2009–10 Community housing national data collection

Jurisdiction process manual

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Housing Unit

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Australian Institute of Health and Welfare

Canberra

Revision History

Version	Date	Updates	Updated by
0.0	31 May 2010	N.A. - Zero-th version	
0.1	8 June 2010	Updated 'Person file' edit check descriptions	Simon Arnold
		Updated and included additional edit checks	Rachael Simpson
		Updated Appendix H	Rachael Simpson
		Included Trent Lind's contact details	Rachael Simpson
		Updated Chapter 5	Rachael Simpson
		Updated transfer data instructions	Rachael Simpson
	29 July 2010	Updated processing workbook instructions	Rachael Simpson

Contents

Introduction

This manual has been developed by the Australian Institute of Health and Welfare (AIHW) to assist jurisdictions with the collection and reporting of data for community housing. The resulting performance indicators and supporting data items will be published at both the jurisdiction and national levels in the:

- Community housing 2009–10 national data tables,
- 2011 Steering Committee for the Review of Government Service Provision Report on Government Services.

This manual provides jurisdictions with an overview of the steps involved to undertake the collection, with additional detail provided in the appendices. The manual is ordered sequentially, and covers steps to be undertaken by the AIHW, jurisdictions and community housing organisations.

This manual is not a reference for community housing organisations. The survey kits provided by the AIHW include the relevant documentation required by community housing organisations.

For further information or queries, please contact either:

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1 Process overview

The processes, with references to relevant chapters in this document, for the 2009–10 community housing national data collection are illustrated in Figure 1.1. There are five steps:

- Step 1 – The AIHW send supporting documentation and survey kits to jurisdictions

- Step 2 – Jurisdictions include unit record administrative data and send survey kits and data to their community housing organisations

- Step 3 – Community housing organisations complete and return the survey

- Step 4 – Jurisdictions compile the received surveys and unit record administrative data in the csv files provided for each worksheet, conduct quality assurance by running the community housing data validator and send final csv files and validator output to AIHW. 'PI' file also needs to be sent by jurisdictions submitting finalised aggregate data.

- Step 5 – AIHW perform edit checks and ensure jurisdictions have addressed the checklist. Once this has been completed to a satisfactory standard, AIHW prepare final results and footnotes for approval and reporting

AIHW

Step 1 (Ch 2)

- All supporting documentation sent to jurisdictions

Step 5 (Ch 6 & 7)

- Address checklist
- Final processing
- National reporting

1) Files & documentation sent to jurisdictions by the AIHW

Survey kit

Manual

CSV files & Data validator

'PI' file for finalised aggregate submission

4) File returned to AIHW by jurisdictions

CSV files

Data validator output

'PI' file for finalised aggregate submission

JURISDICTIONS

Step 2 (Ch 2 & 3)

- Insert admin data
- Send admin data & survey kits to orgs.

Step 4 (Ch 5)

- Review & compile data in csv files
- Quality assurance checks using the community housing data validator
- Complete 'PI' file (for finalised aggregate submission only)

2) File sent to organisations by jurisdictions

Survey kit with Admin data

3) File returned to jurisdictions by organisations

Completed survey kit with updated household and admin data

ORGANISATIONS

Step 3 (Ch 4)

- Review & revise
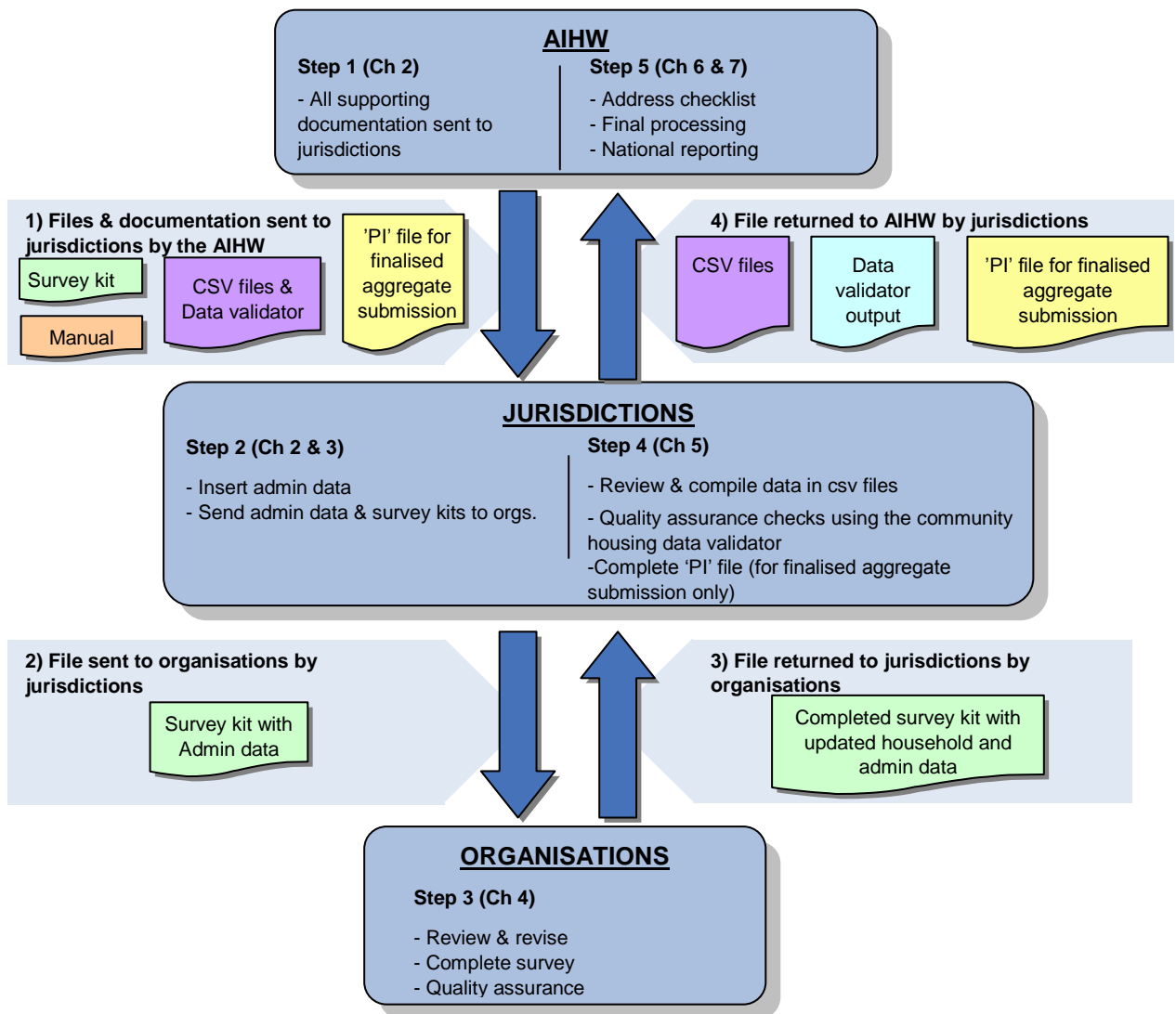- Complete survey
- Quality assurance

Figure 1.1: community housing data collection process overview

Key dates

The agreed timeline (shown in Table 1.1) links the key dates to relevant chapters in this manual. Community housing organisations are encouraged to prepare their data early and make any necessary amendments soon after 30 June.

Table 1.1: Key dates

Date	Task	Further information
May 2010	AIHW to circulate process documentation and electronic files to jurisdictions	See Chapter 2
21 June	Jurisdictions to circulate data and documentation to community housing organisations	See Chapter 3
30 July	Organisations to supply jurisdictions with survey data	See Chapter 4
27 Aug	Jurisdictions to supply all dwelling level and survey data to AIHW - Dwelling level – All jurisdictions - Survey data – Vic, WA, SA, Tas, ACT	See Chapter 5
30 Aug–15 Oct	Ongoing consultations with jurisdictions to finalise dwelling and survey data	See Chapters 6 & 7
6 Oct	Jurisdictions to supply finalised aggregate figures to AIHW (NSW and Qld only)	See Chapter 5
13 Oct	Jurisdictions to supply footnotes to the AIHW	See Chapter 7
28 Oct	Final results to be circulated to jurisdictions	
4 Nov	Final results to be signed-off by jurisdictions	
9 Nov	Final Productivity Commission deadline	
January 2011	National data tables to be released	See Chapter 7

Data collection

This manual outlines the various ways in which jurisdictions submit their data.

Administrative data

All jurisdictions are required to supply complete unit record level administrative data to the AIHW. Unit record data for all community housing organisations and dwellings, regardless of survey response rate, are to be submitted as part of the compiled data.

Survey data

Jurisdictions survey community housing organisations on an annual basis. This data is amalgamated by jurisdictions and forwarded to the AIHW in one of two formats.

Unit record level data – data which details individual community housing organisations, all dwellings and associated tenancies of those who responded to the survey

Finalised aggregate data – data that has been processed, compiled and finalised by the jurisdiction for national reporting.

Processing and quality assurance

The AIHW will undertake processing and additional quality assurance of the data supplied by jurisdictions. The AIHW will liaise with jurisdictions to address any data issues identified in the finalisation of summary data items and performance indicators.

National reporting

Once all data are finalised and approved by the HHIMG, they are reported in the Productivity Commission's Report on Governments Services (RoGS) and the AIHW Community housing national data tables. Additionally, analysis may be undertaken by the AIHW to feedback to stakeholders such as community housing organisations.

Changes to the 2009–10 collection

Revised scope

Under the new National Affordable Housing Agreement, the scope for the community housing survey has changed to include *all* dwellings under management by your organisations except where indicated.

Updated Survey

Revised tenancy worksheet: The tenancy worksheet has been renamed 'Tenancy/vacancy worksheet' as it additionally captures periods of vacancy. Vacancy records are used to measure the average time taken for tenantable vacant stock to be occupied by a tenant.

New person-level worksheet: Additional information about each tenant within a household is now required to allow the measurement of overcrowding in line with national standards using the Canadian National Occupancy Standard (CNOS). Person-level information is now captured via a new separate 'Person worksheet'. As a result a number of changes have been made to the 'Tenancy / vacancy worksheet'.

Revised questions: The waitlist questions have been modified to reflect the new consolidated waitlist processes being implemented in some jurisdictions.

New questions: A 'Number of occupants' question has been added to the 'Tenancy/vacancy worksheet' so it can be crosschecked with the number of person records entered into the 'Person worksheet'. A 'Tenantable/untenantable vacancy status' flag has been added to the 'Tenancy/vacancy worksheet' to indicate the type of a vacancy record. 'Total Commonwealth Rent Assistance for week of 30/06/2010' and 'Does the household pay market rent for this tenancy unit' questions have also been added. These questions are for data development purposes, and will not be used for national reporting this financial year

Removal of the compilation tool /finalised data entry workbook and introduction of a community housing data validator

The compilation tool and finalised data entry workbook will no longer be used. Instead the information collected will be compiled into a separate csv file for each worksheet and be run through the community housing data validator which will output edit failures for jurisdictions to investigate. Jurisdictions submitting finalised aggregate data will send in a separate file containing the final performance indicators.

