outside of general community
- Existence of a regulatory or licensing body
- Paid staff.

CODE 4 None/**homeless**/public place includes non dwelling living rough and informal housing

CODE 9 Not stated/inadequately described

This code is not for use on primary collection forms. It is primarily for use in administrative collections when

transferring data from data sets where the item has not been collected.

Collection methods:

This metadata item could be used to describe the residential setting of individual persons, groups of people or households.

Data element attributes

Collection and usage attributes

Comments:

Linking human service outcomes with people's housing situations has been identified as an important step in providing better targeted services. Collecting information about residential setting also gives an indication of the type and variety of settings to which agencies deliver their services when providing assistance. This metadata item assists when making comparisons of data from administrative data collections with data from the five yearly Census of Population and Housing, and to assist in analyses of de-institutionalisation

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Relational attributes

Related metadata references:

Supersedes [Residential setting, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (20.3 KB)

Satisfaction with participation

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – level of satisfaction with participation in a life area, code N
<i>METeOR identifier:</i>	320216
<i>Registration status:</i>	Health, Standard 29/11/2006 Community services, Standard 16/10/2006
<i>Definition:</i>	The degree to which a person is satisfied with their involvement in a specified life area, as represented by a code.
<i>Context:</i>	Human functioning and disability
<i>Data Element Concept:</i>	Person – level of satisfaction with participation in a life area

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>0</td><td>High satisfaction with participation</td></tr><tr><td>1</td><td>Moderate satisfaction with participation</td></tr><tr><td>2</td><td>Neither satisfied nor dissatisfied with participation</td></tr><tr><td>3</td><td>Moderate dissatisfaction with participation</td></tr><tr><td>4</td><td>Extreme dissatisfaction with participation</td></tr><tr><td>5</td><td>Complete restriction and dissatisfaction</td></tr></tbody></table>	Value	Meaning	0	High satisfaction with participation	1	Moderate satisfaction with participation	2	Neither satisfied nor dissatisfied with participation	3	Moderate dissatisfaction with participation	4	Extreme dissatisfaction with participation	5	Complete restriction and dissatisfaction
Value	Meaning														
0	High satisfaction with participation														
1	Moderate satisfaction with participation														
2	Neither satisfied nor dissatisfied with participation														
3	Moderate dissatisfaction with participation														
4	Extreme dissatisfaction with participation														
5	Complete restriction and dissatisfaction														
<i>Supplementary values:</i>	<table><tbody><tr><td>8</td><td>Not specified</td></tr><tr><td>9</td><td>Not applicable</td></tr></tbody></table>	8	Not specified	9	Not applicable										
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 in life situations.</p> <p>This metadata item gives a rating of the person's degree of satisfaction with participation in a domain of life, in relation to their current life goals. Satisfaction with participation corresponds to the person's own perspective on their participation, and reflects their attitude to their participation in the various life areas. It is essentially a summary measure in which are embedded the concepts of choice, opportunity and importance.</p> <p>CODE 0 High satisfaction with participation Used if a person is involved in the specified life situation as he</p>
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or she wishes to fulfil his or her current life goals in terms of duration, frequency, manner and outcome.

CODE 1 Moderate satisfaction with participation

Used if the person is reasonably satisfied with their participation in this life situation, in terms of duration, frequency, manner and outcome. This could occur if one of the criteria (duration, frequency, manner or outcome) is not fulfilled and that criterion is not critical to the person's goals. For example, the person does not participate in the specified life situation as frequently as wished, but the other criteria are met and the frequency is not so affected that it is critical to the person's satisfaction.

CODE 2 Neither satisfied nor dissatisfied with participation

Used if the person is neither satisfied nor dissatisfied with their participation in this life situation, in terms of duration, frequency, manner and outcome.

CODE 3 Moderate dissatisfaction with participation

Used if two or three criteria (duration, frequency, manner or outcome) are not fulfilled, but are not so badly affected, in relation to the person's goals in that life area, that the person is extremely dissatisfied. For example, a person is able to participate in work, but is placed in supported employment rather than employment in the open labour market. This is not in line with the person's goals, so that the manner and outcome of the participation are not fulfilled.

CODE 4 Extreme dissatisfaction with participation

Used when all criteria (duration, frequency, manner and outcome) are not fulfilled for the specified life situation, or where any of the criteria are so badly affected in relation to the person's goals that they consider themselves to be extremely dissatisfied with this life area. An example of the latter would arise when a person is extremely dissatisfied with participation in interpersonal activities because his/her goal in terms of duration of social visits is never fulfilled, although other criteria (frequency and manner) may be fulfilled.

CODE 5 Complete restriction and dissatisfaction

Used when the person does not participate in this life situation in line with his or her own goals, i.e. in an area where they wish to participate and is completely dissatisfied with not participating in this life situation.

CODE 9 Not applicable

Used when participation in a life situation is not relevant, such as employment of an infant or where there is no participation and the person has no desire to participate in this area. For example, a personal preference not to participate in specific areas of community, social and civic life such as sport or hobbies. The area may not be applicable to the person's current life goals.

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:

Satisfaction with participation should be coded from the perspective of the person. This data element should be coded in conjunction with the [Person – activities and participation life area, code \(ICF 2001\) AN\[NNN\]](#) data element. For example, a person's 'moderate satisfaction with 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

School attendance indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – school attendance indicator, code N
<i>METeOR identifier:</i>	314952
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	Whether a person attends either primary or secondary school, as represented by a code.
Data Element Concept:	Person – school attendance 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 first year of primary school is considered to commence in the various States and Territories as follows: Kindergarten in New South Wales and Australian Capital Territory Preparatory in Victoria and Tasmania Year 1 in Queensland Pre-primary in Western Australia Reception in South Australia Transition in Northern Territory. A person should not be counted as attending school if they are attending preschool (even if this preschool operates within a school based environment).
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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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Sector type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – sector type, code N
<i>Synonymous names:</i>	Agency sector, Government/non-government sector, public/private sector
<i>METeOR identifier:</i>	350937
<i>Registration status:</i>	Community services, Standard 27/04/2007
<i>Definition:</i>	A categorisation of agencies and organisations based on funding and management arrangements, as represented by a code.
Data Element Concept:	Service provider organisation – sector

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>Government (public)</td></tr><tr><td>2</td><td>Non-government (private)</td></tr><tr><td>9</td><td>Not stated, /inadequately described</td></tr></tbody></table>	Value	Meaning	1	Government (public)	2	Non-government (private)	9	Not stated, /inadequately described
Value	Meaning								
1	Government (public)								
2	Non-government (private)								
9	Not stated, /inadequately described								
<i>Supplementary values:</i>									

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Government The government (public) sector comprises all government units and non-market nonprofit institutions (NPIs) that are controlled and mainly financed by government. This includes all public corporations and the general government sector represented by the three levels of government.</p> <p>CODE 2 Non-government The non-government (private) sector comprises all nonprofit institutions (NPIs) and corporations not controlled by the general government other than non-market NPIs that are controlled and mainly financed by government.</p>
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Source and reference attributes

<i>Submitting organisation:</i>	CSTDA NMDS Network
<i>Reference documents:</i>	Australian Bureau of Statistics 2002. Standard Economic Sector Classifications of Australia (SESCA), Cat No. 1218.0.

Data element attributes

Source and reference attributes

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

Australian Institute of Health and Welfare 2004.
Commonwealth State/Territory Disability Agreement National
Minimum Data Set collection: Data Dictionary Version 1.1.

Reference documents:

Australian Bureau of Statistics 2002. Standard Economic Sector
Classifications of Australia (SESCA). Cat No. 1218.0.
Australian Institute of Health and Welfare 2006.
Commonwealth State/Territory Disability Agreement National
Minimum Data Set collection: data guide – data items and
definitions 2006–07.

Relational attributes

Related metadata references:

See also [Service provider organisation – level of government, code N](#) Community services, Standard 27/04/2007

See also [Service provider organisation – income tax exempt 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

Service activity type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – service activity type, code (NCCS v2.0) ANN{.N{.NN}}
<i>METeOR identifier:</i>	270478
<i>Registration status:</i>	Community services, Standard 01/03/2005
<i>Definition:</i>	The type(s) of services that are usually available to or provided to persons, as represented by a code.
Data Element Concept:	Service provider organisation – service activity type

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	National Classifications of Community Services version 2.0
<i>Representation class:</i>	Code
<i>Data type:</i>	String
<i>Format:</i>	ANN{.N{.NN}}
<i>Maximum character length:</i>	8

Source and reference attributes

<i>Origin:</i>	Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW.
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Service activities should be collected according to the lower level of coding in the National Classifications of Community Services, Version 2.0 (NCCS v2.0) To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the service activities classification of the NCCS v2.0, but they should always be mappable to categories in the NCCS v2.0.
<i>Collection methods:</i>	Can be collected for the main type of service provided or all types on either an individual client event or episode of care or reflect general availability. In some collections this metadata item may be more narrowly defined to include only the services that are relevant to that collection. For example in the Commonwealth/State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS), only the support activity which the service outlet has been funded to provide under the Commonwealth State/Territory Disability Agreement (CSTDA) is collected. There could be instances though where an agency provides other services that are not funded by the CSTDA.
<i>Comments:</i>	Categories used in individual community services data collections such as the Home and Community Care (HACC),

CSTDA and the Supported Accommodation Assistance Program (SAAP) have been mapped to the service activities classification in the National Classifications of Community Services.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Related metadata references: Supersedes [Service activity type, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.7 KB)

Service activity type requested

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – service activity type, (requested) code (NCCS v2.0) ANN{.N{.NN}}
<i>METeOR identifier:</i>	270406
<i>Registration status:</i>	Community services, Standard 01/03/2005
<i>Definition:</i>	The type(s) of assistance that a person or persons requests from a community service agency, as represented by a code.
<i>Context:</i>	Service planning: Useful in the analysis of unmet demand where a person asks for assistance but it is not provided. This information can be used by agencies to plan appropriate services for their target group , and by funding departments to help them make better decisions about services.
Data Element Concept:	Person – service activity type

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	National Classifications of Community Services version 2.0
<i>Representation class:</i>	Code
<i>Data type:</i>	String
<i>Format:</i>	ANN{.N{.NN}}
<i>Maximum character length:</i>	8

Source and reference attributes

<i>Origin:</i>	Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0 . AIHW Cat. no. HWI 40. Canberra: AIHW.
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	A person or persons may request more than one type of assistance on a single occasion. Categories used in individual community services data collections should be mappable to the service activities classification in the National Classifications of Community Services, version 2.0 (NCCS v2.0). Service activities should be collected according to the lower level of coding in the NCCS v2.0. To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the service activities classification but they should always be mappable to categories in this classification.
<i>Collection methods:</i>	This metadata item can be collected for the main service activity type requested or all types.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Related metadata references: Supersedes [Service activity type requested, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.29 KB)

Service cessation reason

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service episode – service cessation reason, code N
<i>METeOR identifier:</i>	270099
<i>Registration status:</i>	Community services, Standard 01/03/2005
<i>Definition:</i>	The reason that the person ceased to receive services from the agency, as represented by a code.
Data Element Concept:	Service episode – service cessation reason

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>Client no longer needs assistance from agency</td></tr><tr><td>2</td><td>Client referred or moved to other agency</td></tr><tr><td>3</td><td>Client's needs have not changed but agency can or will no longer provide assistance</td></tr><tr><td>4</td><td>Client moved out of area</td></tr><tr><td>5</td><td>Client terminated service</td></tr><tr><td>6</td><td>Client died</td></tr><tr><td>8</td><td>Other reason</td></tr></tbody></table>	Value	Meaning	1	Client no longer needs assistance from agency	2	Client referred or moved to other agency	3	Client's needs have not changed but agency can or will no longer provide assistance	4	Client moved out of area	5	Client terminated service	6	Client died	8	Other reason
Value	Meaning																
1	Client no longer needs assistance from agency																
2	Client referred or moved to other agency																
3	Client's needs have not changed but agency can or will no longer provide assistance																
4	Client moved out of area																
5	Client terminated service																
6	Client died																
8	Other reason																
<i>Supplementary values:</i>	9 Not stated/inadequately described																

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Client no longer needs assistance from agency Where the problem is resolved or no longer exists or client is able to manage without the agency's assistance. Where the client has moved to another agency or form of assistance (either of their own choice or the agency 's) code 2 Client referred or moved to other agency, should be used.</p> <p>Code 2 Client referred or moved to other agency This code includes situations where the client's changing dependency or need for assistance has reached the point where the agency can no longer provide the necessary assistance and the client is referred to a more appropriate agency. Includes situations where the agency's assistance is no longer provided because the client has moved onto another form of assistance (e.g. from home with a carer to an institutional or residential care setting or a supported accommodation care setting).</p> <p>CODE 3 Client's needs have not changed but agency can or will no longer provide assistance This code includes situations where the client's need for assistance has not changed but the agency has ceased to</p>
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provide assistance to the client because of the agency's resource limitations. This would usually be associated with a review of the relative need of all agency clients in order to decide on which clients have priority. Where the main reason the client ceased to receive services from the agency was because the client's increased level of need /dependency led to a referral to another agency or program that provides a higher level of community care, code 2 should be used. Also includes when an agency terminates service to a client for worker (or **volunteer**) occupational health and safety reasons. Safety issues may relate to the physical setting of service delivery (e.g. unsafe or unsanitary dwelling) or to concerns with the physical or emotional wellbeing of the worker (or volunteer) due to the client's behaviour.

CODE 4 Client moved out of area

The client ceased to receive assistance from the agency because the client moved out of the geographic area of coverage of the agency. That is, the reason the agency ceases to assist the client is primarily because of a change in client's residential location and not because of any change in their need for assistance.

CODE 5 Client terminated service

The decision to cease receiving assistance from the agency is made by the client. That is, it was the client's choice and not the result of any agency assessment of need or change in the client's external circumstances. If the client had not made this choice they would have continued to receive assistance from the agency.

Source and reference attributes

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

Data element attributes

Collection and usage attributes

Guide for use: Where the client has ceased to receive services for more than one reason, the agency should clearly record the main or primary reason for the cessation of service. Other reasons can also be collected if necessary.

Collection methods: This metadata item should be recorded for clients who cease to receive funded assistance from an agency.

Comments: Service provision and planning:
This metadata item provides information about the circumstances surrounding the ending of a client's receipt of services from an agency. This metadata item contributes to a general understanding of the patterns of client movement into and out of the care and support of agencies. Reason for cessation of services also gives some indication of the impact on client turnover of factors relating to the agency's operations and to changes in client needs and circumstances.

