

# Person—letters of given and family name, text

## XXXXX

### Identifying and definitional attributes

<b>Metadata item type:</b>	Data Element
<b>Short name:</b>	Letters of name
<b>METEOR identifier:</b>	385444
<b>Registration status:</b>	<ul style="list-style-type: none"><li>• <a href="#">Community Services (retired)</a>, Standard 14/09/2009 [Non Dictionary]</li><li>• <a href="#">Health</a>, Superseded 28/04/2016</li></ul>
<b>Definition:</b>	The combination of 2nd, 3rd and 5th letters of a person's legal family name and the 2nd and 3rd letters of a person's legal first given name.
<b>Data Element Concept:</b>	<a href="#">Person—letters of given and family name</a>

### Value domain attributes

### Representational attributes

<b>Representation class:</b>	Text
<b>Data type:</b>	String
<b>Format:</b>	XXXXX
<b>Maximum character length:</b>	5

### Data element attributes

### Collection and usage attributes

**Guide for use:**

Letters from the client's family name should be provided first, followed by letters from the client's first given name. In the first three spaces, the agency should record the 2nd, 3rd and 5th letters of the client's legal family name. In the following two spaces the agency should record the 2nd and 3rd letters of the client's legal first given name.

For example: If the client's legal name is Brown, Elizabeth (that is, family, first given name) the reported value should be RONLI. If the client's legal name is Thompson, Robert the reported value should be HOPOB.

If either of the client's legal names includes non-alphabetic characters—for example hyphens (as in Lee-Archer) apostrophes (as in O'Mara) or blank spaces (as in Eu Jin)—these non-alphabetic characters should be ignored when counting the position of each character.

Regardless of the length of a person's name, the reported value should always be five characters long. If either the legal family name or the legal first given name of the person is not long enough to supply the requested letters (that is, a legal family name of less than five letters or a legal first 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 5-digit field.

For example: If a person's legal name is Farr, Ben then value reported would be AR2EN because the 2 is substituting for a missing 5th letter of the family name. Similarly, if the person's legal name was Hua, Jo then the value reported would be UA2O2 because the 2s are substituting for the missing 5th letter of the family name and the missing 3rd letter of the first given name.

If a client's legal family name is missing altogether the agency should record the number 9 for all three spaces associated with the family name and not the number 2. Similarly, if the person's legal first name is missing altogether the agency should substitute 9s for the two spaces associated with the first given name. 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.

In some cultures it is traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies should always ask the person to specify their legal first given name and their legal family name separately. These should then be recorded as first given name and family name as appropriate, regardless of the order in which they may be traditionally given.

**Comments:**

The selected *Letters of name* can be used in combination with *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:**

Has been superseded by [Person—letters of given and family name, text XXXXX](#)

- [Health](#), Standard 28/04/2016

Is formed using [Person \(name\)—family name, text X\[X\(39\)\]](#)

- [Community Services \(retired\)](#), Superseded 06/02/2012
- [Health](#), Superseded 05/10/2016
- [Housing assistance](#), Standard 20/06/2005
- [Tasmanian Health](#), Standard 01/09/2016

Is formed using [Person \(name\)—given name, text X\[X\(39\)\]](#)

- [Community Services \(retired\)](#), Superseded 06/02/2012
- [Health](#), Superseded 05/10/2016
- [Housing assistance](#), Standard 20/06/2005
- [Tasmanian Health](#), Standard 01/09/2016

**Implementation in Data Set Specifications:**

[Home and Community Care MDS 2009](#)

[Community Services \(retired\)](#), Recorded 16/11/2009

**Implementation start date:** 11/05/2006

**DSS specific information:**

This data element is required for reporting within the HACC MDS collection. Agencies are required to report Letters of Name for all clients for whom the agency submits a HACC MDS record. Once the record linkage process is completed, the letters of the client's name will be replaced by an encrypted code.

The person's full name is not required for HACC MDS reporting purposes. However, agencies are required to report selected letters of the person's Family Name/Surname and First Given Name. These will be used in combination with the person's Date of Birth and Sex in order to link client records across HACC agencies and across HACC MDS reporting periods for statistical purposes

The names from which Letters of Name are derived should be recorded by the agency in line with the specifications detailed in the data elements Family Name/Surname and First Given Name.

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 the Information Privacy Principles contained in the Commonwealth Privacy Act and letters from the person's name will only be used for linking records for statistical purposes. Moreover, once the records are linked, these letters will be replaced by an encrypted code.

[Prison dischargee DSS Health](#), Superseded 28/04/2016

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