Information guide for community housing organisations

As the survey has changed, the information guide has been updated to assist community housing organisations in completing the electronic survey. Included is a cover letter from the AIHW. Jurisdictions are now to supply their own letter detailing due dates, contact details, etc. Please ensure information guide and letters are circulated with the survey.

Income measures

To be advised pending Housing Working Group decision.

2 Step 1: what you will receive from the AIHW

Data capture and reporting processes vary between jurisdictions, so the AIHW have developed a number of tools to ensure consistency. Table 2.1 details which documents and data entry tools will be sent to each jurisdiction.

Table 2.1: Content received by jurisdictions from the AIHW

Item sent to jurisdictions	NSW	Vic	Qld	WA	SA	Tas	ACT	NT
Data manual (this document)	✓	✓	✓	✓	✓	✓	✓	✓
Unit record survey data - electronic survey kit - CHO Information Guide		✓		✓	✓	✓	✓	
Community housing data validator	✓	✓	✓	✓	✓	✓	✓	✓
CSV file templates	✓	✓	✓	✓	✓	✓	✓	✓
'Performance Indicators' file	✓		✓					✓

Unit record survey data (Vic, WA, SA, Tas & ACT)

Electronic survey kit, Cover Letter & Information Guide

The survey is the collection tool for community housing organisation data. Organisations should be encouraged to complete the survey electronically to enable the transfer of data to the csv files, i.e. so that manual data entry is not required (see below for further details).

The survey contains seven worksheets: 1 - Provider, 2 - Waitlist and Financial, 3 - Dwelling, 4 – Tenancy/vacancy, 5 – Person, 6 - Summary and a hidden Organisation worksheet.

Community Housing organisations (CHOs) are required to complete worksheets 1 to 5. The Summary worksheet provides CHOs an overview of data completeness and consistency and highlights the incomplete fields in the previous worksheets. It also provides summary data of the information entered, giving CHOs the opportunity to assess whether the information they entered is correct. Also included is a checklist CHOs need to address to ensure data provided is as accurate as possible. The Organisation worksheet is a 'hidden' worksheet and used for administrative purposes by jurisdictions only.

The survey is accompanied by an Information Guide which contains all necessary guidelines and definitions for CHOs to complete the survey. It also provides information about the purpose and scope of the collection, changes to the collection and instructions on how to complete the survey. Frequently asked questions (FAQ) are also included.

Community housing data validator

AIHW has developed a community housing data validator that once activated will output the records that have failed an edit check. It is jurisdictions' responsibility to investigate edit

failures, and amend data where necessary. Two versions of the data validator have been developed. The first is for those jurisdictions submitting unit record administrative and survey data, and the second is for jurisdictions submitting unit record administrative data in addition to finalised aggregate performance indicators. More information about the data validator can be found in Appendix H.

CSV file templates

The community housing data validator requires input files to be comma delimited (csv). As such, AIHW has created templates for jurisdictions to use. Information collected must be compiled into the relevant csv files.

Unit record survey data

Jurisdictions are required to submit four csv files:

Organisation.csv – Contains organisation level details, organisation waitlist figures, previous financial year information and aggregate dwelling counts.

Dwelling.csv – Contains administrative data about each dwelling managed by community housing organisations for the current financial year.

Tenancy_Vacancy.csv – Contains details about every tenancy and vacancy in community housing organisations' dwellings during the financial year. De-identified tenant details, income and rent details as well as start and end dates of tenancies and vacancies are recorded.

Person.csv – Contains details about every person who resided in the community housing organisations' dwellings during the financial year. Date of birth, gender and relationship status are recorded.

Finalised aggregate data

Unit record organisation and dwelling data is required from jurisdictions submitting finalised aggregate performance indicators. Please note that these files differ to the Organisation and Dwelling files used by jurisdictions submitting unit record survey data.

Organisation.csv – Contains administrative data about each organisation, including postcode and organisation type by organisation.

Dwelling.csv – Contains administrative data about each dwelling managed by each community housing organisation for the current financial year.

'Performance Indicators' file

Finalised aggregate data

Jurisdictions who submit finalised aggregate data calculate their own performance indicators (refer to Appendix E on how to make these calculations). Once calculations are complete, jurisdictions enter the finalised summary data items and performance indicators in the 'PI' file.

Unit record survey data

AIHW will calculate summary data items and performance indicators once the edit checking process is complete. In addition, jurisdictions submitting unit record data are asked to supply DC2 and the number of tenancy (rental) units that DC2 relates to. This information is to be submitted via email to AIHW contacts by 15th of October.

3 Step 2: what is to be sent to the organisations

Jurisdictions are required to send the following to the in scope community housing organisations:

- a survey kit and Information Guide where necessary, and
- 2009–10 dwelling and organisation data.

Survey kits

A unit record level survey with summary data and checklist worksheet are to be sent to each in scope community housing organisation. This should be accompanied with the Information Guide and a letter from your jurisdiction outlining due dates, contact details etc.

2009–10 administrative data

Jurisdictions are recommended to prepare their 2009–10 administrative data for forwarding onto organisations.

Unit record survey data submissions

For those jurisdictions who conduct the survey at the unit record level, the existing administrative dwelling data is to be pasted into the survey to allow community housing organisations to 'fill in the blanks' (i.e. attach tenancy/vacancy and person details for each dwelling) and make any necessary modifications.

Other data submissions

For those jurisdictions that supply finalised aggregate data, it is recommended that administrative data is still forwarded to the appropriate organisation to ensure current jurisdiction records are accurate.

4 Step 3: what the organisations need to do

This is a brief overview of the requirements of community housing organisations. Further detail can be found in the CHO Information Guide that is circulated to organisations.

Review

i.   Review the administrative data received from the jurisdictions and compare with current records.

Modify

ii.   Make any necessary modifications to the administrative data. Take note of changes and report back to the jurisdictions.

Complete the survey

iii.   Complete all sections of the survey ensuring that all details are recorded.

Quality assurance

iv.   Address *all* points on the survey checklist and review the summary worksheet.

Returns to the jurisdiction

v.   Return the completed survey and where provided, the unit record administrative data, to the jurisdiction by the due date.

5 Step 4: compiling survey data from organisations

The process of compiling organisational data varies according to the data capture and reporting approach used by each jurisdiction. Table 5.1 details which processes are applicable.

Table 5.1: Data compilation stages required by jurisdictions

Compilation stage	Finalised aggregate data submission	Unit record level submission
Review	✓	✓
Process data	✓	
Transfer all data to the csv file templates	✓	✓
Quality assurance (using data validator)	✓	✓
Enter the finalised summary data items and performance indicators in the 'PI' file and send to AIHW.	✓	
Supply files and validator output to the AIHW	✓	✓

## Review data provided from community housing organisations

- Check for any cells highlighted from the automated data checks. These should be reviewed and clarified with the housing organisation. Data entry specifications <u>must</u> be complied with. See Appendix E for those receiving unit record level data for further detail.

- Check for changes to administrative data. Liaise with organisations to determine whether the jurisdiction database should be updated to reflect this change, or whether the organisational return is incorrect.

Transfer survey data to the csv files (Unit record level data)

For those jurisdictions submitting unit record level data, perform the following steps for each electronic survey received from community housing organisations:

1) Firstly, a worksheet in the electronic survey has been hidden to enable the transfer of organisation data to the organisation csv file. In the survey,

   a) Select *Tools/Protection/Unprotect Workbook* or if using Excel 2007 select *Review Tab/Changes group/Unprotect workbook*

   b) Select *Format / Sheet / Unhide* from the menu bar

   c) Click *OK* to unhide the *Organisation worksheet*

2) Survey data from the *Organisation*, *Dwelling*, *Tenancy/Vacancy and Person* worksheets are to be copied into the corresponding csv files

   a) Copy all data from the first worksheet in the electronic survey.

b) Paste all values into the corresponding csv file (Edit/Paste special/Values).

c) Delete any blank rows.

d) Remove commas (,) from the data. Use 'Find and Replace' (Edit/Replace then enter a comma (,) in the 'Find what' box and leave the 'Replace with' box empty. Click 'Replace All'.

e) Remove spaces *from blank cells only* and any trailing spaces from populated cells. Highlight the columns that should not have any spaces in them (i.e. not organisation name, organisation/dwelling address or 'Other' types of assistance or support). Use 'Find and Replace' (Edit/Replace than enter a space in the 'Find what' box and leave the 'Replace with' box empty. Click 'Replace All'.

f) Remove any carriage returns that may exist. These are particularly common in address fields.

g) Ensure all variables take on the appropriate format by highlighting a column and selecting *Format/Cells*. By default, cells will have a 'General' format before data is pasted into the file. Once data has been transferred:

- Ensure all date variables (e.g. start date, end date and DOB) take on the "dd/mm/yyyy" format (for unit record data only).

- As opposed to the formatting within the unit record survey, ensure all number fields including financial fields remain as a general format and ensure that any numbers <u>are not</u> formatted to separate 1000's by a comma (,). The below is an example of *<u>an incorrect format</u>*
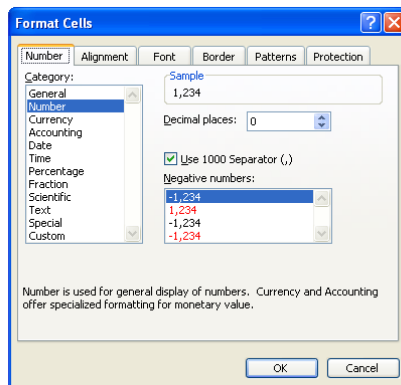
h) Ensure that the data entered is expected. For example, for fields that are expecting a number to be entered (e.g. provider direct costs or number of bedrooms), make sure characters other than 'u' or 'U' *<u>have not</u>* been entered.

i) Save your file. Dialogue boxes will appear while trying to save the csv file. See below for examples. Click 'OK' or 'Yes' to save.
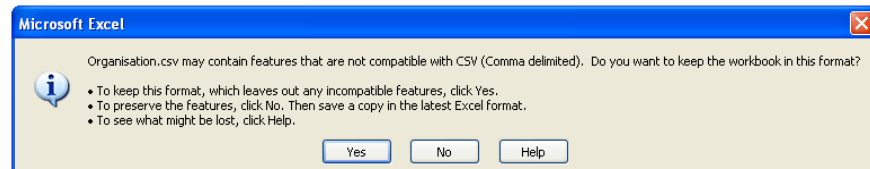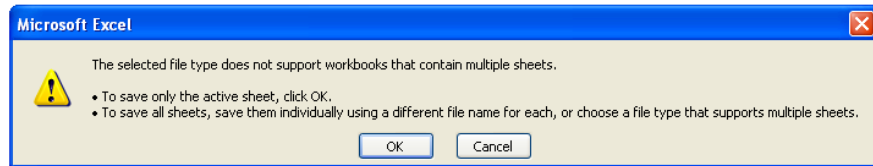
> j) Repeat this process for the remaining worksheets.