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 [Service cessation reason, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (19.33 KB)

Service delivery setting

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event—service delivery setting (NCCS v2.0) AN{.N{.NN}}
<i>METeOR identifier:</i>	319817
<i>Registration status:</i>	Community services, Standard 29/04/2006
<i>Definition:</i>	The type of setting in which a service or instance of assistance is received by a client as represented by a code.
<i>Context:</i>	At the broadest level, this data element should provide a measure of the extent to which services are provided to clients in their own homes, in community settings or centre-based facilities, residential care facilities or other settings.
Data Element Concept:	Service event—service delivery setting

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	National Classifications of Community Services version 2.0
<i>Representation class:</i>	Code
<i>Data type:</i>	String
<i>Format:</i>	AN{.N{.NN}}
<i>Maximum character length:</i>	7

Collection and usage attributes

<i>Guide for use:</i>	Service delivery settings should be collected according to the lower level of coding in the National Classifications of Community Services version 2.0 (NCCS v2.0). To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS, but they should always be mappable to categories in the NCCS v2.0.
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Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare (AIHW)
<i>Origin:</i>	AIHW 2003. National Classifications of Community Services, version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW. Reference through: http://www.aihw.gov.au/publications/hwi/nccsv2/index.html

Data element attributes

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare (AIHW).
<i>Origin:</i>	Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW. Reference through: http://www.aihw.gov.au/publications/hwi/nccsv2/index.html

Relational attributes

*Related metadata
references:*

Supersedes [Service delivery setting, version 3, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.64 KB)

Service delivery setting (agency)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – service delivery setting, code (NCCS v2.0) AN{.N{.NN}}
<i>METeOR identifier:</i>	319826
<i>Registration status:</i>	Community services, Standard 29/04/2006
<i>Definition:</i>	The type of setting in which service activities are provided or could be provided by a service provider as represented by a code.
<i>Context:</i>	This data element is used, in conjunction with other data elements about service provision, to obtain a more detailed appraisal of service availability and how service are provided.
Data Element Concept:	Service provider organisation – service delivery setting

Value domain attributes

Representational attributes

<i>Classification scheme:</i>	National Classifications of Community Services version 2.0
<i>Representation class:</i>	Code
<i>Data type:</i>	String
<i>Format:</i>	AN{.N{.NN}}
<i>Maximum character length:</i>	7

Collection and usage attributes

<i>Guide for use:</i>	Service delivery settings should be collected according to the lower level of coding in the National Classifications of Community Services version 2.0 (NCCS v2.0). To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS, but they should always be mappable to categories in the NCCS v2.0.
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Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare (AIHW)
<i>Origin:</i>	AIHW 2003. National Classifications of Community Services, version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW. Reference through: http://www.aihw.gov.au/publications/hwi/nccsv2/index.html

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Service delivery setting can refer to settings in which services are actually provided to clients or could be provided to clients.
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Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare (AIHW).
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Origin:

AIHW 2003. National Classifications of Community Services, version 2.0.
AIHW Cat. no. HWI 40. Canberra: AIHW. Reference
through:<http://www.aihw.gov.au/publications/hwi/nccsv2/index.htm>

Service ongoing indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service episode – service ongoing indicator, code N
<i>Synonymous names:</i>	Support period ongoing
<i>METeOR identifier:</i>	338787
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	Whether a client was receiving ongoing assistance or support by the agency at the end of the financial year, as represented by a code.
Data Element Concept:	Service episode – service ongoing indicator

Value domain attributes

Representational attributes

<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>Comments:</i>	This information enables an accurate count of clients assisted at the agency to be made at the end of reporting.
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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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Service operation days

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – number of service operation days (7 day period), total N[N]
<i>Synonymous names:</i>	Days per week of operation
<i>METeOR identifier:</i>	323188
<i>Registration status:</i>	Community services, Standard 29/04/2006
<i>Definition:</i>	The actual number of days per week that the agency is usually open for the provision of service.
Data Element Concept:	Service provider organisation – number of service operation days

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total						
<i>Data type:</i>	Number						
<i>Format:</i>	N[N]						
<i>Maximum character length:</i>	2						
<i>Supplementary values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>90</td><td>No regular pattern of operation through a week</td></tr><tr><td>99</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	90	No regular pattern of operation through a week	99	Not stated/inadequately described
Value	Meaning						
90	No regular pattern of operation through a week						
99	Not stated/inadequately described						
<i>Unit of measure:</i>	Day						

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>Record whole numbers only rounded up to the nearest whole day, for the total number of days per week on which the agency provides any service to service users.</p> <p>An agency is considered to be operating whenever service is provided to service users (e.g. if an agency is open for 4 days per week for service provision to service users, and 1 day per week for management/administration then the agency should indicate that it operates 4 days per week).</p> <p>The service must be provided by the agency but not necessarily from its physical setting. For example 'own home respite' that is arranged by an agency to occur on a particular day on which the office of that agency is not open still counts as a day of operation for that agency.</p> <p>When an agency is available for service users on a day but does not provide services to service users on that day it should still be counted as a day of operation. For example, an agency may be open for service, such as an advocacy service, but no service users are seen.</p> <p>Services which have no regular weekly pattern of operation should record code 90 'no regular pattern of operation through a week'. This includes, for example, cases where a service will</p>
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be made available to a service user after hours only upon request (e.g. staff on call).

Collection methods:

This data element should be reported by all agencies.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare
National Community Services Data Committee

Origin:

National Community Services Data Dictionary Version 2, 2000.

Reference documents:

Australian Institute of Health and Welfare 2005.
Commonwealth State /Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2005-06.

Relational attributes

Related metadata references:

Supersedes [Service provider organisation – number of service operation days \(7 day period\), total N](#) 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

Service operation hours

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – number of service operation hours (24 hour period), total NN
<i>METeOR identifier:</i>	270376
<i>Registration status:</i>	Community services, Standard 01/03/2005
<i>Definition:</i>	The actual number of hours per day that the agency is open for the provision of service.
Data Element Concept:	Service provider organisation – number of service operation hours

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total						
<i>Data type:</i>	String						
<i>Format:</i>	NN						
<i>Maximum character length:</i>	2						
<i>Supplementary values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>90</td><td>No regular pattern of operation through a day</td></tr><tr><td>99</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	90	No regular pattern of operation through a day	99	Not stated/inadequately described
Value	Meaning						
90	No regular pattern of operation through a day						
99	Not stated/inadequately described						
<i>Unit of measure:</i>	Hour (h)						

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>The actual number of hours is not the number of hours staffed, e.g. a 'group home' would operate 24 hours a day, but might only be staffed a few hours if at all on some days.</p> <p>Round to the nearest whole hour. Valid numbers are 01 to 24. Services that have no regular daily pattern of operation, or which have different weekday and weekend patterns, should tick the 'no regular pattern of operation through a day' box (e.g. Flexible hours, on call, 24 hour sleepover).</p>
<i>Collection methods:</i>	It may be necessary to collect the information separately for week-days versus weekend days, or for individual days of the week if there is no consistent pattern.
<i>Comments:</i>	When collected in conjunction with service operation days, and service operation weeks this metadata items can provide useful information on patterns of service delivery.

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

Reference documents:

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

Relational attributes

Related metadata references:

Supersedes [Service operation hours, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (14.64 KB)

Implementation in Data Set Specifications:

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

Service operation weeks

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – number of service operation weeks (calendar year), total NN
<i>METeOR identifier:</i>	270377
<i>Registration status:</i>	Community services, Standard 01/03/2005
<i>Definition:</i>	The actual number of weeks per year that the agency is open for the provision of service.
Data Element Concept:	Service provider organisation – number of service operation weeks

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total						
<i>Data type:</i>	Number						
<i>Format:</i>	NN						
<i>Maximum character length:</i>	2						
<i>Supplementary values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>90</td><td>No regular pattern of operation through a year</td></tr><tr><td>99</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	90	No regular pattern of operation through a year	99	Not stated/inadequately described
Value	Meaning						
90	No regular pattern of operation through a year						
99	Not stated/inadequately described						
<i>Unit of measure:</i>	Week						

Collection and usage attributes

<i>Guide for use:</i>	A week is measured from 12:00AM (midnight) Monday morning to 11:59PM the following Sunday. If a service operates within this period then it is counted as having operated during that week. Therefore if an agency operates for only a short time for one of the days within a week, it is counted as operating during that week.
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Valid numbers are 01 to 52.
<i>Comments:</i>	When collected in conjunction with the number of service operation hours in a day and the service operation days in a week this metadata item can provide useful information on patterns of service delivery.

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
<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 operation weeks, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (14.96 KB)

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

Service received indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – service received indicator, code N
<i>Synonymous names:</i>	Snapshot date flag
<i>METeOR identifier:</i>	323510
<i>Registration status:</i>	Community services, Standard 27/04/2007
<i>Definition:</i>	Whether the person received a service as represented by a code.
<i>Data Element Concept:</i>	Person – service received 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

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

<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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Session end time

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (service type) – session end time, hhmm
<i>METeOR identifier:</i>	326560
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The finish time for a session that a service is available for service users in hours and minutes.
Data Element Concept:	Service provider organisation (service type) – session end time

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>	Collected in conjunction with <i>session start time</i> and <i>day of operation</i> .
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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>	Service accessibility cluster Community services, Standard 30/11/2007
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Session start time

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (service type) – session start time, hhmm
<i>METeOR identifier:</i>	315152
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The start time of a session that a service is available for service users in hours and minutes.
Data Element Concept:	Service provider organisation (service type) – session start time

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>	Collected in conjunction with session end time and day of operation.
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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>	Service accessibility cluster Community services, Standard 30/11/2007
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Sex

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – sex, code N
<i>METeOR identifier:</i>	287316
<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 biological distinction between male and female, as represented by a code.
<i>Data Element Concept:</i>	Person – sex

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>Male</td></tr><tr><td>2</td><td>Female</td></tr><tr><td>3</td><td>Intersex or indeterminate</td></tr></tbody></table>	Value	Meaning	1	Male	2	Female	3	Intersex or indeterminate
Value	Meaning								
1	Male								
2	Female								
3	Intersex or indeterminate								
<i>Supplementary values:</i>	9 Not stated/inadequately described								

Collection and usage attributes

<i>Guide for use:</i>	Diagnosis and procedure codes should be checked against the national ICD-10-AM sex edits, unless the person is undergoing, or has undergone a sex change or has a genetic condition resulting in a conflict between sex and ICD-10-AM code. CODE 3 Intersex or indeterminate Intersex or indeterminate, refers to a person, who because of a genetic condition, was born with reproductive organs or sex chromosomes that are not exclusively male or female or whose sex has not yet been determined for whatever reason. Intersex or indeterminate, should be confirmed if reported for people aged 90 days or greater.
<i>Comments:</i>	The definition for Intersex in Guide for use is sourced from the ACT Legislation (Gay, Lesbian and Transgender) Amendment Act 2003.

Source and reference attributes

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

Data element attributes

Collection and usage attributes

Collection methods:

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

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

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

CODE 3 Intersex or indeterminate

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

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

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

CODE 9 Not stated/inadequately described

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

Source and reference attributes

Origin:

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

Reference documents:

Australian Bureau of Statistics

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

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

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

Relational attributes

Related metadata references:

Supersedes [Person – sex, code N](#) Health, Superseded 04/05/2005, Community services, Superseded 31/08/2005
Is used in the formation of [Episode of admitted patient care – major diagnostic category, code \(AR-DRG v5.1\) NN](#) Health, Standard 01/03/2005
Is used in the formation of [Episode of admitted patient care – diagnosis related group, code \(AR-DRG v5.1\) ANNA](#) Health, Standard 01/03/2005

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

Source of income

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – source of cash income (all) code NN
<i>METeOR identifier:</i>	321156
<i>Registration status:</i>	Community services, Standard 29/04/2006
<i>Definition:</i>	The source from which a person derives any part of his/her income, as represented by a code.
<i>Context:</i>	The metadata item is an indicator of the needs and circumstances of individuals and sometimes, used in assessment of income equity.
Data Element Concept:	Person – source of cash income (all)

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																														
<i>Data type:</i>	Number																														
<i>Format:</i>	NN																														
<i>Maximum character length:</i>	4																														
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>11</td><td>Employee cash income</td></tr><tr><td>21</td><td>Unincorporated business cash income</td></tr><tr><td>31</td><td>Allowances for students and the unemployed</td></tr><tr><td>32</td><td>Centrelink pensions for the aged and persons with a disability</td></tr><tr><td>39</td><td>Other Government cash pensions and allowances</td></tr><tr><td>41</td><td>Property cash income</td></tr><tr><td>42</td><td>Superannuation/annuities</td></tr><tr><td>43</td><td>Transfers from private organisations</td></tr><tr><td>44</td><td>Transfers from other households</td></tr><tr><td>45</td><td>Scholarships</td></tr><tr><td>49</td><td>Other cash income</td></tr><tr><td><i>Supplementary values:</i></td><td>88</td><td>Nil income</td></tr><tr><td></td><td>99</td><td>Not stated/not known/inadequately described</td></tr></tbody></table>	Value	Meaning	11	Employee cash income	21	Unincorporated business cash income	31	Allowances for students and the unemployed	32	Centrelink pensions for the aged and persons with a disability	39	Other Government cash pensions and allowances	41	Property cash income	42	Superannuation/annuities	43	Transfers from private organisations	44	Transfers from other households	45	Scholarships	49	Other cash income	<i>Supplementary values:</i>	88	Nil income		99	Not stated/not known/inadequately described
Value	Meaning																														
11	Employee cash income																														
21	Unincorporated business cash income																														
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39	Other Government cash pensions and allowances																														
41	Property cash income																														
42	Superannuation/annuities																														
43	Transfers from private organisations																														
44	Transfers from other households																														
45	Scholarships																														
49	Other cash income																														
<i>Supplementary values:</i>	88	Nil income																													
	99	Not stated/not known/inadequately described																													

Collection and usage attributes

<i>Guide for use:</i>	<p>The value domain categories shown above are directly mappable to the narrow sources of cash income specified in the Statistical Concepts Library of the Australian Bureau of Statistics. This is a three level hierarchical classification and is described at the broad (one-digit), narrow (two-digit) and detailed (four-digit) levels.</p> <p>This value domain uses the two-digit level. Each of the levels may be associated with one or more sub-categories that may be</p>
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coded at the 4-digit level if desired.

Code 11 Employee cash income:

Payments from an employer or own limited liability company, including wages or salary, tips, piece rates, penalty rates, loadings, regular bonuses, payment for time not worked (sick leave, recreation leave, public holidays etc.) and director's fees. An employee is classed as receiving cash from an employer or his/her own incorporated enterprise.

Code 21 **Unincorporated business** cash income:

Unincorporated business cash income is net of operating expenses including: labour costs in the form of wages, salaries and supplements; the value of raw materials and services purchased; the repair and maintenance of equipment (including vehicles); the purchase of fuel; indirect taxes; interest paid in connection with the business; and rent paid for buildings and land used in the business. Unincorporated business cash income is also net of depreciation of capital, such as machinery, vehicles and tools used in the business.

Code 41 Property cash income:

Includes cash income deriving from the ownership of assets; it comprises returns from financial assets (interest, dividend) from physical assets (rent) and from intellectual assets (royalties).

Code 43 Transfers from private organisations:

Includes payments from workers compensation, insurance companies etc.

Code 44 Transfers from other households:

Includes payments from such sources as child support payments, gifts from relatives etc.

Collection methods:

Please note the differences between this Value domain and the ABS classification (that is, Codes 41, 42, 43, 44, 45 and 49 are mappable to the classification codes 91, 92, 93, 94, 95 and 99. In this value domain code 88 and 99 are supplementary values.).

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare for the National Community Services Data Committee.

Reference documents:

Statistical concepts library, Standards for Social, Labour and Demographic Variables, Cash Income Variables, Framework for Standard Cash Income Variables, Classification and Coding, Canberra: Australian Bureau of Statistics.