NOTE: When transferring data from the electronic survey to the csv files, ensure that the appropriate state/territory code and organisation identifier are added to each record, and data is pasted into the correct cells.

The csv files must contain all organisation and dwelling records regardless of survey response rate. Update the 'Survey response' variable in Organisation.csv for every organisation record.

## OR Process data and transfer to the csv files (Finalised aggregate data)

For those jurisdictions aggregating and finalising their data prior to submission to AIHW both unit record level administrative data and finalised data items and performance indicators are required. For unit record administrative data:

> a) Paste all records into the *Organisation* and *Dwelling* csv files (Edit/Paste special/Values). Update the 'Survey response' variable in *Organisation.csv* for every organisation record. Ensure that the appropriate state/territory code and organisation identifier are added to each record, and data is pasted into the correct cells.
>
> b) Delete rows that are completely blank.
>
> c) Remove commas (,) from the data. Use 'Find and Replace' to do so (Edit/Replace than enter a comma (,) in the 'Find what' box and leave the 'Replace with' box empty. Click 'Replace All'.
>
> d) Remove spaces *from blank cells only* and any trailing spaces from populated cells. Highlight the columns that should not have any spaces in them (i.e. not organisation name, organisation/dwelling address or 'Other' types of assistance or support). Use 'Find and Replace' (Edit/Replace than enter a space in the 'Find what' box and leave the 'Replace with' box empty. Click 'Replace All'.
>
> e) Remove any carriage returns that may exist. These are particularly common in address fields.
>
> f) Ensure all variables take on the appropriate format by highlighting a column and selecting *Format/Cells*. By default, cells will have a 'General' format before data is pasted into the file. Once data has been transferred:

- Ensure all number fields remain as a general format. Specifically check that these fields do not take on the Number format where 1000's are separated by a comma (,). The below is an example of *an incorrect format*
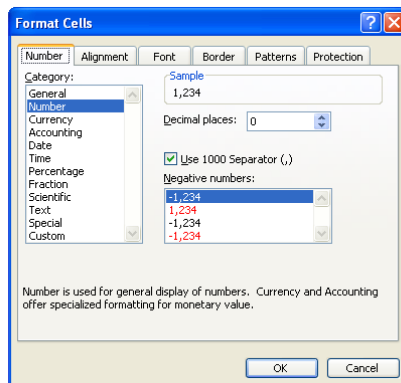
g) Ensure that the data entered is expected. For example, for fields that are expecting a number to be entered (e.g. number of bedrooms), make sure characters other than 'u' or 'U' *have not* been entered.

h) Save your file. Dialogue boxes will appear while trying to save the csv file. See below for examples. Click 'OK' or 'Yes' to save
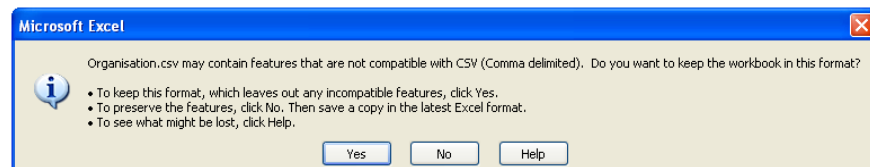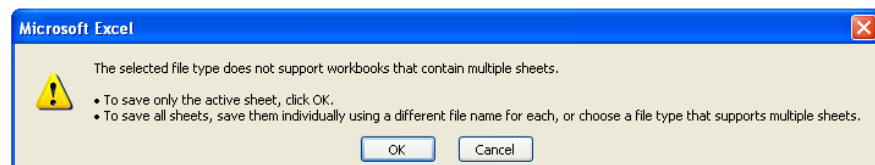
Quality assurance using the data validator

The community housing data validator was developed to automatically quality assure all unit record data compiled by jurisdictions.

AIHW will send jurisdictions one of two versions of the data validator. One is for jurisdictions submitting unit record level data, and the other for jurisdictions submitting only administrative data in addition to their finalised aggregate performance indicators. The steps on how to use the data validator are set out below. See Appendix H for more detailed instructions on how to run each file through the data validator and Appendix C for the complete list of edit checks.

Using the community housing data validator:

1. Open the data validator

2. Prepare the community housing data validator by selecting the required input csv file and output file destination.

3. Run the data validator. The data validator will produce an output html file.

4. Investigate the output file listing any failed records for each edit check. Make any necessary changes to the csv file to address these problems or consult with the relevant community housing organisation.

5. Continue with this process until the output html file indicates that there are no records which have failed the edit checks or until no further edit checks can be addressed.

6. Repeat steps 2 to 5 for each csv file.

Supply files to the AIHW

Before submitting to AIHW:

- Address all applicable checklist items (Table 5.2)

- Any records that remain outstanding or do not comply with the checklist must be investigated and documented. Any additional data anomalies or process changes must also be documented for the AIHW.

Table 5.2: Jurisdiction checklist

Checklist item	Finalised aggregate data	Unit record level
All inclusions/ exclusions adhered to – See Appendix A	✓	✓
All administrative records and data items included and conform to the specified formats/values – See Appendix B	✓	✓
All data relationships adhered to – See Appendix D	✓	✓
All definitions adhered to – See Appendix F	✓	✓
Reported financial data for the previous (2008–09) financial year	✓	✓
All tenancies in the *tenancy/vacancy* worksheet have a matching dwelling identifier in the *dwelling* worksheet		✓
All organisation identifiers are consistent between worksheets		✓
Issues or data qualifications are documented and provided to AIHW	✓	✓
Organisation.csv file and corresponding html validator output are complete	✓	✓
Dwelling.csv file and corresponding html validator output are complete	✓	✓
Tenancy_Vacancy.csv file and corresponding html validator output are complete		✓
Person.csv file and corresponding html validator output are complete		✓
'PI' file is complete	✓	

- Send the final csv files to the AIHW contact.
    - Jurisdictions submitting unit record data should send four csv files: Organisation, Dwelling, Tenancy_Vacancy and Person.
    - Jurisdictions submitting finalised aggregate data should send two csv files: Organisation and Dwelling.

- Send the most recently output html files from the community housing data validator. They should indicate that there are zero records failing the edit checks. Where failed records remain, please include explanatory notes in your email. There will be four

output files for unit record data and two output files for finalised aggregate data (Table 5.2).

- For jurisdictions submitting finalised aggregate data only, also send the *PI file* to the AIHW.

NOTE: All jurisdictions, regardless of submission formats, are required to supply unit record level administrative data i.e. all dwelling and some organisation items.

6 Step 5: what the AIHW will do with your data

The AIHW will:

1) Check there are no records that have failed an edit check for which there is no accompanying comment or footnote.

2) Double check your return against the jurisdiction checklist (Table 5.2).

3) Conduct further edit checks (detailed in Appendix C)

4) Check the variance from the previous year for all summary data items and performance indicators.

5) Check for fields that are missing information in unit record returns

Any outstanding issues will be noted and returned to the relevant jurisdiction as part of the AIHW processing workbook (see below). Jurisdictions are to address any issues raised by AIHW and resubmit data if necessary.

Once these are resolved, where appropriate, the AIHW will calculate the summary data items and performance indicators. These will be returned for jurisdiction approval.

As the AIHW accepts multiple data formats, not all checks apply. Basic definition and scope requirements apply to all submission formats, with additional checks to be adhered to for those jurisdictions that submit unit record level data.

Finalised aggregate data submissions (NSW, Qld & NT)

As only the finalised aggregate summary data item and performance indicator figures are sent to the AIHW, limited quality assurance checks can be performed by the AIHW. These will include the checking of:

- cells for missing or invalid entries
- all unit record administrative data is included (see Appendix B)
- data relationships (see Appendix D)
- variance from the 2008–09 results

NOTE: The Northern Territory only supplies unit record administrative data.

Finalised aggregate data undergoes an additional round of edit checks by automated processes. Any errors are output to the 'Processing Workbook' and returned to the jurisdiction for review and modification. These edit checks can be processed and submitted to jurisdictions a number of times until all issues have been resolved to a satisfactory standard. A complete list of the edit checks can be found in Appendix C.

Unit record level submissions (Vic, WA, SA, Tas & ACT)

Edit checks

Unit record level submissions require additional analysis and edit checks to be carried out. The AIHW will check:

- cells for missing or invalid entries
- all unit record administrative data is included (see Appendix B)
- conformation to specified formats/values
- data relationships (see Appendix D)
- variance from the 2008–09 results

Unit record level data undergoes an additional round of edit checks by automated processes. Any errors are output to the 'Processing Workbook' and returned to the jurisdiction for review and modification. These edit checks can be processed and submitted to jurisdictions a number of times until all issues have been resolved to a satisfactory standard. A complete list of the edit checks can be found in Appendix C.

Processing Workbook

The Processing workbook - unit record.xls file contains 18 worksheets, while the Processing workbook - admin .xls has 8 worksheets. The purpose of each worksheet is detailed in Table 6.1:

Table 6.1: Overview of the AIHW processing workbook

Worksheet	Description	Unit record	Finalised aggregate
Cover Page	Explains the purpose of each worksheet.	✓	✓
Edit History	Outlines all the edits checks undertaken by AIHW. Edit fails are indicated by a number greater than 0 in the 'total' column.	✓	✓
Import summary	Contains only those edit checks that have failed in the latest or previous runs. This acts as a conversation log between AIHW and the jurisdiction. AIHW make a comment on each edit fail, outlining what the issue is and whether this issue needs to be addressed by the jurisdiction. In response, jurisdictions are to provide a comment stating they have fixed the issue or why they have not (for example, the responses may be valid). If necessary, please insert a new row in order to provide additional comments.	✓	✓
Completeness summary	Lists the data quality and completeness of key variables in each data file. Ideally completeness needs to be at 100% for each variable so that accurate and comparable results can be produced.	✓	✓
Variance summary	Provides a visual representation of the variance of some variables. The purpose of this is to alert jurisdictions to unusually high or low values. No action is required; however jurisdiction's may investigate further.	✓	
Organisation edits	Details of organisation records failing the single organisation file edit checks that need to be addressed by jurisdiction.	✓	✓
Dwelling edits	Details of dwelling records failing the single dwelling file edit checks that need to be addressed by jurisdiction.	✓	✓

Tenancy edits	Details of tenancy records (in tenancy / vacancy csv file) failing the single tenancy file edit checks that need to be addressed by jurisdiction.	✓	
Vacancy edits	Details of vacancy records (in tenancy / vacancy csv file) failing the single vacancy file edit checks that need to be addressed by jurisdiction.	✓	
Person edits	Details of person records failing the single person file edit checks that need to be addressed by jurisdiction.	✓	
Org-Dwell	Details of organisation and dwelling records failing the cross-file edit checks that need to be addressed by jurisdiction.	✓	✓
Org-Tcy	Details of organisation and tenancy records (in tenancy / vacancy csv file) failing the cross-file edit checks that need to be addressed by jurisdiction..	✓	
Org-Vcy	Details of organisation and vacancy records (in tenancy / vacancy csv file) failing the cross-file edit checks that need to be addressed by jurisdiction.	✓	
Org-Per	Details of organisation and person records failing the cross-file edit checks that need to be addressed by jurisdiction.	✓	
Dwell-Tcy	Details of dwelling and tenancy records (in tenancy / vacancy csv file) failing the cross-file edit checks that need to be addressed by jurisdiction.	✓	
Dwell-Vac	Details of dwelling and vacancy records (in tenancy / vacancy csv file) failing the cross-file edit checks that need to be addressed by jurisdiction.	✓	
Tcy- Per	Details of person and tenancy records (in tenancy / vacancy csv file) failing the cross-file edit checks that need to be addressed by jurisdiction.	✓	
Performance reporting	Contains resulting summary data items and performance indicators as calculated by the AIHW. It flags errors, shows differences between the 2008-09 and the 2009-10 data collections, and provides opportunity for comment from the jurisdiction. This worksheet will only be updated once all edit checks have been corrected and/or addressed.	✓	✓

Upon receipt of the processing workbook, the jurisdiction must:

- Examine the failed edits listed and fix those that can be rectified.
- Provide comments (in the 'Import summary' worksheet) against each edit failure record fixed or for those that could not be rectified, provide an explanation as to why.
- Review the 'Completeness summary' worksheet, and make comments if needed.
- Review the charts in the 'Variance summary' worksheet. No action is required, but extreme values can be investigated further by the jurisdiction.
- Resend the processing workbook (with comments included) and the revised data file/s to the AIHW .

Once all errors have been addressed, the summary data items and performance indicators can be produced and finalised for approval.

7 Step 6: finalising and reporting your data

Once all edit checks are addressed and corrections made, the AIHW will calculate the performance indicators and summary data items. These will be returned to jurisdictions for final approval. Any significant variance from 2008–09 results will be noted.

Footnotes

Footnotes supporting the finalised data are essential to explain collection methodologies, localised definitions, changes in reporting, varying policy and programs between jurisdictions and inevitably, gaps in data reporting and variances between current and previous results. Some of the issues identified in the 'Processing workbook' may be translated into footnotes.

These footnotes are compiled by jurisdictions and are reported against individual data items or performance indicators.

National reporting

Performance information will be published at both the individual jurisdiction and national levels in the:

- national data tables for community housing; and
- Report on Government Services.

The data tables will detail the finalised administrative data tables, summary data items and performance indicators at a national and jurisdiction level. The supporting footnotes are also included. Additionally, the report will detail changes to the current collection from previous years, data qualifications and survey response rates for each jurisdiction.

Previous national data reports can be found on the AIHW website at www.aihw.gov.au/housing/assistance/publications/

Appendix A – Scope

Community housing for the purpose of this collection includes all tenancy (rental) units under management of a community housing organisation. Dwellings are excluded where the tenancy management function is managed under:

- Public Rental Housing;
- the Aboriginal Rental Housing Program state/territory owned and managed Indigenous housing; and
- the Crisis Accommodation Program.

Additional jurisdiction-specific inclusions and exclusions also apply, as detailed in Table A.1. This information is based on the information provided by each State and Territory on the definition of community housing. Jurisdictions should specify any changes to these exclusions in their collection returns.

Table A.1: Additional jurisdiction inclusions and exclusions

New South Wales	
Includes:	CAP Innovation dwellings (only where the tenants support period has ended and now they are a mainstream long-term tenant)
	Community Housing Acquisition Program (formerly Housing Associations and Co-operatives program)
	Community Housing Leasing Program – includes housing stock transfers (formerly Community Tenancy Scheme)
	Community Housing Program
	Housing Partnership Program
	Housing Partnerships Program
	Housing Stock Transfers
	Local Government and Community Housing Program
	Older Persons Housing Strategy
	Special Projects Fund
	Surplus Government Leasehold Program
Excludes:	Building Better Cities Program
	Social Housing Subsidy program
	Boarding House Program

Victoria	
Includes:	Dwellings leased for the provision of community housing (head-leasing) provided the tenancy management function is undertaken by a community provider
	Dwellings bought by the State Housing/Community Housing Authority but managed by a community housing provider or local government
	'Joint ventures'
	New dwellings constructed under the National Rental Affordability Scheme (NRAS)
Excludes:	Transitional Housing

Queensland

Includes:	Boarding House Program
	Community Rent Scheme
	Long Term Community Housing Program
	Brisbane Housing Company

Western Australia

Includes:	Community Disability Housing Program (CDHP)
	Community Housing Program (CHP)
	Joint Venture Program (JVP)
	Local Government and Community Housing Program (LGCHP)
	Lodging Houses
	Dwellings owned exclusively by Department of Housing and head-leased to non-profit community agencies who provide property management and/or support services to the tenants
	Dwellings where Department of Housing has an equity interest or exclusive ownership but the title is held by non-profit community agencies or local government and they provide property management and/or support services to the tenants
Excludes:	Dwellings owned or managed by non profit community agencies that have been funded by non government sources. E.g. accommodation sourced from a charity group.
	Dwellings owned or managed by non profit community agencies that have been funded for non housing related purposes where Department of Housing has no interest .e.g. respite care home funded by Department of Health.

South Australia

Includes:	Dwellings bought by the State Housing/Community Housing Authority but managed by a community housing provider or local government; and
	'Joint ventures'; and
	New dwellings constructed under the National Rental Affordability Scheme (NRAS)
	Only the dwellings and their associated tenancies that are subsidised through the government. Dwellings where government funding, whether in full or part, has been or is being received.
Excludes:	Dwellings leased for the provision of community housing (head-leasing) provided the tenancy management function is undertaken by a community provider
	Dwellings owned and managed by community housing providers but not government-funded.

Tasmania

Includes:	Grants for Elderly Persons Program (GEPP)
	Local Government Community Housing Program
	Properties funded under the Community Housing Program (CHP) and used by community housing providers for medium to long term accommodation
	Properties funded from the General program and leased to organisations providing non-crisis accommodation
	Community Tenancies
Excludes:	Properties funded under the CHP, used for crisis / short term accommodation or other purposes.

Australian Capital Territory

Includes:	Community Housing Expansion Program (CHEP)
	Community Housing Program
	Community Organisations Rental Housing Assistance Program (CORHAP)
	Local Government and Community Housing Program
	Private Rental Leasing
	Public Housing Stock Transfers
Excludes:	Community housing organisations not receiving recurrent funding
	Properties transferred to the ACT Government Disability service provider.

Northern Territory

Includes:	Community Housing Program
	Housing head-leased by the Department to the Alice Springs Aboriginal Urban Housing Association (ASAUHA).

Appendix B – CSV file specifications

The structure and content requirements of each csv file for submission are detailed in Table B.1, B.2., B.3 and B.4.

Data item – variable name as identified by AIHW

Source – Data is either sourced from jurisdiction administrative systems (admin) or the provider survey. The corresponding question number in the provider survey is listed.

Description – Additional detail about the data item.

Values/Format – The only acceptable format for each data item.

Alphanumeric nn	specifies that any combination of numbers and characters to a chosen length (nn) is acceptable.
Numeric nn	specifies that only 'nn' number/s are acceptable.
$$$$$.cc	any number formatted to 2 decimal places
dd/mm/yyyy	any date formatted as shown. E.g. 21/08/2006
Other	Where shown, only certain values or characters are acceptable. E.g. if a provider type (org_type) of 'cooperative' is to be recorded, only 'C' is acceptable.

Unit level data – A tick (✓) indicates that the data item is required for jurisdictions submitting unit level data.

Finalised aggregate data – A tick (✓) indicates that the data item is required for jurisdictions submitting finalised aggregate performance indicators.

Table B.1: Organisation file

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
sur_resp	survey	Survey response flag	**Y** = yes **N** = no	✓	✓
org_id	admin	Organisation Identifier	Alphanumeric 15	✓	✓
org_name	admin	Organisation Name	Alphanumeric 50	✓	✓
org_address	admin	Address	Alphanumeric 40	✓	✓
org_suburb	admin	Suburb	Alphanumeric 40	✓	✓
org_pcode	admin	Postcode	Numeric 4	✓	✓
org_type	admin	Provider type	**A** = association **C** = cooperative **O** = other **U** = unknown	✓	✓
S40	Q 2	Able to offer assistance or support	**1** = Yes **0** = No	✓	
S33	Q 2	Daily living support	**1** = Yes **0** = No	✓	
S34	Q 2	Personal support	**1** = Yes **0** = No	✓	
S35	Q 2	Community living support	**1** = Yes	✓	

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
			0 = No		
S36	Q 2	Support for children, families and carers	**1** = Yes **0** = No	✓	
S37	Q 2	Training and employment	**1** = Yes **0** = No	✓	
S38	Q 2	Financial and material assistance	**1** = Yes **0** = No	✓	
S39	Q 2	Information, advice and referral	**1** = Yes **0** = No	✓	
other_support	Q 2	Other (please specify):	Alphanumeric 40	✓	
S11	Q 5.1	Number of applicants on a community organisation managed waiting list	Numeric	✓	
S10	Q 5.2	Number of new applicants on a community organisation managed waiting list that were in greatest need	Numeric	✓	
Common_ Waitlist	Q 5.3	Part of a consolidated jurisdiction waitlist	**1** = Yes **0** = No	✓	
DC1	Q 3.1	Provider direct cost ($)	$$$$$.cc	✓	
RA1	Q 3.2	Total rent collected ($)	$$$$$.cc	✓	
RA2	Q 3.3	Total rent charged ($)	$$$$$.cc	✓	
DC4	Q 4	Total number of tenancy (rental) units	Numeric	✓	
S27	Q 6.1	Total number of headleased dwellings	Numeric	✓	
S28a	Q 6.2	Total number of boarding house buildings	Numeric	✓	
S28b	Q 6.3	Total number of boarding house units	Numeric	✓	
S28c	Q 6.4	Total number of boarding house rooms	Numeric	✓	

Table B.2: Dwelling file

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
state	admin	State / Territory	NSW Vic Qld WA SA Tas ACT NT	✓	✓
org_id	admin	Organisation ID	Alphanumeric 15	✓	✓
dwell_id	admin	Dwelling ID	Alphanumeric 15	✓	✓
dwell_add	admin	Dwelling address (building number and street name)	Alphanumeric 40	✓	✓
dwell_suburb	admin	Dwelling suburb	Alphanumeric 15	✓	✓

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
postcode	admin	Postcode	Numeric 4	✓	✓
bedrooms	admin	Number of bedrooms	>= 1	✓	✓
program_type	admin	Type of community housing program	**1** = Long term community housing **2** = Short to medium term housing **3** = Boarding/rooming house **4** = Joint venture **5 =** National Rental Affordability Scheme (NRAS) **9** = Other **U** = Unknown	✓	✓
dwelling_type	admin	Type of dwelling	**1** = Separate house **2** = Semi-detached, row or terrace house, townhouse, etc **3** = Flat, unit or apartment **8** = Boarding/rooming house **9** = Other **U** = Unknown	✓	✓
boarding_unit_room	admin	Boarding unit or room? (For boarding/rooming houses only)	Only for dwellings with dwelling type of '8' (Boarding/rooming house) **1** = Boarding house unit **2 =** Boarding house room	✓	
OR2	Q 6(i)	Number of tenancies normally assigned to this dwelling when at full capacity	Numeric	✓	
Ten	Q 6(j)	Number of tenancies in dwelling as at 30th June	Numeric	✓	
TenVacs	Q 6(k)	Number of tenantable vacancies in dwelling at 30 June	Numeric	✓	
S13	Q 6(l)	Number of untenantable vacancies in dwelling at 30 June	Numeric	✓	