Reference online through:

[Ausstats Standards for Social, Labour and Demographic Variables, Cash Income Variables](#)

Data element attributes

Collection and usage attributes

Guide for use:

All sources of cash income are included in this concept. Cash income may be received from employment (Employee cash income), as a profit or loss from an unincorporated enterprise (**Unincorporated business** cash income), from the ownership of assets (Property cash income). Income may also be derived from current transfers from government (pensions

and benefits) or from private sources, such as superannuation funds. An individual may receive cash income from more than one source.

Excluded from this concept is income in kind e.g. barter for goods or services.

Collection methods:

If the person has multiple sources of income, all sources should be counted.

This question is not asked of person's aged less than 15 years because they are generally dependants.

While this standard requires collection of data at the 2-digit level, some agencies may wish to collect at the 4-digit level for their own purposes. The 4-digit level is detailed below:

Detailed (four-digit) level of sources of cash income

- 1101 Employee cash income
- 2101 Unincorporated business cash income
- 3101 Newstart allowance
- 3102 Youth allowance
- 3103 Mature age allowance
- 3104 Sickness allowance
- 3105 Austudy payment
- 3106 ABSTUDY payment
- 3201 Age pension
- 3202 Disability support pension
- 3901 Family Tax Benefit (Parts A and B)
- 3902 Parenting Payment
- 3903 Double Orphan Pension
- 3904 Carer Allowance
- 3905 Wife Pension
- 3906 Bereavement Allowance
- 3907 Widow Allowance (Widow B Pension)
- 3908 Carer Payment
- 3911 Service pension (DVA)
- 3912 Disability pension (DVA)
- 3913 Partner Allowance
- 3914 War Widow's Pension (DVA)
- 3915 Special Benefit
- 3916 Mobility Allowance
- 3917 CDEP Participant Supplement
- 3918 Pensions and allowances from overseas governments
- 3999 Other Government cash pensions and allowances, nec
- 4101 Interest
- 4102 Dividends
- 4103 Rent
- 4104 Royalties
- 4199 Other property cash income, nec
- 4201 Superannuation/annuities
- 4301 Workers compensation/sickness/accident insurance
- 4399 Other transfers from private organisations, nec
- 4401 Child support
- 4402 Gifts from relatives
- 4499 Other cash transfers from other households, nec
- 4501 Scholarships
- 4999 Other cash income, nec
- 8888 Nil income
- 9999 Not stated/not known/inadequately described

Relational attributes

Related metadata references:

See also [Person – source of cash income \(principal\)](#) Community services, Standard 29/04/2006, Housing assistance, Standard 10/02/2006

Supersedes [Sources of cash income, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (18.67 KB)

Supersedes [Person – income source \(cash\), code N{.N}](#) Community services, Superseded 29/04/2006

Source of principal income

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – source of cash income (principal), code N
<i>Synonymous names:</i>	Main income source
<i>METeOR identifier:</i>	321063
<i>Registration status:</i>	Community services, Standard 29/04/2006
<i>Definition:</i>	The source from which a person derives the greatest proportion of his/her income, as represented by a code.
<i>Context:</i>	An indicator of the needs and circumstances of individuals and sometimes used in assessment of income equity.
Data Element Concept:	Person – source of cash income (principal)

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code										
<i>Data type:</i>	Number										
<i>Format:</i>	N										
<i>Maximum character length:</i>	4										
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Employee cash income</td></tr><tr><td>2</td><td>Unincorporated business cash income</td></tr><tr><td>3</td><td>Government cash pensions and allowances</td></tr><tr><td>4</td><td>Other income</td></tr></tbody></table>	Value	Meaning	1	Employee cash income	2	Unincorporated business cash income	3	Government cash pensions and allowances	4	Other income
Value	Meaning										
1	Employee cash income										
2	Unincorporated business cash income										
3	Government cash pensions and allowances										
4	Other income										
<i>Supplementary values:</i>	<table><tbody><tr><td>8</td><td>Nil income</td></tr><tr><td>9</td><td>Not stated/not known/inadequately described</td></tr></tbody></table>	8	Nil income	9	Not stated/not known/inadequately described						
8	Nil income										
9	Not stated/not known/inadequately described										

Collection and usage attributes

<i>Guide for use:</i>	<p>A person with more than one source of income should be categorised only to the value domain category, which best describes their primary source of income.</p> <p>The value domain categories shown above can be linked to broad sources of cash income specified in the Statistical Concepts Library of the Australian Bureau of Statistics. 'Sources of cash income' and 'Principal source of cash income' are classified to the Standard classification of sources of cash income. This is a three level hierarchical classification and is described in detail at the broad (one-digit), narrow (two-digit) and detailed (four-digit) levels.</p> <p>Code 1 Primary cash income: Payments from an employer or own limited liability company, including wages or salary, tips, piece rates, penalty rates, loadings, regular bonuses, payment for time not worked (sick leave, recreation leave, public holidays etc.) and director's fees. An employee is classed as receiving cash from an employer or his/her own incorporated enterprise.</p> <p>Code 2 Unincorporated business cash income:</p>
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Unincorporated business cash income is net of operating expenses including: labour costs in the form of wages, salaries and supplements; the value of raw materials and services purchased; the repair and maintenance of equipment (including vehicles); the purchase of fuel; indirect taxes; interest paid in connection with the business; and rent paid for buildings and land used in the business. Unincorporated business cash income is also net of depreciation of capital, such as machinery, vehicles and tools used in the business.

Code 3 Government cash pensions and allowances

All government cash pensions, benefits and allowances.

Code 4 Other income:

Includes cash income deriving from the ownership of assets (comprising returns from financial assets, physical assets and from intellectual assets), superannuation/annuities, transfers from private organisations (e.g. workers compensation), transfers from other households (e.g. child support payments) and scholarships.

Collection methods:

Please note the difference between the permissible values of this Value domain and the ABS classification (that is, Code 4 of this Value domain maps to code 9 of the classification and Code 9 of this value domain is a supplementary value.).

Source and reference attributes

Reference documents:

Statistical concepts library, Standards for Social, Labour and Demographic Variables, Cash Income Variables, Framework for Standard Cash Income Variables, Classification and Coding, Canberra: Australian Bureau of Statistics.

Reference online through:

[Ausstats Standards for Social, Labour and Demographic Variables, Cash Income Variables](#)

Data element attributes

Collection and usage attributes

Guide for use:

If the person has multiple sources of income and none equal to or greater than 50%, the one, which contributes the largest percentage, should be counted.

If there is more than one source and they are exactly equal, list the source of income which the person most identifies as receiving from the primary occupation.

Included is cash income that may be received from employment (Employee cash income), as a profit or loss from an unincorporated enterprise (Unincorporated business cash income), from the ownership of assets (Property cash income). Income may also be derived from current transfers from government (pensions and benefits) or from private sources, such as superannuation funds. An individual may receive cash income from more than one source.

Excluded from this concept is income in kind e.g. barter for goods or services.

Collection methods:

This question is not asked of person's aged less than 15 years

because they are generally dependants.

While this standard specifies the collection of data at the 1-digit level, individual community services data collections may use more detailed categories for one or more of the above for program or service-specific purposes. For example, the Commonwealth State Disability Agreement National Minimum Data Set separately identifies disability support pension recipients and other pension/benefit recipients.

It is permissible for agencies to collect at 2- or 4-digit as well, if this suits their purposes.

The 2- and 4-digit levels are described below:

Narrow 2 digit representation

- 11 Employee cash income
- 21 Unincorporated business cash income
- 31 Allowances for students and the unemployed
- 32 Centrelink pensions for the aged and persons with a disability
- 39 Other Government cash pensions and allowances
- 41 Property cash income
- 42 Superannuation/annuities
- 43 Transfers from private organisations
- 44 Transfers from other households
- 43 Scholarships
- 49 Other cash income
- 88 Nil income
- 99 Not stated/not known/inadequately described

Detailed (four-digit) representation

- 1101 Employee cash income
- 2101 **Unincorporated business** cash income
- 3101 Newstart allowance
- 3102 Youth allowance
- 3103 Mature age allowance
- 3104 Sickness allowance
- 3105 Austudy payment
- 3106 ABSTUDY payment
- 3201 Age pension
- 3202 Disability support pension
- 3901 Family Tax Benefit (Parts A and B)
- 3902 Parenting Payment
- 3903 Double Orphan Pension
- 3904 Carer Allowance
- 3905 Wife Pension
- 3906 Bereavement Allowance
- 3907 Widow Allowance (Widow B Pension)
- 3908 Carer Payment
- 3911 Service pension (DVA)
- 3912 Disability pension (DVA)
- 3913 Partner Allowance
- 3914 War Widow's Pension (DVA)
- 3915 Special Benefit
- 3916 Mobility Allowance
- 3917 CDEP Participant Supplement
- 3918 Pensions and allowances from overseas governments
- 3999 Other Government cash pensions and allowances, nec
- 4101 Interest
- 4102 Dividends
- 4103 Rent

4104 Royalties
4199 Other property cash income, nec
4201 Superannuation/annuities
4301 Workers compensation/sickness/accident insurance
4399 Other transfers from private organisations, nec
4401 Child support
4402 Gifts from relatives
4499 Other cash transfers from other households, nec
4501 Scholarships
4999 Other cash income, nec
8888 Nil income
9999 Not stated/not known/inadequately described

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare for the National Community Services Data Committee.

Relational attributes

Related metadata references: Supersedes [Person – income source \(principal\), code N\[N\]](#)
Community services, Superseded 29/04/2006
See also [Person – source of cash income \(all\) code NN](#)
Community services, Standard 29/04/2006

Status in employment

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (employed) – status in employment, code N
<i>METeOR identifier:</i>	269951
<i>Registration status:</i>	Community services, Standard 01/03/2005
<i>Definition:</i>	The person's position in relation to their employment, as represented by a code.
Data Element Concept:	Person (employed) – status in employment

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>Employee</td></tr><tr><td>2</td><td>Employer</td></tr><tr><td>3</td><td>Own account worker</td></tr><tr><td>4</td><td>Contributing family worker</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Employee	2	Employer	3	Own account worker	4	Contributing family worker	9	Not stated/inadequately described
Value	Meaning												
1	Employee												
2	Employer												
3	Own account worker												
4	Contributing family worker												
9	Not stated/inadequately described												
<i>Supplementary values:</i>													

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Employee This code represents a person who works for a public or private employer and receives remuneration in wages, salary, or a retainer fee from their employer while working on a commission basis or for tips, piece-rates or payment in kind. An employee may also be a person who operates his or her own incorporated enterprise with or without hiring employees.</p> <p>CODE 2 Employer This code represents a person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires one or more employees.</p> <p>CODE 3 Own account worker This code represents a person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires no employees.</p> <p>CODE 4 Contributing family worker This code represents a person who works without pay in an economic enterprise operated by a relative.</p> <p>CODE 9 Not stated/inadequately described This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.</p>
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Source and reference attributes

Origin: Australian Bureau of Statistics 2001. Labour Statistics Concepts, Sources and Methods. Cat. no. 6102.0. Canberra: ABS. Reference through:
<http://www.abs.gov.au/ausstats/abs@.nsf/StatsLibrary> and choose 'Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Labour Force Variables'.
<http://www.abs.gov.au/Ausstats/abs@.nsf/66f306f503e529a5ca25697e0017661f/afeef7e2813c764dca25697e0018fed2!OpenDocument>

Data element attributes

Collection and usage attributes

Guide for use: Usually the standard applies to the 'main job' in which the person is employed (that is, the job in which the person usually works the most hours). However, it may also be applied to the person's 'last job', 'second job', etc.'

Relational attributes

Related metadata references: Supersedes [Status in employment, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.31 KB)

Street name (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – street name, text [A(30)]
<i>METeOR identifier:</i>	270019
<i>Registration status:</i>	Health, Standard 01/03/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The concatenation of a person's street type and street suffix resulting in a name that identifies a public thoroughfare and differentiates it from others in the same suburb/town/locality, as represented by text.
Data Element Concept:	Person (address) – street name

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	To be used in conjunction with street type. To be used in conjunction with street suffix.
<i>Comments:</i>	Where suburb/town/locality, state/territory and Postcode - Australian are insufficient to assign a Statistical Local Area (SLA) code from the Australian Standard Geographical Classification (Australian Bureau of Statistics, Cat. No. 1216.0), the Street name metadata item in conjunction with street type, house/property identifier and street suffix should also be used.

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 Street name, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf (14.12 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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Street name (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – street name, text [A(30)]
<i>METeOR identifier:</i>	290218
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The concatenation of an organisation's street type and street suffix resulting in a name that identifies a public thoroughfare and differentiates it from others in the same suburb/town/locality, as represented by text.
Data Element Concept:	Service provider organisation (address) – street name

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	To be used in conjunction with street type. To be used in conjunction with street suffix.
<i>Comments:</i>	Where suburb/town/locality, state/territory and Postcode - Australian are insufficient to assign a Statistical Local Area (SLA) code from the Australian Standard Geographical Classification (Australian Bureau of Statistics, Cat. No. 1216.0), the Street name metadata item in conjunction with street type, house/property identifier and street suffix should also be used.