Table B.3: Tenancy/Vacancy file

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
state	general	State/territory	NSW Vic Qld WA SA Tas ACT NT	✓	
org_id	general	Org ID	Alphanumeric 15	✓	
dwell_id	Q 8 (a)	Dwelling identifier	Alphanumeric 15	✓	
unit_id	Q 8 (b)	Tenancy unit identifier	Alphanumeric 15	✓	
hhold_id	Q 8 (c)	Household identifier	Alphanumeric 15	✓	
transfer	Q 8 (d)	Is this a transfer?	**Y** = Yes **N** = No **U** = Unknown	✓	
bedrooms	Q 8 (e)	No. of bedrooms per tenancy	>= 1	✓	
hh_comp	Q 8 (f)	Household composition (use codes)	**1** = single person **2** = sole parent with child/ren aged less than 16 years **3** = couple only **4** = couple with child/ren aged less than 16 years **5** = Family (with other family members present including children aged 16 years and over **6** = Family (with other non-related members present) **7** = Group (unrelated adults) **U** = Unknown	✓	
occupants	Q 8 (g)	No. of occupants	Numeric	✓	
indigenous	Q 8 (h)	Is this an Indigenous household?	**Y** = Yes **N** = No **U** = Unknown	✓	
disability	Q 8 (i)	Is this a Disability household?	**Y** = Yes **N** = No **U** = Unknown	✓	
nesb	Q 8 (j)	Is this a NESB household?	**Y** = Yes **N** = No **U** = Unknown	✓	
g_need	Q 8 (k)	At allocation, was the household in greatest need?	**Y** = Yes **N** = No **U** = Unknown	✓	
homeless	Q 8 (l)	At allocation, was the household homeless?	**Y** = Yes **N** = No **U** = Unknown	✓	
inc_source	Q 8 (m)	Main income source of household	**1** = Wages **2** = Centrelink payments **3** = Other **U** = Unknown	✓	
gross_inc	Q 8 (n)	Total gross household income	$$$$$.cc	✓	

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
		for week of 30 June 2010			
asses_inc	Q 8 (o)	Total assessable household income for week of 30 June 2010	$$$$$.cc	✓	
cra	Q 8 (p)	Total C'wealth Rent Assistance for week of 30 June 2010	$$$$$.cc	✓	
rent_chged	Q 8 (q)	Rent charged to tenant for week of 30 June 2010	$$$$$.cc	✓	
market_rent	Q 8 (r)	Does the h'hold pay market rent?	**Y** = Yes **N** = No **U** = Unknown	✓	
start_date	Q 8 (s)	Date tenancy or vacancy started	dd/mm/yyyy	✓	
end_date	Q 8 (t)	Date tenancy or vacancy ended	dd/mm/yyyy	✓	
vac_status	Q 8 (u)	Tenantable/ untenantable vacancy status	**1** = Tenantable vacancy **2** = Untenantable vacancy **U** = Unknown	✓	

Table B.4: Person file

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
state	general	State/territory	NSW Vic Qld WA SA Tas ACT NT	✓	
org_id	general	Organisation identifier	Alphanumeric 15	✓	
hhold_id	Q 9 (a)	Household identifier	Alphanumeric 15	✓	
main_tenant	Q 9 (b)	Is this the principal tenant (Y/N/U)	**Y** = Yes **N** = No **U** = Unknown	✓	
dob	Q. 9 (c)	Date of birth	DD/MM/YYYY	✓	
sex	Q.9 (d)	Gender	**M** = Male **F** = Female **U** = Unknown	✓	
rel_status	Q. 9 (e)	Relationship status of household	**1** = Single **2** = Member of a couple **U** = Unknown	✓	

Appendix C – Edit checks

The following table provides details of the edit checks that will be performed by jurisdictions using the community housing data validator and the AIHW once the csv files have been returned by jurisdictions.

Edit checks vary between data submission type and checks undertaken by the data validator and AIHW. See the tables below.

The AIHW will provide jurisdictions with a table outlining all edit failures and queries. The tables will list the error code produced by the check, the problem variable(s) and detail of why the record has been flagged with the given error code.

Note the following key regarding error codes for single file edits:

The first character refers to the file name the edits refer to

"O" refers to the Organisation data file

"D" refers to the Dwelling data file

"T" refers to the <u>tenancy records</u> in the Tenancy / Vacancy data file

"V" refers to the <u>vacancy records</u> in the Tenancy / Vacancy data file

"P" refers to the Person data file

The second character refers to where the data has come from

"A" refers to Administrative data

"S" refers to Survey data

The third character refers to the type of error

"I" refers to invalid

"M" refers to missing

"R" refers to invalid relationship between two variables

"V" refers to variance errors (i.e. a value is to high or low)

Note the following key regarding error codes for cross file edits:

The first character is "C", indicating it is a cross file check

The second and third character refers to the file names the cross check relates to

"OD" refers to cross file edits between the Organisation and Dwelling data files

"OT" refers to cross file edits between the Organisation and Tenancy/Vacancy (tenancy records only) data files

"OV" refers to cross file edits between the Organisation and Tenancy/Vacancy (vacancy records only) data files

"OP" refers to cross file edits between the Organisation and Person data files

"DT" refers to cross file edits between the Dwelling and Tenancy / Vacancy (tenancy records only) data files

"DV" refers to cross file edits between the Dwelling and Tenancy / Vacancy (vacancy records only) data files

"TP" refers to cross file edits between the Dwelling and Tenancy (tenancy records only) data files

Table C.1: Organisation data file edits

Error code	Variable(s)	Error description	Data Validator		AIHW	
			Unit record data	Finalised aggregate data	Unit record data	Finalised aggregate data
OAI01	sur_resp	Invalid survey response	✓	✓	✓	✓
OAI06	org_pcode	Invalid organisation postcode			✓	✓
OAI07	org_type	Invalid organisation type	✓	✓	✓	✓
OAM01	sur_resp	Missing survey response	✓	✓	✓	✓
OAM02	org_id	Missing organisation ID	✓	✓	✓	✓
OAM03	org_name	Missing organisation name	✓	✓	✓	✓
OAM04	org_address	Missing organisation street address	✓	✓	✓	✓
OAM05	org_suburb	Missing organisation suburb	✓	✓	✓	✓
OAM06	org_pcode	Missing organisation postcode	✓	✓	✓	✓
OAM07	org_type	Missing organisation type	✓	✓	✓	✓
OAR01	org_id	Duplicate organisation ID	✓	✓	✓	✓
OSI01	S40	Invalid able to offer support service(s)	✓	n.a.	✓	n.a.
OSI02	common_waitlist	Invalid common waitlist	✓	n.a.	✓	n.a.
OSM01	S11	Missing number of waitlist applicants	✓	n.a.	✓	n.a.
OSM02	S10	Missing number of new waitlist applicants	✓	n.a.	✓	n.a.
OSM03	DC1	Missing provider direct costs	✓	n.a.	✓	n.a.
OSM04	RA1	Missing total rent collected	✓	n.a.	✓	n.a.
OSM05	RA2	Missing total rent charged	✓	n.a.	✓	n.a.
OSM06	DC4	Missing total number of tenancies	✓	n.a.	✓	n.a.
OSM07	S27	Missing the number of headleased dwellings	✓	n.a.	✓	n.a.
OSM08	S28a	Missing the number of boarding house buildings	✓	n.a.	✓	n.a.
OSM09	S28b	Missing the number of boarding house units	✓	n.a.	✓	n.a.
OSM10	S28c	Missing the number of boarding house rooms	✓	n.a.	✓	n.a.
OSM11	S40	Missing able to offer support service(s)	✓	n.a.	✓	n.a.
OSM12	common_waitlist	Missing common waitlist	✓	n.a.	✓	n.a.
OSR01	S10, S11	The number of new applicants on the waiting list in greatest need is greater than the number of applicants on the waiting list	✓	n.a.	✓	n.a.

Error code	Variable(s)	Error description	Data Validator		AIHW	
			Unit record data	Finalised aggregate data	Unit record data	Finalised aggregate data
OSR02	S28a, S28b, S28c	Boarding house buildings are recorded but not units and/or rooms	✓	n.a.	✓	n.a.
OSR03	S28a, S28b, S28c	Boarding house units and/or rooms are recorded but boarding house building is not recorded	✓	n.a.	✓	n.a.
OSR04	S40, S33, S34, S35, S36, S37, S38, S39, other_support	Able to offer support service(s) is '1' but no type of support service is '1'	✓	n.a.	✓	n.a.
OSR05	S40, S33, S34, S35, S36, S37, S38, S39, other_support	One or more type of support service is '1' but able to offer support service(s) is '0'	✓	n.a.	✓	n.a.

Table C.2: Dwelling data file edits

Error Code	Variable(s)	Error description	Data Validator		AIHW	
			Unit record data	Finalised aggregate data	Unit record data	Finalised aggregate data
DAI04	postcode	The postcode is invalid			✓	✓
DAI05	bedrooms	The number of bedrooms is 0	✓	✓	✓	✓
DAI06	program_type	Invalid program type	✓	✓	✓	✓
DAI07	dwelling_type	Invalid dwelling type	✓	✓	✓	✓
DAM01	state	Missing state/territory	✓	✓		
DAM02	Org_id	Missing organisation ID	✓	✓	✓	✓
DAM03	dwell_id	Missing dwelling ID	✓	✓	✓	✓
DAM04	postcode	Missing postcode	✓	✓	✓	✓
DAM05	bedrooms	Missing the number of bedrooms	✓	✓	✓	✓
DAM06	program_type	Missing program type	✓	✓	✓	✓
DAM07	dwelling_type	Missing dwelling type	✓	✓	✓	✓
DAR01	bedrooms	Bedrooms is greater than 10 and dwelling_type is not 8 (boarding/rooming house)	✓	✓	✓	✓
DAR02	State, Org_ID, Dwelling_ID	Duplicate records	✓	✓	✓	✓
DSM01	OR2	The number of tenancies normally assigned is missing	✓	n.a.	✓	n.a.
DSM02	Ten	The number of tenancies currently assigned is missing	✓	n.a.	✓	n.a.
DSM03	TenVacs	The number of tenantable vacancies is missing	✓	n.a.	✓	n.a.
DSM04	S13	The number of untenantable	✓	n.a.	✓	n.a.

Error Code	Variable(s)	Error description	Data Validator		AIHW	
			Unit record data	Finalised aggregate data	Unit record data	Finalised aggregate data
		vacancies is missing				
DSR01	OR2, Ten	The number of tenancies normally assigned is less than the number of tenancies currently assigned	✓	n.a.	✓	n.a.
DSR02	Ten, OR2, TenVacs, S13	The number of tenancies currently assigned is not equal to the number of tenancies normally assigned minus the total number of vacancies	✓	n.a.	✓	n.a.
DSR03	TenVacs, OR2	The number of tenantable vacancies is greater than the number of tenancies normally assigned	✓	n.a.	✓	n.a.
DSR04	S13, OR2	The number of untenantable vacancies is greater than the number of tenancies normally assigned	✓	n.a.	✓	n.a.
DSR05	dwelling_type, boarding_unit_room	Missing boarding unit/room description	✓	n.a.	✓	n.a.
DSR06	dwelling_type, boarding_unit_room	Invalid boarding unit/room description	✓	n.a.	✓	n.a.
DSR07	dwelling_type, boarding_unit_room	Missing dwelling type (not "8") where boarding unit/room exists	✓	n.a.	✓	n.a.
DSR08	dwelling_type, boarding_unit_room	Invalid dwelling type (not "8") where boarding unit/room exists	✓	n.a.	✓	n.a.

Table C.3: Tenancy record edits from the Tenancy/Vacancy data file

Error Code	Variable(s)	Error description	Data Validator		AIHW	
			Unit record data	Finalised aggregate data	Unit record data	Finalised aggregate data
TSI05	transfer	Invalid transfer (i.e. not 'y', 'n', or 'u')	✓	n.a.	✓	n.a.
TSI06	bedrooms	Number of bedrooms is equal to 0	✓	n.a.	✓	n.a.
TSI07	hh_comp	Household comp is invalid (i.e. not equal to 1, 2, 3, 4, 5, 6, 7, U)	✓	n.a.	✓	n.a.
TSI10	indigenous	Indigenous household status is invalid (i.e. not 'y', 'n', or 'u')	✓	n.a.	✓	n.a.
TSI11	disability	Disability household status is invalid (i.e. not 'y', 'n', or 'u')	✓	n.a.	✓	n.a.
TSI12	nesb	NESB household status is invalid (i.e. not 'y', 'n', or 'u')	✓	n.a.	✓	n.a.
TSI13	g_need	Greatest need at time of allocation is invalid (i.e. not 'y', 'n', or 'u')	✓	n.a.	✓	n.a.
TSI14	homeless	Homeless at time of allocation is invalid (i.e. not 'y', 'n', or 'u')	✓	n.a.	✓	n.a.
TSI15	inc_source	Income source is invalid (i.e. not '1', '2', '3', or 'u')	✓	n.a.	✓	n.a.

Error Code	Variable(s)	Error description	Data Validator		AIHW	
			Unit record data	Finalised aggregate data	Unit record data	Finalised aggregate data
TSI19	start_date	Tenancy start date is after 30 June 2010	✓	n.a.	✓	n.a.
TSI20	end_date	Tenancy end date is before 1 July 2009 or after 30 June 2010	✓	n.a.	✓	n.a.
TSI21	occupants	Number of Occupants is 0	✓	n.a.	✓	n.a.
TSI22	market_rent	Does the h'hold pay market rent? Is invalid (i.e. not 'Y', 'N' , 'U')	✓	n.a.	✓	n.a.
TSM01	state	Missing State/Territory	✓	n.a.		n.a.
TSM02	org_id	Missing organisation ID	✓	n.a.	✓	n.a.
TSM03	dwell_id	Missing dwelling ID	✓	n.a.	✓	n.a.
TSM04	unit_id	Missing tenancy ID	✓	n.a.	✓	n.a.
TSM05	transfer	Missing transfer	✓	n.a.	✓	n.a.
TSM06	bedrooms	Number of bedrooms is missing	✓	n.a.	✓	n.a.
TSM07	hh_comp	Household comp is missing	✓	n.a.	✓	n.a.
TSM10	indigenous	Indigenous household status is missing	✓	n.a.	✓	n.a.
TSM11	disability	Disability household status is missing	✓	n.a.	✓	n.a.
TSM12	nesb	NESB household status is missing	✓	n.a.	✓	n.a.
TSM13	g_need	Greatest need at time of allocation is missing	✓	n.a.	✓	n.a.
TSM14	homeless	Homeless at time of allocation is missing	✓	n.a.	✓	n.a.
TSM15	inc_source	Income source is missing	✓	n.a.	✓	n.a.
TSM16	gross_inc	Missing gross income	✓	n.a.	✓	n.a.
TSM17	asses_inc	Missing assessable income	✓	n.a.	✓	n.a.
TSM18	rent_chged	Missing rent charged	✓	n.a.	✓	n.a.
TSM19	start_date	Tenancy start date is missing	✓	n.a.	✓	n.a.
TSM20	hhold_id	Missing household ID	✓	n.a.	✓	n.a.
TSM21	occupants	Number of occupants is missing	✓	n.a.	✓	n.a.
TSM22	cra	Missing total C'wealth Rent Assistance for week of 30 June 2010	✓	n.a.	✓	n.a.
TSM23	market_rent	Missing Does the h'hold pay market rent?	✓	n.a.	✓	n.a.
TSR01	hh_comp gross_inc	Single household and income is greater than the single person CentreLink cut-off	✓	n.a.	✓	n.a.
TSR02	hh_comp gross_inc	Couple only household and income is greater than the couple only CentreLink cut-off	✓	n.a.	✓	n.a.
TSR03	rent_charged asses_inc	Rent charged is greater than assessable income	✓	n.a.	✓	n.a.
TSR04	hh_comp occupants	Household composition is '1' (single) but more than 1 occupant recorded	✓	n.a.	✓	n.a.

Error Code	Variable(s)	Error description	Data Validator		AIHW	
			Unit record data	Finalised aggregate data	Unit record data	Finalised aggregate data
TSR05	hh_comp occupants	Household composition is '2', '5' or '7' but less than 2 occupants recorded	✓	n.a.	✓	n.a.
TSR06	hh_comp occupants	Household composition is '3' (couple only) but occupants recorded does not equal 2	✓	n.a.	✓	n.a.
TSR07	hh_comp occupants	Household composition is '4' or '6' but less than 3 occupants recorded	✓	n.a.	✓	n.a.
TSR09	gross_inc	Gross income 'Unknown' for ongoing household at 30 June 2010	✓	n.a.	✓	n.a.
TSR10	start_date end_date	Start date is after end date	✓	n.a.	✓	n.a.
TSV01	start_date	Start date is over 50 years ago	✓	n.a.	✓	n.a.
TSV02	bedrooms	Number of bedrooms is equal to or greater than 5	✓	n.a.	✓	n.a.
TSV05	gross_inc	Gross income is extremely low	✓	n.a.	✓	n.a.
TSV06	gross_inc	Gross income is extremely high	✓	n.a.	✓	n.a.
TSV07	asses_inc	Assessable income is extremely low	✓	n.a.	✓	n.a.
TSV08	asses_inc	Assessable income is extremely high	✓	n.a.	✓	n.a.
TSV09	rent_chged	Rent charged is extremely low	✓	n.a.	✓	n.a.
TSV10	rent_chged	Rent charged is extremely high	✓	n.a.	✓	n.a.
TSV11	cra	C'wealth Rent Assistance extremely high	✓	n.a.	✓	n.a.

Table C.4: Vacancy record edits from the Tenancy/Vacancy data file

Error Code	Variable(s)	Error description	Data Validator		AIHW	
			Unit record data	Finalised aggregate data	Unit record data	Finalised aggregate data
VSI01	vac_status	Tenantable/ untenantable vacancy status invalid (i.e. not 1, 2, 'u')	✓	n.a.	✓	n.a.
VSI02	start_date	Vacancy start date is after 30 June 2010	✓	n.a.	✓	n.a.
VSI03	end_date	Vacancy end date is before 1 July 2009 or after 30 June 2010	✓	n.a.	✓	n.a.
VSM01	state	Missing State/Territory	✓	n.a.		n.a.
VSM02	org_id	Missing organisation ID	✓	n.a.	✓	n.a.
VSM03	dwell_id	Missing dwelling ID	✓	n.a.	✓	n.a.
VSM04	Unit_id	Missing tenancy ID	✓	n.a.	✓	n.a.
VSM05	start_date	Missing start date	✓	n.a.	✓	n.a.
VSR01	*multiple*	Household information is entered for a vacancy record	✓	n.a.	✓	n.a.
VSR02	start_date end_date	Start date is after end date	✓	n.a.	✓	n.a.
VSV01	start_date	Start date is over 50 years ago	✓	n.a.	✓	n.a.

Table C.5: Person data file edits

Error Code	Variable(s)	Error description	Data Validator Unit record data	Data Validator Finalised aggregate data	AIHW Unit record data	AIHW Finalised aggregate data
PSI01	main_tenant	Invalid main tenant flag (i.e. not Y, N, U)	✓	n.a.	✓	n.a.
PSI03	sex	Invalid gender (i.e. not M, F U)	✓	n.a.	✓	n.a.
PSI04	rel_status	Invalid relationship status (i.e. not 1, 2, U)	✓	n.a.	✓	n.a.
PSM01	state	Missing State/Territory	✓	n.a.		n.a.
PSM02	org_id	Missing organisation ID	✓	n.a.	✓	n.a.
PSM03	hhold_id	Missing household identifier	✓	n.a.	✓	n.a.
PSM04	main_tenant	Missing "is this the principal tenant"	✓	n.a.	✓	n.a.
PSM05	dob	Missing date of birth	✓	n.a.	✓	n.a.
PSM06	sex	Missing gender	✓	n.a.	✓	n.a.
PSM07	rel_status	Missing relationship status	✓	n.a.	✓	n.a.
PSR01	rel_status	Where relationship status '2' (member of a couple) has been recorded but no other household member has '2' recorded or '2' does not occur in multiples of 2 within the same household		n.a.	✓	n.a.
PSR02	main_tenant, hhold_id, org_id	More than 1 principal tenant for each household	✓	n.a.	✓	n.a.
PSR03	main_tenant, hhold_id, org_id	No main tenant for a household		n.a.	✓	n.a.
PSV01	main_tenant dob	Main tenant date of birth is less than 16	✓	n.a.	✓	n.a.
PSV02	dob	Date of birth after 30/06/2010	✓	n.a.	✓	n.a.
PSV03	dob	Date of birth before 30/06/1910	✓	n.a.	✓	n.a.