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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Street suffix code (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – street suffix, code A[A]
<i>METeOR identifier:</i>	270022
<i>Registration status:</i>	Health, Standard 01/03/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The abbreviated suffix that identifies the type of street where a person resides, as represented by a code.
<i>Data Element Concept:</i>	Person (address) – street suffix

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>CN</td><td>Central</td></tr><tr><td>E</td><td>East</td></tr><tr><td>EX</td><td>Extension</td></tr><tr><td>LR</td><td>Lower</td></tr><tr><td>N</td><td>North</td></tr><tr><td>NE</td><td>North East</td></tr><tr><td>NW</td><td>North West</td></tr><tr><td>S</td><td>South</td></tr><tr><td>SE</td><td>South East</td></tr><tr><td>SW</td><td>South West</td></tr><tr><td>UP</td><td>Upper</td></tr><tr><td>W</td><td>West</td></tr></tbody></table>	Value	Meaning	CN	Central	E	East	EX	Extension	LR	Lower	N	North	NE	North East	NW	North West	S	South	SE	South East	SW	South West	UP	Upper	W	West
Value	Meaning																										
CN	Central																										
E	East																										
EX	Extension																										
LR	Lower																										
N	North																										
NE	North East																										
NW	North West																										
S	South																										
SE	South East																										
SW	South West																										
UP	Upper																										
W	West																										

Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	To be used in conjunction with street name. To be used in conjunction with street type. For example: Browns Rd W
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Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	AS4590 Interchange of client information, Australia Post Address Presentation Standard

Relational attributes

Related metadata references:

Supersedes [Street suffix code, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf](#) (14.91 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

Street suffix code (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – street suffix, code A[A]
<i>METeOR identifier:</i>	290170
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The abbreviated suffix that identifies the type of street where an organisation is located, as represented by a code.
Data Element Concept:	Service provider organisation (address) – street suffix

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>CN</td><td>Central</td></tr><tr><td>E</td><td>East</td></tr><tr><td>EX</td><td>Extension</td></tr><tr><td>LR</td><td>Lower</td></tr><tr><td>N</td><td>North</td></tr><tr><td>NE</td><td>North East</td></tr><tr><td>NW</td><td>North West</td></tr><tr><td>S</td><td>South</td></tr><tr><td>SE</td><td>South East</td></tr><tr><td>SW</td><td>South West</td></tr><tr><td>UP</td><td>Upper</td></tr><tr><td>W</td><td>West</td></tr></tbody></table>	Value	Meaning	CN	Central	E	East	EX	Extension	LR	Lower	N	North	NE	North East	NW	North West	S	South	SE	South East	SW	South West	UP	Upper	W	West
Value	Meaning																										
CN	Central																										
E	East																										
EX	Extension																										
LR	Lower																										
N	North																										
NE	North East																										
NW	North West																										
S	South																										
SE	South East																										
SW	South West																										
UP	Upper																										
W	West																										

Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	To be used in conjunction with street name. To be used in conjunction with street type. For example: Browns Rd W
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Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	AS4590 Interchange of client information, Australia Post Address Presentation Standard

Relational attributes

Related metadata references:

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

Street type code (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – street type, code A[AAA]
<i>METeOR identifier:</i>	270020
<i>Registration status:</i>	Health, Standard 01/03/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The type of public thoroughfare where a person resides, as represented by a code.
Data Element Concept:	Person (address) – street 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

Collection and usage attributes

Guide for use: The following is a list of commonly used abbreviations from AS 4590:

Street type	Abbreviation
Alley	Ally
Arcade	Arc
Avenue	Ave
Boulevard	Bvd
Bypass	Bypa
Circuit	Cct
Close	Cl
Corner	Crn
Court	Ct
Crescent	Cres
Cul-de-sac	Cds
Drive	Dr
Esplanade	Esp
Green	Grn
Grove	Gr
Highway	Hwy
Junction	Jnc
Lane	Lane
Link	Link
Mews	Mews
Parade	Pde
Place	Pl
Ridge	Rdge
Road	Rd

Square	Sq
Street	St
Terrace	Tce

Data element attributes

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	Health Data Standards Committee AS4590 Interchange of client information, Australia Post Address Presentation Standard

Relational attributes

<i>Related metadata references:</i>	Supersedes Street type code, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf (14.75 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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Street type code (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – street type, code A[AAA]
<i>METeOR identifier:</i>	290193
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 30/09/2005
<i>Definition:</i>	The type of public thoroughfare where an organisation is located, as represented by a code.
Data Element Concept:	Service provider organisation (address) – street 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

Collection and usage attributes

Guide for use: The following is a list of commonly used abbreviations from AS 4590:

Street type	Abbreviation
Alley	Ally
Arcade	Arc
Avenue	Ave
Boulevard	Bvd
Bypass	Bypa
Circuit	Cct
Close	Cl
Corner	Crn
Court	Ct
Crescent	Cres
Cul-de-sac	Cds
Drive	Dr
Esplanade	Esp
Green	Grn
Grove	Gr
Highway	Hwy
Junction	Jnc
Lane	Lane
Link	Link
Mews	Mews
Parade	Pde
Place	Pl
Ridge	Rdge

Road	Rd
Square	Sq
Street	St
Terrace	Tce

Data element attributes

Collection and usage attributes

Collection methods: To be collected in conjunction with street name. To be collected in conjunction with street suffix.

Source and reference attributes

Origin: AS4590 Interchange of client information, Australia Post
Address Presentation Standard

Relational attributes

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

Student indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – student/employment training indicator, code N
<i>METeOR identifier:</i>	349588
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	Whether a person is undertaking formal study or employment training, as represented by a code.
Data Element Concept:	Person – student/employment training indicator

Value domain attributes

Representational attributes

<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 must be formally enrolled in an academic institution or technical college, or other accredited teaching institution, and or engaged in employment related formal training. This can include migrant English classes.
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Relational attributes

<i>Related metadata references:</i>	See also Person – student type, SAAP code N[N] Community services, Standard 15/09/2007
<i>Implementation in Data Set Specifications:</i>	SAAP Client Collection National Minimum Data Set Community services, Standard 30/11/2007

Suburb/town/locality name (person)

Identifying and definitional attributes

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

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

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

Source and reference attributes

<i>Origin:</i>	National Health Data Committee National Community Services Data Committee
<i>Reference documents:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia Australia Post 2005. Australia Postcode File. Viewed 12 April, www.auspost.com.au/postcodes

Relational attributes

<i>Related metadata references:</i>	Supersedes Person (address) – suburb/town/locality name, text [A(50)] Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005
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Implementation in Data Set Specifications:

Is used in the formation of [Person \(address\) – postal delivery point identifier, {N\(8\)}](#) Health, Standard 04/05/2005, Community services, Standard 25/08/2005

Is used in the formation of [Dwelling – geographic location, remoteness structure code \(ASGC 2004\) N\[N\]](#) Housing assistance, Retired 10/02/2006

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

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

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

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

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

Suburb/town/locality name (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – suburb/town/locality name, text [A(50)]
<i>METeOR identifier:</i>	290059
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 31/08/2005
<i>Definition:</i>	The full name of the general locality containing the specific address of an organisation, as represented by text.
Data Element Concept:	Service provider organisation (address) – suburb/town/locality name

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>The suburb/town/locality name, may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.</p> <p>The Australian Bureau of Statistics has suggested that a maximum field length of 50 characters should be sufficient to record the vast majority of locality names.</p> <p>This metadata item may be used to describe the location of an organisation. It can be a component of a street or postal address.</p>
<i>Collection methods:</i>	Enter 'Unknown' when the locality name or geographic area for an organisation is not known.

Source and reference attributes

<i>Origin:</i>	National Health Data Committee National Community Services Data Committee Australia Post 2005. Australia Postcode File. Viewed 12 April www.auspost.com.au/postcodes
<i>Reference documents:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

Related metadata references:

Is used in the formation of [Service provider organisation \(address\) – postal delivery point identifier, {N\(8\)}](#) Health, Standard 04/05/2005, Community services, Standard 31/08/2005

Implementation in Data Set Specifications:

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

Supported accommodation type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event— supported accommodation type, code N
<i>Synonymous names:</i>	Accommodation type
<i>METeOR identifier:</i>	338690
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The type of supported accommodation that is provided to a client, based on length of stay and level of service, as represented by a code.
Data Element Concept:	Service event— supported accommodation type

Value domain attributes

Representational attributes

<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>7</td><td>Crisis/short-term accommodation</td></tr><tr><td>8</td><td>Medium/long-term accommodation</td></tr><tr><td>9</td><td>Other supported accommodation</td></tr></tbody></table>	Value	Meaning	7	Crisis/short-term accommodation	8	Medium/long-term accommodation	9	Other supported accommodation
Value	Meaning								
7	Crisis/short-term accommodation								
8	Medium/long-term accommodation								
9	Other supported accommodation								

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Crisis/short-term accommodation This option refers to accommodation that is generally provided for up to three months. Crisis accommodation generally involves a more intensive staff/client relationship, which may include 24 hour on-site or on-call access to staff support, usually required in the early stages of homelessness.</p> <p>CODE 2 Medium/long-term accommodation This option refers to accommodation that is generally provided for three months or longer and support provided is generally less intensive than that provided in crisis accommodation.</p> <p>CODE 8 Other SAAP supported accommodation Accommodation that has not been demarcated as being either crisis/short-term or medium/long-term accommodation.</p>
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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>	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.
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Collection methods:

This data element is collected in conjunction with the *Accommodation period start date* and *Accommodation period end date*.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Relational attributes

Implementation in Data Set Specifications:

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

Tax exempt indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – income tax exempt indicator, code N
<i>Synonymous names:</i>	Agency sector type
<i>METeOR identifier:</i>	321004
<i>Registration status:</i>	Community services, Standard 27/04/2007
<i>Definition:</i>	Whether an organisation or agency has been assessed as income tax exempt as represented by a code.
Data Element Concept:	Service provider organisation – tax exempt 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>Income tax exempt</td></tr><tr><td>2</td><td>Non-income tax exempt</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	Value	Meaning	1	Income tax exempt	2	Non-income tax exempt	9	Not stated/inadequately described
Value	Meaning								
1	Income tax exempt								
2	Non-income tax exempt								
9	Not stated/inadequately described								
<i>Supplementary values:</i>									

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Income tax exempt</p> <p>Income Tax Exempt organisation has been endorsed by the Australian Taxation Office as exempt from income tax. As well as being exempt from paying income tax, an Income Tax Exempt organisation does not have to lodge income tax returns unless specifically requested to do so by the Australian Taxation Office (www.ato.gov.au).</p> <p>CODE 2 Non-income tax exempt</p> <p>Organisation that are not endorsed by the Australian Taxation Office as being exempt from paying income tax are classified as non-income tax exempt.</p>
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Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Charities are not automatically exempt from income tax. There is an endorsement system under which they should apply to the Australian Tax Office to be endorsed as income tax exempt.
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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

Telephone number

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – telephone number, text [X(40)]
<i>METeOR identifier:</i>	270266
<i>Registration status:</i>	Health, Standard 01/03/2005 Community services, Standard 01/03/2005
<i>Definition:</i>	The person's contact telephone number, as represented by text.
<i>Data Element Concept:</i>	Person – telephone number

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>	More than one phone number may be recorded as required. Each phone number should have an appropriate telephone number type code assigned. Record the full phone number (including any prefixes) with no punctuation (hyphens or brackets).
<i>Collection methods:</i>	Prefix plus telephone number: Record the prefix plus telephone number. The default should be the local prefix with an ability to overtype with a different prefix. For example, 08 8226 6000 or 0417 123456. Punctuation: Do not record punctuation. For example, (08) 8226 6000 or 08-8226 6000 would not be correct. Unknown: Leave the field blank.
<i>Comments:</i>	Concerned with the use of person identification data. For organisations that create, use or maintain records on people. Organisations should use this standard, where appropriate, for collecting data when registering people. The positive and unique identification of people is a critical event in service delivery, with direct implications for the safety and quality of care delivered by health and community services.

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	National Health Data Committee

National Community Services Data Committee
Standards Australia 2002. Australian Standard AS5017-2002
Health Care Client Identification. Sydney: Standards Australia

Relational attributes

Related metadata references:

Supersedes [Telephone number, version 2, DE, Int. NCSDD & NHDD, NCSIMG & NHIMG, Superseded 01/03/2005.pdf](#)
(15.42 KB)

Telephone number type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (telephone) – telephone number type, code A
<i>METeOR identifier:</i>	270299
<i>Registration status:</i>	Health, Standard 01/03/2005 Community services, Standard 01/03/2005
<i>Definition:</i>	The type of telephone number recorded for a person, as represented by a code.
Data Element Concept:	Person (telephone) – telephone number type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code														
<i>Data type:</i>	String														
<i>Format:</i>	A														
<i>Maximum character length:</i>	1														
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>B</td><td>Business or work</td></tr><tr><td>H</td><td>Home</td></tr><tr><td>M</td><td>Personal mobile</td></tr><tr><td>N</td><td>Contact number (not own)</td></tr><tr><td>O</td><td>Business or work mobile</td></tr><tr><td>T</td><td>Temporary</td></tr></tbody></table>	Value	Meaning	B	Business or work	H	Home	M	Personal mobile	N	Contact number (not own)	O	Business or work mobile	T	Temporary
Value	Meaning														
B	Business or work														
H	Home														
M	Personal mobile														
N	Contact number (not own)														
O	Business or work mobile														
T	Temporary														

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	Where more than one telephone number has been recorded, then each telephone number should have the appropriate telephone number type code assigned.
<i>Comments:</i>	Concerned with the use of person identification data. For organisations that create, use or maintain records on people. Organisations should use this standard, where appropriate, for collecting data when registering people. The positive and unique identification of people is a critical event in service delivery, with direct implications for the safety and quality of care delivered by health and community services.

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	National Health Data Committee National Community Services Data Committee
<i>Reference documents:</i>	Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Relational attributes

Related metadata references:

Supersedes [Telephone number type, version 2, DE, Int. NCSDD & NHDD, NCSIMG & NHIMG, Superseded 01/03/2005.pdf](#)
(15.45 KB)

Temporary closure end date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – temporary closure end date, DDMMYYYY
<i>Synonymous names:</i>	Re-open date
<i>METeOR identifier:</i>	336876
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The date on which a service provider organisation re-opens after a period of temporary closure.
Data Element Concept:	Service provider organisation – temporary closure 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 – temporary closure 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

Temporary closure start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – temporary closure start date, DDMMYYYY
<i>METeOR identifier:</i>	336869
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The date on which a service provider organisation temporarily closes.
Data Element Concept:	Service provider organisation – temporary closure 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 – temporary closure 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

Tertiary qualification related to industry indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (employed) – tertiary qualification related to industry indicator, code N
<i>METeOR identifier:</i>	314893
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	An indicator of whether an employed person has qualifications in a field related to their employment, as represented by a code.
Data Element Concept:	Person (employed) – tertiary qualification related to industry 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

Source and reference attributes

<i>Submitting organisation:</i>	AIHW
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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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Urgency of accommodation assistance

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – accommodation assistance urgency status, code N
<i>Synonymous names:</i>	Accommodation assistance urgency
<i>METeOR identifier:</i>	352360
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>Definition:</i>	The time period in which accommodation assistance is needed by a person requesting accommodation, as represented by a code.
Data Element Concept:	Person – accommodation assistance urgency 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>Tonight (within 24 hours)</td></tr><tr><td>2</td><td>Tomorrow night (between 24 and 48 hours)</td></tr><tr><td>6</td><td>In 3–4 days</td></tr><tr><td>7</td><td>In 5–6 days</td></tr><tr><td>4</td><td>In 7–14 days</td></tr><tr><td>5</td><td>In more than 14 days</td></tr></tbody></table>	Value	Meaning	1	Tonight (within 24 hours)	2	Tomorrow night (between 24 and 48 hours)	6	In 3–4 days	7	In 5–6 days	4	In 7–14 days	5	In more than 14 days
Value	Meaning														
1	Tonight (within 24 hours)														
2	Tomorrow night (between 24 and 48 hours)														
6	In 3–4 days														
7	In 5–6 days														
4	In 7–14 days														
5	In more than 14 days														

Data element attributes

Collection and usage attributes

<i>Comments:</i>	Provides an indication of the immediacy of need for people requesting accommodation assistance.
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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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Year of arrival in Australia

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (overseas born) – year of first arrival in Australia, date YYYY
<i>METeOR identifier:</i>	269929
<i>Registration status:</i>	Health, Standard 04/05/2005 Community services, Standard 01/03/2005
<i>Definition:</i>	The year a person (born outside of Australia) first arrived in Australia, from another country, with the intention of staying in Australia for one year or more.
Data Element Concept:	Person (overseas born) – year of first arrival in Australia

Value domain attributes

Representational attributes

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

Data element attributes

Collection and usage attributes

<i>Collection methods:</i>	Actual year of arrival in Australia. Recommended question: In what year did you/the person first arrive in Australia to live here for one year or more? (Write in the calendar year of arrival or mark the box if here less than one year) Calendar year of arrival Will be here less than one year It is anticipated that for the majority of people their response to the question will be the year of their only arrival in Australia. However, some respondents may have multiple arrivals in Australia. To deal with these cases in self-enumerated collections, an instruction such as 'Please indicate the year of first arrival only' should be included with the question. While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, the recommended question should be used wherever practically possible.
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Source and reference attributes

<i>Origin:</i>	The Australian Bureau of Statistics Standard for Year of Arrival in Australia . (last viewed 05/12/2006)
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Reference documents:

The ABS standard for the collection of Year of arrival in Australia appears on the ABS Website <http://www.abs.gov.au/ausstats/abs@.nsf/StatsLibrary> select Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Cultural Diversity Variable.