Table C.6: Cross file edits

Error Code	Error description	Data Validator Unit record data	Data Validator Finalised aggregate data	AIHW Unit record data	AIHW Finalised aggregate data
COD01	If an organisation (in the organisation file) has no corresponding dwelling record (in the Dwelling file)			✓	✓
COD02	If the dwelling (in the Dwelling file) has no corresponding organisation record (in the organisation file)			✓	✓
COD03	Survey response flag set to 'N' however survey data recorded for a corresponding dwelling record			✓	n.a.
COD04	Survey response flag set to 'Y' however no survey data is recorded for a corresponding dwelling record			✓	n.a.
COT01	Organisation record (in Organisation file) flagged as responding to the survey, but no tenancy records exists (in tenancy file)			✓	n.a.
COT02	Organisation record (in Organisation file) flagged as not responding to the survey, but tenancy record exists in			✓	n.a.

| Error Code | Error description | Data Validator | | AIHW | |
		Unit record data	Finalised aggregate data	Unit record data	Finalised aggregate data
	tenancy file				
COV01	Organisation record (in Organisation file) flagged as not responding to the survey, but vacancy record exists in vacancy file			✓	n.a.
COP01	Organisation record (in Organisation file) flagged as responding to the survey, but no person record exists			✓	n.a.
COP02	Organisation record (in Organisation file) flagged as not responding to the survey, but person record exists (in person file)			✓	n.a.
CDT01	If the dwelling (in dwelling file) has no corresponding tenancy record (in the tenancy file)			✓	n.a.
CDT02	If tenancy record (in tenancy file) has no corresponding dwelling record (in dwelling file)			✓	n.a.
CDT03	The number of current tenancies at 30 June (listed in dwelling file) is inconsistent with the number of ongoing tenancy records (in tenancy file)			✓	n.a.
CDV01	If unoccupied dwelling (in dwelling file) has no corresponding vacancy record (in the vacancy file)			✓	n.a.
CDV02	The number of tenantable vacancies at 30 June (listed in dwelling file) is inconsistent with the number of ongoing tenantable vacancy records (in vacancy file)			✓	n.a.
CDV03	The number of untenantable vacancies at 30 June (listed in dwelling file) is inconsistent with the number of ongoing untenantable vacancy records (in vacancy file)			✓	n.a.
CDV04	If a dwelling has been recorded as being occupied at 30 June (in the dwelling file), but the vacancy file indicates an ongoing vacancy (those with no vacancy end date) for the dwelling			✓	n.a.
CDV05	If a dwelling (in the dwelling file) is recorded as vacant at 30 June but the vacancy file indicates that there are no ongoing vacancies (those with no vacancy end date) for the dwelling			✓	n.a.
CTP01	If the tenancy records has no corresponding person record			✓	n.a.
CTP02	If person record has no corresponding tenancy record			✓	n.a.
CTP03	The number of occupants listed in tenancy file is inconsistent with corresponding person records for each household..			✓	n.a.
CTP04	Household composition is '1' (single) but there is more than 1 adult or there are children recorded.			✓	n.a.
CTP05	Household composition is '2' (sole parent with children less than 16 years) but there is more than 1 adult or there are no children recorded.			✓	n.a.
CTP06	Household composition is '3' (couple only) and there is not 2 adults or there are children recorded.			✓	n.a.
CTP07	Household composition is '4' (couple with children(s) aged less than 16 years) and there is not 2 adults or there are no children recorded.			✓	n.a.
CTP08	Household composition is '7' (group of unrelated adults) and there is less than two adults or there are children recorded			✓	n.a.

Appendix D – Data relationships

To be advised.

Appendix E – Data specifications

To be advised.

Appendix F – Glossary

Term	Definition
Administration costs	Those costs associated with the administration offices of the property manager and the tenancy manager.
	They include the general accounting and personnel function costs relating to:
	• employee expenses (e.g. wages and salaries, superannuation, compensation, accrued leave, payroll tax, training);
	• supplies and services expenses (includes stationery, postage, telephone, office equipment, information technology, vehicle expenses, insurance);
	• rent;
	• grants and subsidies (excluding rental subsidies); and
	• contracted community housing management services.
Administrator	The State and Territory Government body with the responsibility of administering community housing programs.
Administrator costs	The costs incurred by the community housing authority or program manager in each jurisdiction. The Administrator costs are divided into two categories: administration costs and operational costs.
Australian Standard Geographical Classification (ASGC) of remoteness areas.	The six remoteness areas are defined as:
	• Major cities of Australia: Census Collection Districts (CDs) with an average Accessibility/Remoteness Index of Australia (ARIA) index value of 0 to 0.2;
	• Inner regional Australia: CDs with an average ARIA index value greater than 0.2 and less than or equal to 2.4;
	• Outer regional Australia: CDs with an average ARIA index value greater than 2.4 and less than or equal to 5.92;
	• Remote Australia: CDs with an average ARIA index value greater than 5.92 and less than or equal to 10.53;
	• Very remote Australia: CDs with an average ARIA index value greater than 10.53;
	• Migratory: composed of off-shore, shipping and migratory CDs
Boarding house building	A separate building (also referred to as a rooming or lodging house) containing multiple boarding/rooming/lodging house bedrooms and/or boarding house units.
Boarding house room	A bedroom within a boarding house (also referred to as a rooming or lodging house) that is not self-contained, and usually shares a common kitchen and/or bathroom. Boarding house bedrooms are usually accessed via a common entrance such as a foyer or hallway.
Boarding house unit	A self-contained unit within a boarding house (also referred to as a rooming or lodging house) with separate cooking, bathroom and toilet facilities. Boarding house units are usually accessed via a common entrance such as a foyer or hallway.
Canadian National Occupancy Standard (CNOS)	A measure of the appropriateness of housing related to the household size and household composition. The measure specifies the bedroom requirements of a household.
	• There should be no more than 2 persons per bedroom
	• Children less than 5 years old of different sexes may reasonably share a bedroom
	• Children less than 18 years old of the same sex may reasonably share a bedroom
	• Single household members 18 and over should have a separate bedroom, as should parents or couples.

Term	Definition
Community housing provider	A not–for–profit organisation that provides safe, secure, affordable and appropriate rental housing.
Date assistance commenced	The date on which the provision of housing assistance to a household by an agency commenced, as distinct from the date the household applies and is entered on the waiting list or assessed for eligibility.
Date tenancy (rental) unit occupied	The date on which a tenancy (rental) unit is occupied by a household under a formal tenancy agreement.
Date tenancy (rental) unit vacated	The date on which a tenancy (rental) unit is vacated by a household.
Date eligible for assistance	The date on which a household is assessed as eligible for assistance. In most cases the date eligible for assistance is the same date as the date the applicant is effective on the waitlist, not the date actually entered onto the system.
Disability	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 may include a physical/diverse, sensory/speech, intellectual/learning, or psychiatric impairment. Disability status should only be reported if the disability was self–identified.
Dwelling	A structure or a discrete space within a structure intended for people to live in or where a person or group of people live. Thus a structure that people actually live in is a dwelling regardless of its intended purpose, but a vacant structure is only a dwelling if intended for human residence. A dwelling may include one or more rooms used as an office or workshop provided the dwelling is in residential use.
Dwelling type	*Dwelling structure* in the National Housing Assistance Data Dictionary version 3. Describes the physical structure of the individual dwelling that a tenant occupies. 1 Separate house 2 Semi-detached, row or terrace house, townhouse, etc. 3 Flat, unit or apartment 4 Caravan, tent, cabin etc. in caravan park, houseboat in marina, etc. 5 Caravan not in caravan park, houseboat not in marina, etc. 6 Improvised home, tent, campers out 7 House or flat attached to a shop, office, etc. 8 Boarding/rooming house unit 9 Other 99 Not stated/inadequately described Note: For the purposes of this collection values 4 – 7 will be categorised as '9 Other' whilst '99' will be classified as 'U – Unknown'.
Greatest need status	Low income households[1] that at the time of allocation were subject to one or more of the following circumstances: • they were homeless; or • their life or safety was at risk in their accommodation; or • their health condition was aggravated by their housing; or • their housing was inappropriate to their needs; or • they had very high rental housing costs. [1] Refer to low income household definition
Head-leased dwelling (private)	Dwellings owned by private individuals or private corporations that are leased to community housing organisations via head-leasing arrangements. The community housing organisation is usually responsible for tenant selection and tenancy management functions.

Term	Definition
Homeless	A household with no housing or a household residing in temporary or emergency accommodation at the time of housing allocation. It includes households who:
	• lived in accommodation provided by a specialist homelessness service or some other form of emergency accommodation;
	• were totally without permanent shelter
	• lived in shelter that was unlawful such as those who were forced to squat in derelict buildings; or
	• stayed temporarily with friends or relatives in the short term.
Household	• A group of two or more related or unrelated people who usually reside in the same tenancy (rental) unit, and who make common provision for food or other essentials for living; or
	• A single person living in a tenancy (rental) unit who makes provision for his or her own food and other essentials for living, without combining with any other person.
	The number of tenancy agreements is a practical proxy for calculating the number of households receiving housing assistance.
Household composition	The composition of the household based on the relationship between household members. Households can contain dependent and non-dependent children as well as non-family members. The differentiation of households is based on the presence or absence of couple relationships, parent–dependant relationships and the number of children.
Housing association	A not–for–profit organisation that is managed by a committee and is often linked to other community support services. In associations, day–to–day management of the organisation is delegated to staff and/or volunteers. In some states and territories housing associations are legally incorporated and registered under state or territory community housing acts.
Housing cooperative	A not–for–profit organisation that is managed by the tenants (self–managed). In cooperatives, responsibility for day–to–day management is usually shared amongst tenant members. In some states and territories housing cooperatives are legally incorporated and registered under state or territory housing acts.
Income – assessable	The value of income from all sources as specified and used by the agency to establish eligibility of a household for receipt of housing assistance. Each State and Territory uses its own definition of 'assessable income'. The main components of assessable income are:
	• wages and salary;
	• income derived from self-employment;
	• government pensions, benefits and allowances; and
	• other income comprising investments (including interest, dividends, royalties and rent) and other regular income (including superannuation, private scholarships received in cash, workers' compensation, accident compensation, maintenance or alimony, and any other allowances regularly received).
Income – gross	The value of income from all sources before any deductions such as income tax and superannuation for all household members. Gross income is regarded as all receipts that are received regularly and are of a recurring nature. The main components of assessable income are:
	• wages and salary;
	• income derived from self-employment;
	• government pensions, benefits and allowances; and
	• other income comprising investments (including interest, dividends, royalties and rent) and other regular income (including superannuation, private scholarships received in cash, workers' compensation, accident compensation, maintenance or alimony, and any other allowances regularly received).
	Certain receipts such as lump sum receipts, windfall gains and withdrawals from savings are not considered to conform to these criteria and are not included as income.
Indigenous household	A household which contains one or more persons who identifies as being of Aboriginal or Torres Strait Islander origin.
Low income household	*To be advised*
Market rent	Market rent is the rent that would be charged for a dwelling in the private rental market.