Relational attributes

Related metadata references:

Supersedes [Year of arrival in Australia, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.52 KB)

Data Set Specifications

Child protection and support services (CPSS) - care and protection order episode NMDS (July 2007)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Set Specification
<i>METeOR identifier:</i>	352101
<i>Registration status:</i>	Community services, Standard 18/12/2007
<i>DSS type:</i>	National Minimum Data Set (NMDS)
<i>Scope:</i>	<p>The Child Protection and Support Services National Minimum Data Set (CPSS NDMS) is designed to capture information on all children and young people involved in the child protection systems throughout Australia.</p> <p>There are three collections within the CPSS NMDS, all of which are unit record data. The first is the child protection specific data, which includes contacts, notifications, substantiations and services provided. The second is data on children who are on care and protection orders. The third is data on children in out-of-home care. Care and protection orders data set</p> <p>All children or young people who are under a care and protection order at 1 July of the collection year should be included, provided that there is a break of no more than 2 weeks between orders. All children who were placed on a care and protection order during the collection period should also be included.</p> <p>An episode is the period of time in which a child is under a care and protection order.</p> <p>The concept of an episode is crucial to the collection of information regarding a child on care and protection orders. It provides information on the length of time children are on care and protection orders and also the type of orders children are subject to. Each order type is considered a discrete care and protection order episode, delineated by an entry date and exit date.</p>

Collection and usage attributes

Statistical unit: Unit record data.

Source and reference attributes

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

Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	Child protection and support services (CPSS) client cluster	Conditional	1
-	Service episode – care and protection order expiry reason code N	Mandatory	1
-	Service episode – care and protection order type, code N	Mandatory	1
-	Client – case plan review date, DDMMYYYY	Conditional	1

-	<u>Client – initial case plan date, DDMMYYYY</u>	Mandatory	1
-	<u>Service episode – episode end date, DDMMYYYY</u>	Conditional	1
-	<u>Service episode – episode start date, DDMMYYYY</u>	Mandatory	3
-	<u>Client – first care and protection order indicator, code N</u>	Mandatory	1
-	<u>Person – residential setting, child protection code N</u>	Mandatory	2

Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS (July 2007)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Set Specification
<i>METeOR identifier:</i>	314520
<i>Registration status:</i>	Community services, Standard 18/12/2007
<i>DSS type:</i>	National Minimum Data Set (NMDS)
<i>Scope:</i>	<p>The Child Protection and Support Services National Minimum Data Set (CPSS NDMS), is designed to capture information on all children and young people involved in the child protection systems throughout Australia. There are three collections within the CPSS NMDS, all of which are unit record data. The first is the child protection specific data, which includes contacts, notifications, substantiations and services provided. The second is data on children who are on care and protection orders. The third is data on children in out-of-home care.</p> <p><i>Child protection contacts, notifications and substantiation data collection.</i></p> <p>All contacts made to the child protection authorities during the collection period should be included. Also, any contact that was made during a previous reporting period that was finalised in the collection period should also be included.</p> <p>A contact is where the community services department receives, records and assesses initial information about a concern regarding maltreatment and/or welfare of a child. This includes contacts made by persons or other bodies where there are concerns about a child. They can include allegations of child abuse or neglect, maltreatment or harm or risk of harm to a child. They may also include broader concerns about the health and well-being of a child. Contacts do not include brief calls where the department can be of no assistance, for example if the caller has a concern about a child's educational attainment, this would most likely be redirected to the education department, and should not be recorded as a contact. Contacts are relevant to persons who are aged 0-17 years, and to unborn children in jurisdictions where they are covered under the child protection legislation.</p>

Source and reference attributes

<i>Submitting organisation:</i>	National Child Protection and Support Services data group.
<i>Steward:</i>	National Child Protection and Support Services data group
<i>Origin:</i>	Child protection and support services data dictionary. AIHW Version 1.0 Oct 2005.
<i>Reference documents:</i>	Child Protection and Support Services National Minimum Data Set Data Collection manual. AIHW Sept 2005.

Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	Child protection and support services (CPSS) care arrangements cluster	Optional	1

-	Child protection and support services (CPSS) client cluster	Mandatory	1
-	Service event – assessment decision date (child protection contact), DDMMYYYY	Optional	1
-	Child protection notification – assessment decision type, code N	Optional	1
-	Service event – assistance type, child protection code N	Optional	1
-	Child protection notification – care and protection order flag, code N	Conditional	1
-	Child – abuse and neglect type, code N	Optional	1
-	Child protection notification – contact date, DDMMYYYY	Optional	1
-	Child protection notification – employment service type, code N[N]	Optional	1
-	Child protection notification – investigation commencement date, DDMMYYYY	Optional	1
-	Child protection notification – investigation conclusion date, DDMMYYYY	Optional	1
-	Child protection notification – investigation outcome, code N	Optional	1
-	Child protection notification – out-of-home care flag, code N	Optional	1
-	Person – person identifier, child protection and support services NX[X(13)]	Conditional	1
-	Person (address) – Australian postcode, code (Postcode datafile) {NNNN}	Optional	1
-	Child protection notification – relationship to child of person believed responsible, code NN	Optional	1
-	Child protection notification – relationship to child of source of notification, code N[N]	Optional	1
-	Person (address) – suburb/town/locality name, text [A(50)]	Optional	99
-	Child protection notification – unborn child status, code N	Mandatory	1

Child protection and support services (CPSS) - out-of-home care NMDS (July 2007)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Set Specification
<i>METeOR identifier:</i>	355779
<i>Registration status:</i>	Community services, Standard 18/12/2007
<i>DSS type:</i>	National Minimum Data Set (NMDS)
<i>Scope:</i>	<p>The Child Protection and Support Services National Minimum Data Set (CPSS NMDS) is designed to capture information on all children and young people involved in the child protection systems throughout Australia.</p> <p>There are three collections within the CPSS NMDS, all of which are unit record data. The first is the child protection specific data, which includes contacts, notifications, substantiations and services provided. The second is data on children who are on care and protection orders. The third is data on children in out-of-home care.</p> <p>Out-of-home care data collection</p> <p>All children or young people who were in out-of-home care at 1 July of the collection year should be included. The child's history in out-of-home care should be included, provided that there is a break of no more than 2 months between placements. All children who were placed in out-of-home care during the collection period should also be included.</p> <p>An episode is the period of time that a child is in an out-of-home care placement organised by the child protection authority (or their delegate) and/or where the child is being case managed by the authority, and the placement was made for child protection reasons. The child may or may not be on an order.</p> <p>The concept of an episode or placement is crucial to the collection of information about children in out-of-home care. It provides information about the flows into and out of out-of-home care, and it also provides for the calculation of length of time a child spends in out-of-home care. It is also essential to determine the number of different placements and carers that a child has throughout their time spent in out-of-home care.</p>

Collection and usage attributes

<i>Statistical unit:</i>	Unit record data.
<i>Guide for use:</i>	<p>In this collection, only placements where the State makes a financial payment are counted. This includes placements with relatives other than parents, foster care, other home-based care, residential care and independent living. It does not include placements made in disability services, psychiatric services, juvenile justice facilities, SAAP services or overnight child care services.</p> <p>It includes all children in both legal and voluntary placements, i.e. children who are on a legal order and children who are not on a legal order.</p> <p>An episode/placement is always defined by an entry date and an exit date. Each placement the child has is counted. This includes when a child moves from one type of care to another e.g. foster care to residential care, and within types of care e.g. from one relative to</p>

another relative.

Source and reference attributes

Submitting organisation: National Child Protection and Support Services data group.

Origin: Child protection and support services out-of-home care data dictionary. AIHW Version 1.0 Oct 2005.

Reference documents: Child Protection and Support Services National Minimum Data Set Data Collection manual. AIHW Sept 2005.

Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	Child protection and support services (CPSS) case worker cluster	Mandatory	99
-	Child protection and support services (CPSS) client cluster	Mandatory	1
-	Child protection and support services (CPSS) sibling cluster	Conditional	99
-	Service provider organisation – organisation identifier (out-of-home care), NX[X(13)]	Mandatory	1
-	Service episode – care and protection order status, out-of-home care code N	Mandatory	1
-	Client – case plan review date, DDMMYYYY	Mandatory	1
-	Client – initial case plan date, DDMMYYYY	Mandatory	1
-	Service episode – episode end date, DDMMYYYY	Conditional	1
-	Service episode – episode start date, DDMMYYYY	Mandatory	1
-	Service episode – financial payment indicator, out-of-home placement code N	Mandatory	1
-	Person – Indigenous status, code N	Mandatory	1
-	Service episode – juvenile justice/adult correctional order indicator, code N	Mandatory	1
-	Service episode – legal order indicator (out-of-home care), code N	Mandatory	1
-	Person – person identifier, child protection and support services NX[X(13)]	Mandatory	99
-	Person – place of residence, out-of-home care placement code N[N]	Mandatory	1
-	Service episode – placement type, out-of-home care code N	Mandatory	1
-	Person (address) – Australian postcode, code (Postcode datafile) {NNNN}	Mandatory	1
-	Service episode – service cessation reason, out-of-home care placement code N[N]	Mandatory	2
-	Person (address) – suburb/town/locality name, text [A(50)]	Mandatory	2

Children's Services NMDS

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Set Specification
<i>METeOR identifier:</i>	308217
<i>Registration status:</i>	Community services, Standard 18/12/2007
<i>DSS type:</i>	National Minimum Data Set (NMDS)
<i>Scope:</i>	The CS NMDS collects information about child care and preschool activities that are provided at services which are licensed and/or funded by Australian, state or territory governments to provide child care or preschool.

Children's services aim to:

- meet the care, educational and developmental needs of children in a safe and nurturing environment;
- provide support for families in caring for their children;
- and provide these services in an equitable and efficient manner.

In this collection, children's services cover formal child care and preschools. The scope of the collection excludes activities meeting the aims above where they deliver compulsory primary education. However some children's services within scope are delivered at primary schools. These include outside school hours care, vacation care and preschool activities.

Child care and preschool services are defined as:

- a range of appropriate care and development activities for children; that
- promote the social, emotional, physical and intellectual development of children; which are
- provided by a person other than the child's parent or guardian; and
- allow parents to participate in employment, education and training, community activities and personal activities, including family support.

Playgroups, toy libraries and other activities that require the attendance of the parent/guardian and the child are excluded from the scope of the CS NMDS.

Hence the CS NMDS covers a major portion of children's services – those licensed as child care or preschool services or those that receive Australian or state/territory government funding to provide child care or preschool services. It does not cover 'full-time primary education services' for children, playgroups, toy libraries or other services or activities within services that require the attendance of the parent/guardian and the child.

In the CS NMDS, a service is defined as the organisational unit which delivers a child care or preschool service at a particular location. In terms of the CS NMDS, 'service' is considered as the main counting unit for the data collection. Information is collected on agencies, the children who use these services and the workers that deliver these services.

Services included in the CS NMDS:

- Services licensed and/or funded by Australian, state or territory governments to deliver child care and preschool services at a particular location. Services receiving government

funding are those that:

- receive capital grants, operational funding or per capita funding from the Australian or state/territory governments;
- receive funding as part of an approved educational establishment;
- receive funding to reduce the cost of charges to parents (e.g. are 'approved' for the Child Care Benefit);
- or a combination of the above.

Services excluded from the CS NMDS:

- Services that are neither licensed by, or in receipt of funding from, Australian or state or territory governments.
- Primary education: Full-time education that typically commences at around age 5 and lasts for 7–8 years. In New South Wales, Victoria, Tasmania and the Australian Capital Territory, primary education extends from the year prior to Year 1 to Year 6 (or equivalent). In South Australia, Western Australia, and the Northern Territory it extends from the year prior to Year 1 to Year 7 (or equivalent). In Queensland it extends from Year 1 to Year 7 (or equivalent).
- Services such as, playgroups, toy libraries and other services or activities that require the attendance of both the parent/guardian and the child.

Children

Children included in the CS NMDS:

- All children attending or 'usually attending' child care and preschool activities within services during the collection week, which are within the scope of the CS NMDS. Children are classed as 'usually attending' if they have attended the service within the last month and either have a place that has been paid for, or who are enrolled in a service with a standing arrangement that they attend specific sessions during the collection week, but are absent during the collection week.

Children excluded from the CS NMDS:

- Children using a type of service for which the service is not licensed by, or in receipt of any Australian or state/territory government funding.
- Children who are only attending activities that their parent(s) or guardian(s) are also required to attend.

Workers

Workers included in the CS NMDS:

- All paid and unpaid workers, including workers funded under CDEP, SNSS and JET schemes, present during the collection week, who undertake duties that mainly involve:
 - direct contact with children
 - management ; or
 - administration tasks

for child care and preschool activities at services, which are within the scope of the CS NMDS.

- Executives, directors or administration workers who are working at the delivery outlet and/or who are involved in the day to day management of the service.
- Detailed information is collected about paid contact workers, ie. those workers receiving wages or salary who work directly with children.

Workers excluded from the CS NMDS:

- Workers absent for the entire collection week.
- Workers funded under the SUPS scheme.
- Executives, directors or administration workers within organisations who are not based at the service location and have no involvement in the day to day management of the service.
- General staff or workers whose main duties do not involve working directly with children. This may include cooks, cleaners, gardeners, drivers and maintenance staff.
- Workers whose work only relates to activities which are outside the scope of the CS NMDS (eg. playgroups, toy libraries and other activities that require the attendance of both the parent or guardian and the child).

Collection and usage attributes

Collection methods:

Collection process

- The CS NMDS collection would preferably occur during the same collection week in each state/territory on a regular basis. A collection week begins at 12:00am on a Monday morning and ends at 11:59pm on a Sunday night, i.e. from midnight to midnight for seven days ending on a Sunday night. A different collection week will be used for a collection specific to vacation care.

- The data element Service ID will uniquely identify services that deliver child care or preschool activities to children. Organisations involved in the provision of child care and preschool activities have various organisational structures:

Some have a simple structure where responsibility for funding, administration and delivery of services is at the one level, for example private long day care centres or licensed home-based care providers.

Other organisations have a complex, hierarchical structure where these responsibilities are located at different levels of an organisation, or with different organisations, for example long day care centre management committees or family day care schemes.

In a complex structure, one level of an organisation may be accountable to government. A lower level of the same organisation may be responsible for managing the provision of child care and preschool activities at one or more services. It is at these services providing child care or preschool activities to children where data is collected and reported using the CS NMDS.

Source and reference attributes

Submitting organisation:

Children's Services Data Working Group.

Origin:

Children's Services National Minimum Data Dictionary, AIHW 2005.

Metadata items in this Data Set Specification

Seq No.	Metadata item	Obligation	Max occurs
-	Fee schedule cluster	Conditional	1
-	Service accessibility cluster	Conditional	1
-	Person – activity and participation life area, code (ICF 2001) AN[NNN]	Conditional	1

-	Person (employed) – age range, code N[N]	Conditional	1
-	Person – arrival time at service, hhmm	Mandatory	1
-	Person – need for assistance with activities in a life area, code N	Conditional	1
-	Service provider organisation – organisation identifier (children's services), N(6)	Conditional	1
-	Person – identifier, children's service worker identifier code N[NN]	Mandatory	1
-	Service provider organisation – corporation indicator, yes/no code N	Conditional	1
-	Person – date of birth, DDMMYYYY	Mandatory	1
-	Person – departure time from service, hhmm	Optional	0
-	Person (employed) – education field of highest qualification, children's services code N[N]	Conditional	1
-	Person (employed) – employment related study indicator, code N[N]	Conditional	1
-	Person (employed) – employment type, code N	Mandatory	1
-	Person (employed) – highest level of qualification in employment field, children's services code N[N]	Conditional	1
-	Person (employed) – hours worked, total hours NNN	Conditional	1
-	Person – Indigenous status, code N	Conditional	1
-	Person – labour force status, code N	Conditional	1
-	Person (employed) – length of employment in current service, total years code N[NN]	Mandatory	1
-	Person (employed) – length of experience in industry sector, total years code N[NN]	Conditional	1
-	Person – letters of family name, text XXX	Optional	0
-	Person – letters of given name, text XX	Conditional	1
-	Person – main language other than English spoken at home, code (ASCL 2005) NN{NN}	Conditional	1
-	Service provider organisation – main service activity type indicator, code N	Conditional	1
-	Service provider organisation – management type, children's services code N	Mandatory	1
-	Service provider organisation (service type) – mobile service indicator, yes/no code N	Optional	0
-	Service provider organisation (service type) – number of available places, total N[NN]	Conditional	1
-	Service provider organisation (service type) – number of licensed places, N[NN]	Conditional	1
-	Household – number of parents of child, children's services code N	Conditional	1
-	Person (employed) – paid employment indicator, code N	Mandatory	1
-	Person (address) – Australian postcode, code (Postcode datafile) {NNNN}	Mandatory	1
-	Child – preschool service received indicator, code N	Conditional	1
-	Person – principal role, children's service code N	Mandatory	1
-	Person – school attendance indicator, code N	Mandatory	1

-	<u>Service provider organisation – service delivery setting, children's services code N</u>	Conditional	1
-	<u>Service provider organisation – number of service operation weeks (calendar year), total NN</u>	Mandatory	1
-	<u>Person – sex, code N</u>	Optional	1
-	<u>Person (employed) – status in employment, children's services code N</u>	Conditional	1
-	<u>Person (address) – suburb/town/locality name, text [A(50)]</u>	Conditional	1
-	<u>Person (employed) – tertiary qualification related to industry indicator, code N</u>	Conditional	1
-	<u>Person (employed) – type of children's service work performed, code N</u>	Conditional	1

Children's Services—Fee schedule cluster

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Set Specification
<i>METeOR identifier:</i>	354629
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>DSS type:</i>	Data Set Specification (DSS)
<i>Scope:</i>	These data items are used in conjunction with each other to describe the fee schedules for each type of service, based on time period, activity or group. They are collected together and reported as a dollar amount against each fee schedule type within a service type.

Relational attributes

Implementation in Data Set Specification: [Children's Services NMDS](#) Community services, Standard 18/12/2007

Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	Service provider organisation – fee schedule for activity type, children's service centre-based long day care code N	Conditional	5
-	Service provider organisation – fee schedule for activity type, children's service family day/in-home care code N	Conditional	5
-	Service provider organisation – fee schedule for activity type, children's service occasional care code N	Conditional	7
-	Service provider organisation – fee schedule for activity type, children's service outside school hours care code N	Conditional	3
-	Service provider organisation – fee schedule for activity type, children's service preschool service code N	Conditional	7
-	Service provider organisation – fee schedule for activity type, children's service vacation care code N	Conditional	3
-	Service provider organisation – fee schedule amount, total Australian currency N[NNNNN].NN	Mandatory	1
-	Service provider organisation – service activity type, children's service code N	Mandatory	7

Children's Services—Service accessibility cluster

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Set Specification
<i>METeOR identifier:</i>	354612
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>DSS type:</i>	Data Set Specification (DSS)
<i>Scope:</i>	These data items are used in conjunction with each other to describe the availability of child care and preschool services in the collection week. These metadata items are used together to gain a greater understanding of patterns of service delivery.

Collection and usage attributes

<i>Implementation start date:</i>	31/01/2007
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Relational attributes

<i>Implementation in Data Set Specification:</i>	Children's Services NMDS Community services, Standard 18/12/2007
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Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	Service provider organisation—day of operation, code N	Mandatory	1
-	Service provider organisation (service type)—session end time, hhmm	Mandatory	1
-	Service provider organisation (service type)—session start time, hhmm	Mandatory	1

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006

Identifying and definitional attributes

Metadata item type: Data Set Specification

METeOR identifier: 317350

Registration status: Community services, Standard 27/04/2007

DSS type: National Minimum Data Set (NMDS)

Scope: The Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) and its national collection is:

- a set of nationally significant data items or pieces of information that are collected in all Australian jurisdictions; and
- an agreed method of collection and transmission.

The purpose of the CSTDA NMDS collection is to facilitate the annual collation of nationally comparable data about CSTDA-funded services, and to obtain reliable, consistent data with minimal load on the disability services field. Under the CSTDA, the Disability Administrators in all Australian jurisdictions are responsible for ensuring 'that CSTDA NMDS information will be comparable across all jurisdictions and years'.

Services within the scope of the collection are those for which funding has been provided, during the specified period, by a government organisation operating under the CSTDA. Therefore, if a service type outlet did not receive CSTDA funding for the 2006-07 collection (i.e. its CSTDA funding dollars for the financial year are zero), then details of this outlet should not be included in the data collection.

A funded agency may receive funding from multiple sources. Where a funded agency is unable to differentiate service users and/or staff according to funding source (i.e. CSTDA or other), they are asked to provide details of all service users and staff (for each service type).

Most agencies funded under the CSTDA are asked to provide information about:

- each of the service types they are funded to provide (i.e. service type outlets they operate);
- all service users who received support over a specified reporting period; and
- the CSTDA NMDS service type(s) the service user received.

The level of information a funded agency is asked to provide varies according to the particular service type (i.e. for each service type outlet).

Where services are provided to groups or families (e.g., 2.02, 2.04, 2.05), details are only requested about the service user who is eligible for services, not their family or other group members. For example, if a family member/carer receives respite services, only details about the service user (i.e., the person with the disability) are required, not those of the family or carer.

Table 1:

Service type classification	Service type outlet -details required (except for	Service user - details required	Services received by each service user in the
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	those provided by the jurisdiction)		reporting period - details required
CSTDA Accommodation support 1.01-1.04, 1.08	All	All	All (except for data items on hours received - Client – amount of assistance, total hours NNN)
CSTDA Accommodation support 1.05-1.07	All	All	All
CSTDA Community support 2.01-2.05	All	All	All (except for data items on hours received - Client – amount of assistance, total hours NNN)
CSTDA Community support 2.06	All	All (except for community development activity within this service type)	All (except for community development activity within this service type)
CSTDA Community support 2.07	All	All	All (except for data items on hours received - Client – amount of assistance, total hours NNN)
CSTDA Community access 3.01, 3.03 Learning and life skills development	All	All	All
CSTDA Community access 3.02 Recreation/holiday programs(a)	All	Linkage key elements only (items 2a-2e)	The following items are optional: Service episode –

			episode start date; Service event –last service provision date; and Person – service received indicator
CSTDA Respite 4.01-4.05	All	All	All
CSTDA Employment 5.01-5.02	All	All (except for carer – primary status, residency status, age group – items 12b,c,e)	All (except for data items on hours received – Client – amount of assistance, total hours NNN)
CSTDA Advocacy, information and alternative forms of communication 6.01-6.05	All	None	None
CSTDA Other support 7.01-7.04	All (except Service provider organisation – number of clients, total people N[NNNN])	None	None

The data collection is based around the concept of a 'service type outlet', each of which provides only one service type from a discrete location. A funded agency may be funded to provide one or more service types through one or more service type outlets. For example, an agency may be funded under the CSTDA to provide residential accommodation and respite services from one location or funded to provide group homes in three separate locations. A separate service type outlet form is completed for each service type the agency is funded to provide under the CSTDA. If a service user receives more than one service type in the reporting period, a separate service user form is completed for each service type received.

Statistical units:

Service type outlets, service users

Reporting period:

CSTDA-funded agencies are asked to record key information about service users on an ongoing basis, so that they can transmit the required information at the end of each 'reporting period'. Most jurisdictions have set their reporting period (and will therefore ask for information to be transmitted) at the end of each financial year quarter. Some will still only require information to be transmitted at

the end of a financial year.

Reference week:

The annual reference week is the 7-day week preceding the end of the financial year (i.e. 24 June to 30 June).

Snapshot day:

Collection of annual snapshot day data is essential to ensure continuity of data interpretation. The snapshot day for each year is generally the last Wednesday in June.

Privacy:

CSTDA NMDS collections conducted in each jurisdiction must comply with Commonwealth privacy legislation and established privacy and data principles.

Collection and usage attributes

Implementation start date: 01/07/2006

Source and reference attributes

Submitting organisation: CSTDA NMDS Network

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

Reference documents: Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) Data Dictionary Version 1.1. July 2004. AIHW.

Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	Person – activity and participation life area, code (ICF 2001) AN[NNN]	Conditional	1
-	Person – age group, CSTDA code N	Conditional	1
-	Client – amount of assistance, total hours NNN	Conditional	2
-	Person – need for assistance with activities in a life area, CSTDA code N	Conditional	1
-	Service provider organisation – Australian state/territory identifier, code N	Mandatory	1
-	Parent/guardian – receipt of Carer Allowance (Child) indicator, code N	Conditional	1
-	Person – communication method, code N	Conditional	1
-	Person – country of birth, code (SACC 1998) NNNN	Conditional	1
-	Date – estimate indicator, code N	Conditional	1
-	Person – date of birth, DDMMYYYY	Conditional	1
-	Person (with a disability) – disability group, code N(N)	Conditional	1
-	Person – effective communication indicator, code N	Conditional	1
-	Service episode – episode end date, DDMMYYYY	Conditional	1
-	Service episode – episode start date, DDMMYYYY	Conditional	1
-	Service provider organisation – full financial year funding indicator, yes/no code N	Mandatory	1
-	Service provider organisation – organisation identifier (CSTDA funded agency), X[X(7)]	Mandatory	1

- Service provider organisation – funding allocated, total Australian currency N[N(8)]	Mandatory	1
- Service provider organisation – funding source, level of government code N	Mandatory	1
- Service provider organisation – geographic location (SLA), code (ASGC 2006) NNNNN	Mandatory	1
- Service provider organisation – hours worked (paid staff), total NNNNN	Mandatory	2
- Service provider organisation – hours worked (volunteer/unpaid staff), total NNNNN	Mandatory	2
- Person – Indigenous status, code N	Conditional	1
- Person – funding indicator, code N	Conditional	1
- Informal carer – co-residency status, code N	Conditional	1
- Person – informal carer existence indicator, code N	Conditional	1
- Informal carer – primary status, code N	Conditional	1
- Person – type of interpreter service required, code N	Conditional	1
- Person – interpreter service required, yes/no code N	Conditional	1
- Person – labour force status, code N	Conditional	1
- Service event – last service provision date, DDMMYYYY	Conditional	1
- Person – letters of family name, text XXX	Conditional	1
- Person – letters of given name, text XX	Conditional	1
- Service provider organisation – level of government, code N	Mandatory	2
- Person – living arrangement, code N	Conditional	1
- Person – source of cash income (principal), CSTDA code N	Conditional	1
- Service provider organisation – number of clients, total people N[NNNN]	Mandatory	1
- Person (address) – Australian postcode, code (Postcode datafile) {NNNN}	Conditional	1
- Service provider organisation (address) – Australian postcode, code (Postcode datafile) {NNNN}	Mandatory	1
- Record – identifier (CSTDA), N[N(7)]	Conditional	1
- Informal carer – relationship to care recipient, CSTDA code N[N]	Conditional	1
- Person – residential setting, CSTDA code N[N]	Conditional	1
- Service provider organisation – sector type, code N	Mandatory	1
- Service episode – service cessation reason, CSTDA code N[N]	Conditional	1
- Service provider organisation – number of service operation days (7 day period), total N[N]	Mandatory	1
- Service provider organisation – number of service operation hours (24 hour period), total NN	Mandatory	1
- Service provider organisation – number of service operation weeks (calendar year), total NN	Mandatory	1
- Person – service received indicator, code N	Conditional	1
- Service provider organisation – service activity type, CSTDA support service type code N.NN	Mandatory	1
- Service provider organisation – organisation identifier (CSTDA service type outlet), XX[X(12)]	Mandatory	1

- [Person – sex, code N](#) Conditional 1
- [Service provider organisation – income tax exempt indicator, code N](#) Conditional 1

Functioning and Disability DSS

Identifying and definitional attributes

Metadata item type: Data Set Specification

METeOR identifier: 320319

Registration status: Health, Standard 29/11/2006
Community services, Standard 16/10/2006

DSS type: Data Set Specification (DSS)

Scope: The Functioning and Disability DSS aims to ensure national consistency in relation to defining and measuring human functioning and disability. This DSS has been developed to be consistent with the International Classification of Functioning, Disability and Health (ICF).

Functioning and disability are dual concepts in a broad framework.

Functioning is the umbrella term for any or all of: body functions, body structures, activities and participation. Functioning is a multidimensional concept denoting the neutral aspects of the interaction between an individual (with a health condition) and that individual's environmental and personal factors.

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 a multi-dimensional and complex concept and is conceived as a dynamic interaction between health conditions and environmental and personal factors (WHO 2001:6).

A health condition may be a disease (acute or chronic), disorder, injury or trauma. Environmental factors make up the physical, social and attitudinal environment in which people live and conduct their lives. Personal factors relate to the individual, such as age, sex and Indigenous status.

The components of functioning and disability are classified and defined in the ICF as **body structures** and **body functions**, **activities** and **participation** and **environmental factors**. Each component is composed of various domains; these are sets of related physiological functions, anatomical structures, actions, tasks, areas of life, and external influences. Qualifiers, the numeric measures coded after the relevant domain, are usually essential to the meaningful use of the classification because of the neutral terms of the domains.

Many different 'definitions' of disability are used in Australia, both in administrative data collections and in Acts of Parliament. The consistent identification of disability in national data collections has been recommended in a number of reports, for instance to enable:

- the monitoring of access to generic services by people with disability;
- the collection of more consistent data on disability support and related services, including data on service use by different groups;
- population data and service data to be related, thereby improving the nation's analytical capacity in relation to the need for and supply of services; and
- improved understanding of the relationship between disability, health conditions and other health outcomes.

Defining disability makes it possible to determine the number of

people in the population with disability, those who are accessing services, both disability specific and generic, and those with a disability in the general population with unmet need. Better definition of disability will aid better targeting of resources to those in need.

The concept 'Disability' can be operationalised in a wide variety of settings and for various purposes, using a combination of related metadata items as building blocks.

The metadata items selected for a particular application may vary depending on the approach to functioning and disability. For example, in hospital rehabilitation, the focus may be on the impairment and activity dimensions, and in community-based care the focus may be primarily on participation. Some applications may require a broad scope for inclusion (e.g. discrimination legislation). Data collections relating to services will select combinations of the data elements, which best reflect the eligibility criteria for the service.

The Functioning and Disability DSS comprises the following four clusters to describe level of human functioning:

1. Body functioning, qualified by extent of impairment
2. Body structure, qualified by extent, nature and location of impairment
3. Activities and participation, qualified by level of difficulty and need for assistance with undertaking activities and extent of and satisfaction with participation
4. Environmental factors, qualified by extent of influence of the environment

Data collected using this DSS can be related to national data collections which use ICF concepts such as the Commonwealth State Territory Disability Agreement (CSTDA) NMDS collection and the ABS Survey of Ageing, Disability and Carers and, from 2006, the Census.

Collection and usage attributes

Collection methods:

Each of the four clusters that make up the Functioning and Disability DSS should be recorded for a complete description of human functioning. This information can be gathered over time by a range of health and community care providers.

Completion of the DSS will record a person-centred description of the experience of functioning of the individual who is the subject of the data. The experience of functioning is in relation to a health condition, and does not consider decrements in functioning that may be associated with social factors such as ethnic background or economic status. For example, the level of communication is recorded in relation to the health condition, not to the fact that a person does not speak English at home.

The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an umbrella term for 'disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as:

- Episode of care principal diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}
- Episode of care additional diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}.

This DSS may be used in data collections in the community

services, housing and health sectors.

Comments:

The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002). The ICF is grounded in a human rights philosophy, and its relationship to the UN Standard Rules on Equalization of Opportunities for Persons with Disabilities endorsed by the United Nations in 1994 is acknowledged. The purpose of the Rules is to ensure that people with disabilities, as members of their societies, may exercise the same rights and obligations as others.

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

Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	Activities and Participation cluster	Optional	1
-	Body functions cluster	Optional	1
-	Body structures cluster	Optional	1
-	Environmental factors cluster	Optional	1

Functioning and Disability—Activities and Participation cluster

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Set Specification
<i>METeOR identifier:</i>	320111
<i>Registration status:</i>	Health, Standard 29/11/2006 Community services, Standard 16/10/2006
<i>DSS type:</i>	National Minimum Data Set (NMDS)
<i>Scope:</i>	This data cluster is one of four clusters that make up the Functioning and Disability DSS. To ensure a <u>complete</u> description of human functioning it is recommended that this cluster be collected along with the following three clusters over time and by a range of health and community care providers:

1. Body functions cluster
2. Body structures cluster
3. Environmental factors cluster

In the context of health, activity refers to the execution of a task or action by an individual, and participation refers to involvement in a life situation.

The Activities and Participation cluster collects information on a person's level of difficulty with activities, assistance needed to perform activities, extent of participation, and satisfaction with participation in the following life areas:

1. Learning and applying knowledge
2. General tasks and demands
3. Communication
4. Mobility
5. Self-care
6. Domestic life
7. Interpersonal interactions and relationships
8. Major life areas
9. Community, social and civic life

The use of this cluster to collect information on activity limitations and participation restrictions should enhance data quality for medical purposes as well as for a range of purposes related to understanding human functioning. This data cluster should be complementary to information on diseases.

The information collected in the Activities and Participation cluster may also indicate the sorts of interventions that could result in improved functioning. This could be in the form of rehabilitation, health-related interventions, equipment, or support for example.

Collection and usage attributes

<i>Guide for use:</i>	The following four measures are used to describe activities and participation in life areas: <ol style="list-style-type: none">1. Difficulty with activities may include pain involved, time taken, effort, number of errors,
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clumsiness, and modification of the manner in which the activity is performed. Difficulty is the combination of the frequency with which the problem exists, the duration of the problem and the intensity of the problem.

2. **Need for assistance** with activities includes personal assistance and/or supervision.
3. **Extent of participation** indicates the level of participation restriction. This corresponds to an externally observable measure of participation.
4. **Satisfaction with participation** corresponds to the person's own perspective on their participation, and reflects their attitude to their participation in the various life areas. It is essentially a summary measure in which are embedded the concepts of choice, opportunity and importance.

For each life area code recorded there can be one response for each of the measures. The choice of measure will depend on the user and their information requirements.

There are numerous possible methods for collecting activity, activity limitation, participation and participation restriction. A decision could be made to collect information:

- about every domain;
- on domains of particular relevance; or
- on a number of domains which are prioritised according to specified criteria.

See also the *ICF Australian User Guide* for further guidelines.

Collection methods:

The [Person – activities/participation life area, code \(ICF 2001\) AN\[NNN\]](#) data element is supported by a value domain - Activities and participation code (ICF 2001) AN[NNN] - representing a single list of activity and participation domains that are grouped together.

The World Health Organization suggests the list be used in one of four operational ways.

- a) To designate some domains as activities and others as participation, not allowing any overlap.
- b) Same as (a) above, but allowing partial overlap.
- c) To designate all detailed domains as activities and the broad category headings as participation.
- d) To use all domains as both activities and participation.

The ICF Australian User Guide proposes the use of either option (b) or (d) with the use of additional qualifiers to delineate between activity and participation.

The [Person – activities and participation life area, code \(ICF 2001\) AN\[NNN\]](#) data element can be used on its own as a neutral list of tasks, actions and life situations, or together with the four additional data elements in this cluster to record positive or neutral performance as well as activity limitations and participation restrictions. (It is important to note that the [Person – activities and participation life area, code \(ICF 2001\) AN\[NNN\]](#) data element must always be used when recording any of the other four data elements.)

Comments:

This cluster is based on the International Classification of Functioning, Disability and Health (ICF). The ICF is a reference member of the WHO Family of International Classifications (endorsed by the World Health Assembly in 2001) and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).

The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as:

- Episode of care principal diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}
- Episode of care additional diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}.

The ICF recognises two constructs that can be used with 'Activities and Participation': performance and capacity. 'Performance' is what the person does in their usual environment. 'Capacity' describes 'an individual's ability to execute a task or an action in a standardised environment, where a standardised environment may be:

- an actual environment commonly used for assessment in test settings; or
- in cases where this is not possible, an assumed environment which can be thought to have a uniform impact' (WHO 2001).

The standardised environment has not been generally operationalised. However, the recognition of these two constructs in the ICF underscores the importance of recording the environment in which activities are being performed.

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 Specification: [Functioning and Disability DSS](#) Health, Standard 29/11/2006
Community services, Standard 16/10/2006

Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	Person – activity and participation life area, code (ICF 2001) AN[NNN]	Mandatory	1
-	Person – need for assistance with activities in a life area, code N	Optional	1
-	Person – level of difficulty with activities in life areas, code (ICF 2001) N	Optional	1

- [Person – extent of participation in a life area, code \(ICF 2001\)
N](#) Optional 1
- [Person – level of satisfaction with participation in a life area,
code N](#) Optional 1

Functioning and Disability—Body functions cluster

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Set Specification
<i>METeOR identifier:</i>	320117
<i>Registration status:</i>	Health, Standard 29/11/2006 Community services, Standard 16/10/2006
<i>DSS type:</i>	Data Set Specification (DSS)
<i>Scope:</i>	<p>This data cluster is one of four clusters that make up the Functioning and Disability DSS. To ensure a complete description of human functioning it is recommended that it be collected along with the following three clusters over time and by a range of health and community care providers:</p> <ol style="list-style-type: none">1. Body Structures cluster2. Activities and Participation cluster3. Environmental factors cluster <p>Body functions are the physiological functions of body systems (including psychological functions). The term 'body' refers to the human organism as a whole; hence it includes the brain and its functions, that is, the mind. The Body functions cluster collects information on the presence and extent of impairment of the eight body function domains listed below:</p> <ol style="list-style-type: none">1. Mental functions2. Sensory functions and pain3. Voice and speech functions4. Functions of the cardiovascular, haematological, immunological and respiratory systems5. Functions of the digestive, metabolic and the endocrine system6. Genitourinary and reproductive functions7. Neuromusculoskeletal and movement-related functions8. Functions of the skin and related structures <p>Impairments of body functions, as defined in the ICF, are problems in body functions such as a loss or significant departure from population standards or averages. The ICD uses impairment as 'signs and symptoms', a 'component of disease' or sometimes 'reason for contact with health services'.</p> <p>Impairments are recorded in terms of their extent or magnitude, nature and/or location. Determination of impairment is undertaken primarily by those qualified to evaluate physical and mental functioning or structure according to these standards.</p> <p>Impairments should be detectable or noticeable by others or the person by direct observation or by inference from indirect observation. Impairments are not the same as the underlying pathology, but are manifestations of that pathology.</p> <p>Impairments can be temporary or permanent; progressive, regressive or static; intermittent or continuous. The</p>

deviation from the population norm may be slight or severe and may fluctuate over time. Impairments may result in other impairments.

Impairments may be part, or an expression of a health condition, but do not necessarily indicate that a disease is present or that the individual should be regarded as sick.

The use of this cluster to collect information on impairments of body functions should enhance data quality for medical purposes as well as for a range of purposes related to human functioning. This data cluster should be complementary to information on diseases.

The information collected in the Body functions cluster may also indicate the sorts of interventions that could result in improved functioning. This could be in the form of rehabilitation, health-related interventions, equipment, or support for example.

Collection and usage attributes

Collection methods:

The [Person—body function, code \(ICF 2001\) AN\[NNNN\]](#) data element is a neutral list of functions that can be used to record positive or neutral body function, as well as impairment of a specified body function when used in conjunction with [Person—extent of impairment of body function, code \(ICF 2001\)N](#). For each body function code recorded there should be a code for impairment of body functions.

There are numerous possible methods for collecting body functions and impairments. A decision could be made to collect information:

- about every domain;
- on domains of particular relevance; or
- on a number of domains which are prioritised according to specified criteria.

See also the *ICF Australian User Guide* for further guidelines.

Comments:

This cluster is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).

The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as:

- Episode of care principal diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}
- Episode of care additional diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[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 Specification: [Functioning and Disability DSS](#) Health, Standard 29/11/2006
Community services, Standard 16/10/2006

Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	Person – body function, code (ICF 2001) AN[NNNN]	Mandatory	1
-	Person – extent of impairment of body function, code (ICF 2001) N	Mandatory	1

Functioning and Disability—Body structures cluster

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Set Specification
<i>METeOR identifier:</i>	320151
<i>Registration status:</i>	Health, Standard 29/11/2006 Community services, Standard 16/10/2006
<i>DSS type:</i>	Data Set Specification (DSS)
<i>Scope:</i>	<p>This data cluster is one of four clusters that make up the Functioning and Disability DSS. To ensure a complete description of human functioning it is recommended that this cluster be collected along with the following three clusters over time and by a range of health and community care providers:</p> <ol style="list-style-type: none">1. Body functions cluster2. Activities and participation cluster3. Environmental factors cluster <p>Body structures are anatomical parts of the body such as organs, limbs and their components.</p> <p>The Body structures cluster collects information on the presence and extent of impairment, the nature of the change and the location of the impairment for the eight body structure domains listed below:</p> <ol style="list-style-type: none">1. Structures of the nervous system2. The eye, ear and related structures3. Structures involved in voice and speech4. Structures of the cardiovascular, immunological and respiratory systems5. Structures related to the digestive, metabolism and endocrine systems6. Structures related to genitourinary and reproductive systems7. Structures related to movement8. Skin and related structures <p>Impairments of body structures, as defined in the ICF, are problems in body structure such as a loss or significant departure from population standards or averages. The ICD uses impairment as 'signs and symptoms', a 'component of disease' or sometimes 'reason for contact with health services'.</p> <p>Impairments are recorded in terms of their extent or magnitude, nature and/or location. Determination of impairment is undertaken primarily by those qualified to evaluate physical and mental functioning or structure according to population standards or averages.</p> <p>Impairments should be detectable or noticeable by others or the person by direct observation or by inference from indirect observation. Impairments are not the same as the underlying pathology, but are manifestations of that pathology.</p> <p>Impairments can be temporary or permanent; progressive, regressive or static; intermittent or continuous. The deviation from the population norm may be slight or</p>

severe and may fluctuate over time. Impairments may result in other impairments.

Impairments may be part, or an expression of a health condition, but do not necessarily indicate that a disease is present or that the individual should be regarded as sick.

The use of this cluster to collect information on impairments should enhance data quality for medical purposes as well as for a range of purposes related to understanding human functioning. This data cluster should be complementary to information on diseases.

The information collected in the Body structures cluster may also indicate the sorts of interventions that could result in improved functioning. This could be in the form of rehabilitation, health-related interventions, equipment, or support for example.

Collection and usage attributes

Guide for use:

The [Person – body structure, code \(ICF 2001\) AN\[NNNN\]](#) is a data element supported by the value domain Body structure code (ICF 2001) AN(NNNN) that represents a neutral list of structures from the ICF. This data element can be used to record positive or neutral body structure, as well as impairment of a specified body structure when used in conjunction with [Person – extent of impairment of body structure, code \(ICF 2001\) N](#).

It is optional to record the location and nature of the impairment using [Person – nature of impairment of body structure, code \(ICF 2001\) X](#) and [Person – location of impairment of body structure, code \(ICF 2001\) X](#) respectively.

There are numerous possible methods for collecting body structures and impairments. A decision could be made to collect information:

- about every domain;
- on domains of particular relevance; or
- on a number of domains which are prioritised according to specified criteria.

Comments:

This cluster is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).

The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as:

- Episode of care principal diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}
- Episode of care additional diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[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 Specification: [Functioning and Disability DSS](#) Health, Standard 29/11/2006
Community services, Standard 16/10/2006

Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	Person – body structure, code (ICF 2001) AN[NNNN]	Mandatory	1
-	Person – nature of impairment of body structure, code (ICF 2001) N	Optional	1
-	Person – extent of impairment of body structure, code (ICF 2001) N	Mandatory	1
-	Person – location of impairment of body structure, code (ICF 2001) N	Optional	1

Functioning and Disability—Environmental factors cluster

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Set Specification
<i>METeOR identifier:</i>	320195
<i>Registration status:</i>	Health, Standard 29/11/2006 Community services, Standard 16/10/2006
<i>DSS type:</i>	Data Set Specification (DSS)
<i>Scope:</i>	<p>This data cluster is one of four clusters that make up the Functioning and Disability DSS. To ensure a complete description of human functioning it is recommended that this cluster be collected along with the following three clusters over time and by a range of health and community care providers:</p> <ol style="list-style-type: none">1. Body functions cluster2. Body structures cluster3. Activities and participation cluster <p>Environmental factors make up the physical, social and attitudinal environment in which people live and conduct their lives. These factors can have a positive or negative influence on a person's participation as a member of society, on performance of activities, or on a person's body function or structure.</p> <p>The Environmental Factors cluster collects information on the extent to which each of the domains in the five chapters listed below influence the body function or structure, activity or participation of a person:</p> <ol style="list-style-type: none">1. Products and technology2. Natural environment and human-made changes to environment3. Support and relationships4. Attitudes5. Services, systems and policies <p>Each chapter contains categories at different levels ordered from general to detailed. For 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.</p> <p>Codes at the ICF chapter headings may be recorded. If further detail is required the Environmental Factors classification includes 3 and 4 digit codes:</p> <p>e5 Services, systems and policies e580 Health services, systems and policies e5800 Health services</p> <p>Where multiple environmental factors and the extent of influence are recorded, the following prioritising system may be useful:</p> <ul style="list-style-type: none">• The first recorded environmental factor is the one having the greatest impact on the individual.• Second and subsequent environmental factors are also of relevance to the individual. <p>The Environmental factors cluster may be used in health,</p>

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. Identifying whether, and by how much, these 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 useful for policy development, service provision, or advocacy purposes. Preventative strategies could also be indicated by this information.

Collection and usage attributes

Guide for use:

For each environmental factor code recorded there should be one response for the influence of the environmental factor.

There are numerous possible methods for collecting environmental factors. Information can be collected on:

- all environmental factors;
- environmental factors of particular relevance;
- a number of environmental factors, prioritised according to specified criteria;
- one environmental factor per person; or
- record environmental factors for each recorded body function, body structure, and activities and participation.

See also the *ICF Australian User Guide* for further guidelines.

Comments:

This cluster is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).

The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as:

- Episode of care principal diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}
- Episode of care additional diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[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 Specification: [Functioning and Disability DSS](#) Health, Standard

Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	Person – environmental factor, code (ICF 2001) AN[NNN]	Mandatory	1
-	Person – extent of environmental factor influence, code (ICF 2001) [X]N	Mandatory	1

Juvenile Justice NMDS

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Set Specification
<i>METeOR identifier:</i>	314122
<i>Registration status:</i>	Community services, Standard 27/03/2007
<i>DSS type:</i>	National Minimum Data Set (NMDS)
<i>Scope:</i>	

There are three collections within the JJ NMDS. The first collection is the client collection which lists all clients active in the juvenile justice system for the collection year and contains all relevant client characteristic variables. All episodes in the collection year for these clients are reported in the second episode-related collection. It contains unit-record data summarising each episode and clients may have multiple episodes within the collection year. Lastly, the centre collection provides some details on the detention centres administered by State and Territory juvenile justice departments within the scope of the JJ NMDS.

Juvenile justice clients

The JJ NMDS is designed to capture information on all young people involved in the juvenile justice systems throughout Australia. The ages of young people in the juvenile justice systems in Australia differ between jurisdictions. To allow for these variations, a client for the purposes of inclusion in the JJ NMDS is:

A person who is under the supervision or case management of a juvenile justice department as a result of:

- having committed or allegedly committed an offence between the ages of 10 years and 17 years;

OR

- having committed or allegedly committed an offence at age greater than 17 years, and who is treated as a juvenile due to his or her vulnerability or immaturity.

Supervision type

In general, the types of juvenile justice agency supervision in the scope of the JJ NMDS collection are those entailing direct JJ agency involvement, such as formal supervision at pre-court, pre-sentence, sentence, and parole stages. Both community and custodial supervision types are included. Note that some types of intervention that may be administered by JJ agencies are not in the scope of the JJ NMDS. These include some diversionary schemes, conferences, warning, fines, and good behaviour bonds

Service episodes

In the JJ NMDS, a service episode is defined as a period of time during which a juvenile justice client is under the supervision of, or is case managed by, a State or Territory juvenile justice department, as a result of having committed or allegedly committed an offence, and where there is no change in the type of supervision provided or the specific juvenile justice agency responsible.

Supervision periods

Service episodes also contribute to the reporting on supervision periods. Supervision periods are a conceptual unit of analysis, derived from episode data, rather than being data elements specifically collected. The AIHW derives supervision periods by ordering episodes by entry date. A new supervision period is

applied where the period of time between the exit date of one episode and the entry date of the following episode is greater than or equal to two days. A supervision period provides broad level information on contacts between young people and juvenile justice supervision, and episodes provide the detail regarding the length and type of that contact. One supervision period may contain several JJ episodes as the client moves through the system e.g. from remand to sentencing, and may contain more than one sentencing episode where continuous supervision is maintained.

A new supervision period begins when:

A client enters the JJ system for the first time; the difference between the entry date and the exit date of the previous episode is ≥ 2 days.

The supervision period ends on the episode end date when there are no more episodes or the entry date of the next episode is two or more days after the exit date. Where a client is on two or more orders at a particular time in a jurisdiction, the supervision period will continue until all current orders are completed or otherwise finished. A new supervision period begins when the client is next under JJ Department supervision. Thus there will be a gap in time between supervision periods, whilst the client is in the community and not subject to any JJ Department supervision.

Juvenile justice departments

The relevant juvenile justice departments whose clients are included in the JJ NMDS as at August 2007 are:

- Department of Juvenile Justice, New South Wales
- Department of Human Services, Victoria
- Department of Communities, Queensland
- Department of Corrective Services, Western Australia
- Department for Families and Communities, South Australia
- Department of Health and Human Services, Tasmania
- Office for Children, Youth and Family Support, Australian Capital Territory
- Department of Justice, Northern Territory

In addition, other agencies have been included in the JJ NMDS where they supervise or case manage clients who are within the scope of the JJ NMDS, but are not administered by the above mentioned departments. These may include agencies such as police watch houses, for example.

Collection and usage attributes

Statistical unit:

There are three collections within the JJ NMDS.

First, the episode-related collection is unit-record data.

The second collection is the client collection which provides one line of data per client and contains all relevant client characteristic variables.

Lastly, the centre collection provides some administrative details on the detention centres used in the JJ NMDS.

Implementation start date:

01/07/2005

Source and reference attributes

Submitting organisation:

Juvenile Justice Data Sub-Committee

Origin:

Juvenile Justice National Minimum Data Set Version 1.3 Data Dictionary. AIHW Nov 2004.

Reference documents:

Juvenile Justice National Minimum Data Set. Data Collection Manual for 2005-06. AIHW July 2006.
 Juvenile Justice National Minimum Data Set Version 3 Data Dictionary. AIHW July 2006.

Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	<u>Person – date of birth, DDMMYYYY</u>	Mandatory	1
-	<u>Service provider organisation – design capacity, total beds N[NNNNN]</u>	Mandatory	1
-	<u>Service episode – episode end date, DDMMYYYY</u>	Mandatory	1
-	<u>Service episode – service cessation reason, juvenile justice code N[N]</u>	Mandatory	1
-	<u>Service episode – episode identifier, juvenile justice XXXXX[15]</u>	Mandatory	1
-	<u>Service episode – episode start date, DDMMYYYY</u>	Mandatory	1
-	<u>Service episode – legal order/arrangement type, juvenile justice code NN</u>	Mandatory	1
-	<u>Service event – first service contact date, DDMMYYYY</u>	Mandatory	1
-	<u>Person – Indigenous status, code N</u>	Mandatory	1
-	<u>Person – letters of family name, text XXX</u>	Mandatory	1
-	<u>Person – letters of given name, text XX</u>	Mandatory	1
-	<u>Service provider organisation – number of detainees (Juvenile Justice), total N[NNNNN]</u>	Mandatory	1
-	<u>Service provider organisation – number of escapes (Juvenile Justice), total N[NN]</u>	Mandatory	2
-	<u>Service provider organisation (name) – organisation name, text [X(200)]</u>	Mandatory	1
-	<u>Person – person identifier, XXXXXX[X(14)]</u>	Mandatory	1
-	<u>Person (address) – Australian postcode, code (Postcode datafile) {NNNN}</u>	Mandatory	1
-	<u>Service provider organisation (address) – Australian postcode, code (Postcode datafile) {NNNN}</u>	Mandatory	1
-	<u>Person – sex, code N</u>	Mandatory	1
-	<u>Person (address) – suburb/town/locality name, text [A(50)]</u>	Mandatory	1
-	<u>Service episode – transfer source, juvenile justice code N</u>	Mandatory	1

SAAP Administrative National Minimum Data Set

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Set Specification
<i>METeOR identifier:</i>	336310
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>DSS type:</i>	National Minimum Data Set (NMDS)
<i>Scope:</i>	<p>The Supported Accommodation Assistance Program (SAAP) Administrative Data Collection is one of three data sets that comprise the SAAP National Data Collection. This collection identifies and describes the agencies funded under SAAP. It contains descriptive information (such as number, size, structure and service node) about the 1,300 or so non-government and community organisations providing accommodation and support services to people who are homeless or in crisis. It is collated from information provided by State and Territory community service departments in the course of administering the SAAP program, and is stored in the SAAP National Data Collection Agency database.</p> <p>The National Data Collection aims to provide good information about SAAP to agencies and program administrators to assist them in their work so that service for homeless people can be improved. In addition, the collection aims to provide good information about SAAP to peak bodies, community groups, and interested researchers to assist in debates about homelessness.</p>

Collection and usage attributes

<i>Statistical unit:</i>	Supported Accommodation Assistance Program agency.
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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 Administrative Data Collection. Classifications and procedures. December 2006.
<i>Reference documents:</i>	SAAP National Data Collection Agency Collectors Manual July 2005.

Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	Person (address) – address line, text [X(180)]	Mandatory	4
-	Service provider organisation – organisation identifier (SAAP), NNNNA	Mandatory	1
-	Service provider organisation – organisation identifier (SAAP State/Territory allocated), X(15)	Mandatory	1
-	Service provider organisation – Australian state/territory identifier, code N	Mandatory	2
-	Service provider organisation (address) – electronic communication address, text [X(250)]	Optional	3
-	Service provider organisation (address) – electronic communication medium, code N	Conditional	3

-	<u>Person (name) – family name, text X[X(39)]</u>	Mandatory	1
-	<u>Service provider organisation – full-time equivalent staff (paid), total N[NNN{.N}]</u>	Optional	1
-	<u>Service provider organisation – funded service type, SAAP code N</u>	Mandatory	1
-	<u>Service provider organisation – funding end date, DDMMYYYY</u>	Mandatory	1
-	<u>Service provider organisation – funding start date, DDMMYYYY</u>	Mandatory	1
-	<u>Service provider organisation – geographic location (SLA), code (ASGC 2006) NNNNN</u>	Optional	1
-	<u>Person (name) – given name, text [X(40)]</u>	Mandatory	1
-	<u>Service provider organisation – geographic location (LGA), code (ASGC 2007) NNNNN</u>	Mandatory	1
-	<u>Person (name) – name title, text [A(12)]</u>	Optional	1
-	<u>Service provider organisation – accommodation places, N[N(8)]</u>	Optional	2
-	<u>Service provider organisation (name) – organisation name, text [X(200)]</u>	Mandatory	1
-	<u>Service provider organisation (address) – Australian postcode, code (Postcode datafile) {NNNN}</u>	Mandatory	2
-	<u>Service provider organisation – recurrent funding commitments, total Australian currency N[N(8)]</u>	Mandatory	3
-	<u>State or Territory Government – recurrent funding commitments, total Australian currency N[N(8)]</u>	Mandatory	1
-	<u>Service provider organisation – region identifier (SAAP), X[59]</u>	Mandatory	2
-	<u>Service provider organisation (address) – suburb/town/locality name, text [A(50)]</u>	Mandatory	2
-	<u>Service provider organisation – temporary closure end date, DDMMYYYY</u>	Conditional	1
-	<u>Service provider organisation – temporary closure start date, DDMMYYYY</u>	Conditional	1

SAAP Client Collection National Minimum Data Set

Identifying and definitional attributes

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

Collection and usage attributes

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

Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	Service event – accommodation period end date, DDMMYYYY	Conditional	1
-	Service event – accommodation period start date, DDMMYYYY	Conditional	1
-	Service provider organisation – organisation identifier (SAAP), NNNNA	Conditional	1
-	Person – Australian state/territory identifier, code N	Conditional	1
-	Client – case management plan goal status, code N	Conditional	1

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

SAAP Demand for Accommodation National Minimum Data Set

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Set Specification
<i>METeOR identifier:</i>	336748
<i>Registration status:</i>	Community services, Standard 30/11/2007
<i>DSS type:</i>	National Minimum Data Set (NMDS)
<i>Scope:</i>	<p>The Supported Accommodation Assistance Program (SAAP) Demand for Accommodation data collection is one of three components of the SAAP National Data Collection (NDC). The National Data Collection aims to provide good information about the SAAP to agencies and program administrator to assist them in their work so that services for homeless people can be improved. In addition, the collection aims to provide good information about SAAP to peaks, community groups, and interested researchers to assist in debates about homelessness.</p> <p>The Supported Accommodation Assistance Program Demand for Accommodation data collection is designed to collect data on the level of met and unmet demand for SAAP accommodation services for individuals as well as groups requesting accommodation. A group of people may consist of a couple, a person with children, a group of friends. In such cases data is collected on only one form. Information is collected about the number of people who request accommodation at SAAP agencies, which requests are met and which are unmet, and the reason for this.</p> <p>The Demand for Accommodation data is collected each time a request for accommodation is made at the agency, whether the person or group receive accommodation or not, for every day during the Collection period.</p>

Collection and usage attributes

<i>Guide for use:</i>	This collection is designed to measure the level of met and unmet demand for SAAP accommodation services.
<i>Collection methods:</i>	The SAAP Demand for Accommodation Collection operates over a one-week period, twice a year.
<i>Implementation start date:</i>	21/04/2006

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.
<i>Reference documents:</i>	SAAP National Data Collection Data Dictionary Version 2 November 2001.

Metadata items in this Data Set Specification

<i>Seq No.</i>	<i>Metadata item</i>	<i>Obligation</i>	<i>Max occurs</i>
-	Person – accommodation offer accepted indicator, code N	Mandatory	1
-	Person – accommodation offered indicator, code N	Mandatory	1

-	Person – age group, SAAP accompanying child code NN	Mandatory	2
-	Person – age group, SAAP adult code NN	Conditional	1
-	Service provider organisation – organisation identifier (SAAP), NNNNA	Mandatory	26
-	Client – group type, SAAP code N	Mandatory	1
-	Person – contact method, SAAP code N	Mandatory	2
-	Person – country of birth, code (SACC 1998) NNNN	Mandatory	1
-	Person – date accommodation sought, DDMMYYYY	Mandatory	1
-	Person – first accommodation attempt indicator, code N	Mandatory	1
-	Person – Indigenous status, code N	Mandatory	1
-	Person – main reason accommodation not offered, SAAP code N[NN]	Mandatory	1
-	Person – number of people accommodated, total N[N]	Conditional	1
-	Person – one-off assistance offered indicator, code N	Mandatory	1
-	Person – one-off assistance type offered, SAAP code N[NN]	Mandatory	1
-	Person – reason accommodation offer not accepted, SAAP code N[NN]	Conditional	1
-	Person – referral for accommodation indicator, code N	Conditional	1
-	Person – sex, code N	Mandatory	1
-	Person – reason for earlier unsuccessful accommodation attempt, SAAP code N[NN]	Conditional	1
-	Person – accommodation assistance urgency status, code N	Mandatory	1