Term	Definition
New allocation status	Whether the household was a new allocation for housing assistance in the financial year.
Non–English speaking background	A household which contains one or more persons born overseas who have a first language other than English, or one of their parents have those characteristics.
Number of bedrooms	The number of bedrooms in each occupied tenancy (rental) unit.
	Includes bedrooms designed for use as bedrooms and other rooms permanently modified and intended for use as bedrooms (such as a sleep out or built in veranda). Bedsits should be counted as a one bedroom tenancy (rental) unit.
Operational costs	The cost of maintaining the operation of stock including expenses that the organisation incurs as part of undertaking its activities. Include:
	• repairs and maintenance: costs incurred which restore an asset to its original condition. This includes (a) day-to-day maintenance, reflecting general wear and tear; (b) cyclical maintenance, which is maintenance performed as part of a planned maintenance program; and (c) other maintenance e.g. repairs due to vandalism (Coopers and Lybrand 1995: p. 19).
	• rates: e.g. water, shire
	• cost of disposals: such as cost of removal of stock from community housing, including costs incurred in the sale of stock to private agencies or persons, such as agent and legal fees; removal of stock to community housing; and/or demolition costs in order to sell the land.
	• market rent paid: such as from headleasing dwellings.
	• interest expense: e.g. interest on loans.
Other community service organisation	Not–for–profit organisations who provide housing assistance as part of their support services, such as welfare, church–based or local government organisations (e.g. Barnardos, St Vincent de Paul).
Overcrowding	Where one or more additional bedrooms are required to meet the national standard (CNOS).
Principal tenant	The tenant who is party to the residential tenancy agreement. Where this is not clear, it is the person who is responsible for rental payments.
Program type	See Appendix G Table G.2 for jurisdiction mappings.
Rent charged to tenant	The amount of rent charged to a household. The rent charged is the amount of money the household has been asked to pay. It may differ from market rent and may not have been received.
Rent paid by tenant	The actual amount of rent paid by a household.
	Include:
	• Rent Collection Rate collected in the year ending 30 June for the current and previous years; and
	• Prepaid rent collected in the year ending 30 June for the current and subsequent years.
	Exclude:
	• Arrears still outstanding at the end of the period.
Special needs status	Low income households[1]:
	• that satisfy the Indigenous household definition; or
	• that have a household member with a disability; or
	• where the principal tenant is aged 24 years or under; or
	• where the principal tenant is aged 75 years or more.
	[1] Refer to low income household definition
Support type	The area(s) of assistance, other than housing assistance, that a housing provider is able to offer to a household or tenant. Includes those areas for which a housing provider did not directly provide the assistance, but ensured the links to appropriate support services were established and maintained.
	Daily living support: Covers assistance that provides support for personal or social functioning in daily life. The purpose of the assistance is generally to enable recipients to live and function in their own hones or normal places of residence (where this is an independent living setting). Such support includes assistance with personal tasks, e.g. showering, dressing and grooming, and domestic tasks,

Term	Definition
	e.g. washing, cooking, cleaning, shopping, gardening, and companionship.
	Personal support: Covers assistance that provides support for successful functioning as an individual or as a family member, e.g. individual advocacy, needs assessment and management, counselling.
	Community living support: Covers assistance that provides support or develops the capacity for independent living and/or social interaction within the community through the provision of opportunities for learning, developing and maintaining personal and social surviving skills. Includes living skills development, community transport, social and personal development, recreation/leisure.
	Support for children, families and carers: Covers the provision of care, educational, developmental and recreational activities for children usually between the ages of 0 and 12 years by paid workers. Includes carer support which refers to assistance received by a carer from a substitute carer who provides supervision and assistance to their care recipient in their absence. Includes child care, respite care, parenting skills.
	Training, vocational rehabilitation and employment: Covers assistance to support people who are disadvantaged in the labour market by providing training, job search skills, help in finding work, placement and support in open employment or, where appropriate, supported employment. Excludes health rehabilitative activities aimed at improvement in functional capacity.
	Financial and material assistance: Covers assistance that is designed to enhance personal functioning and to facilitate access to community services through the provision of emergency, or immediate, financial assistance and material goods. Includes financial relief, household goods, clothing and furniture, food. Excludes income support provided by Centrelink, such as pensions and benefits, and concessions through the taxation system.
	Information, advice and referral: Covers assistance that provides information, advice and referral to support personal or social functioning and/or to facilitate access to and use of community services and resources. Includes provision of housing/tenancy, consumer and legal, financial, general service availability information, advice and referral.
Tenancy agreement	A formal written agreement between a household (a person or group of people) and a housing provider specifying details of a tenancy for a particular tenancy (rental) unit.
Tenancy (rental) unit	The unit of accommodation (dwelling or part of a dwelling) to which a rental agreement can be made. A tenancy unit is a way of counting the maximum number of distinct rentable units that a dwelling structure can contain. A dwelling structure can be a house, townhouse, duplex, townhouse, flat or boarding/rooming house.
Tenancy (rental) unit occupancy status	Whether or not a tenancy (rental) unit is occupied by a household under a formal tenancy agreement.
Tenantable tenancy (rental) unit	Tenancy (rental) units where maintenance has been completed. Can be either occupied or unoccupied at 30 June. All occupied tenancy (rental) units are counted as tenantable.
Total rent charged	The total amount of rent charged to all households for year ending 30 June.
Total rent collected	The total amount of rent paid by all households for year ending 30 June.
Under utilisation	Where there are one or more bedrooms additional to the number required to satisfy the Canadian National Occupancy standard (CNOS).
Untenantable tenancy (rental) unit	Tenancy (rental) units not currently occupied by a household where maintenance has either been deferred or not been completed at 30 June.
Waitlist applicant	A household who has applied for rental housing assistance and has been deemed eligible but has not received the assistance applied for. This includes current housing tenants who are applicants for assistance different from what they currently receive.

Sources: ASGC (Australian Standard Geographical Classification – contact the AIHW for more information); NHADD V3 (National Housing Assistance Data Dictionary version 3), National Classification of Community Services version 2.

Appendix G – Mapping to national standards

The following tables provide details of the jurisdiction-specific variable that have been mapped against the corresponding data item in the National Housing Assistance Data Dictionary Version 3. This mapping of data items to national standards was used for the previous trial collection of unit record level dwelling and organisation administrative data.

Table G.1: Mapping of Organisation type variable to the NHADD V3

Community housing provider type data item codes (NHADD V3)	New South Wales	Victoria	Queensland	South Australia	Tasmania	Australian Capital Territory
Housing association	Housing association	Incorporated association SAAP	Housing association	Association	Housing association	Incorporated association
Housing cooperative	Cooperative	Housing cooperative Rental coop	Housing cooperative	Cooperative	Housing cooperative	Housing cooperative
Other community service organisation	Aboriginal Council Crisis NSW Govt Older people Religious Other	Not recorded Public company Other	Other community service organisation	Holding association	Other	Corporation

Table G.2: Mapping of Community housing program type across jurisdictions

Program type	New South Wales	Victoria	Queensland	Western Australia	South Australia	Tasmania	Australian Capital Territory	Northern Territory
Long term community housing	Affordable Non crisis	CERC PROG Interim Long term community housing program—Financial Model Interim Long term community housing program—Pilot—Rental Housing Co-op Rental Housing Co-operative Program	Long term community housing	Community housing program Community Disability Housing Program CHP funded CDHP properties CHP assets temporarily used in CDHP program	SACHA community housing program	Community Housing Program	Community Housing Program	Community Housing Program
Short to medium term housing			Short to medium term housing					
Boarding/ rooming house		Rooming house program	Boarding/rooming house					
Joint Venture	Partnership scheme		Joint Venture	Joint Venture				
Other	Other	Group housing	Other					

Table G.3: Mapping of dwelling type variable to the NHADD V3

Dwelling structure data item codes (NHADD V3)	New South Wales	Victoria	Queensland	South Australia	Tasmania
Separate house	Cottage House	Separate housing	Separate house		Separate house
Semi-detached, row or terrace house, townhouse, etc	Cluster Dual-occupancy Duplex Townhouse Terrace	Semi Detached Housing Medium Density	Semi-detached, row or terrace house, townhouse, etc	Attached house Townhouse Double unit	Semi-detached, row or terrace house, townhouse, etc
Flat, unit or apartment	Low rise Pensioners unit Unit	High Rise Low Rise Flat	Flat, unit or apartment	Cottage flat Single unit brick[2] Single unit timber[2] Flat WUF	Flat, unit or apartment
Boarding/rooming house unit		Rooming House	Boarding/rooming house unit		Boarding/rooming house unit
Other	Centre Hostel Villa	Movable Units Other	Other	Mud brick	Other Caravan, tent, cabin etc in caravan park, houseboat in marina etc Caravan not in caravan park, houseboat not in marina Improvised home, campers out House or flat attached to a shop, office, etc
Not stated/inadequately described	Not known	Unknown	Not stated/inadequately described		

Appendix H – Community housing data validator

How to open the community housing data validator

- When you open the Excel file, the following security warning will appear:
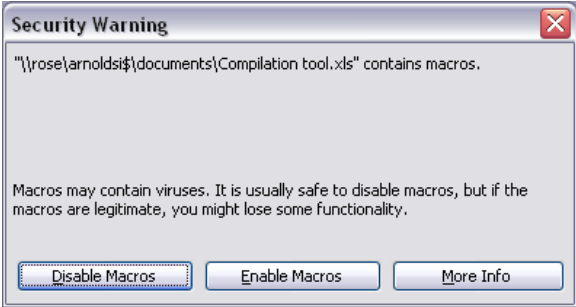
- Click on 'Enable Macros' to continue and the file should open successfully.

- Jurisdictions submitting unit level data must use the following file '2009-10 Community Housing Data Validator- Unit record.xls'

- Jurisdictions submitting finalised aggregate data must use the following file '2009-10 Community Housing Data Validator- admin.xls'

Loading the files into the data validator

1. Ensure that 'Check this box if the data file contains a header row' is ticked

2. Enter the maximum number of errors to display for each item (AIHW recommends 100)
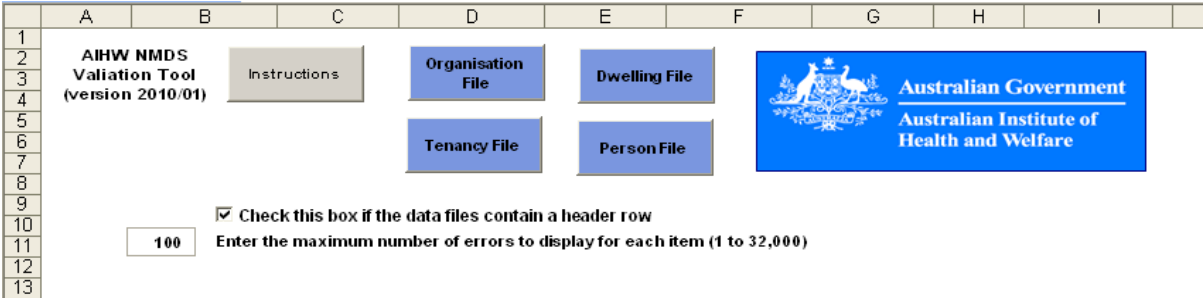
Note: the above screen shot is from the '2009-10 Community Housing Data Validator- Unit record.xls'. Jurisdictions who submit finalised aggregate data will have only two purple buttons (Organisation file and Dwelling File).

3. Click on the button for the first file to be data validated (i.e. Organisation file)

4. You will be asked to select a comma delimited file to load. Ensure that you select the csv file that corresponds to the button you selected in step 3. and click 'Open'
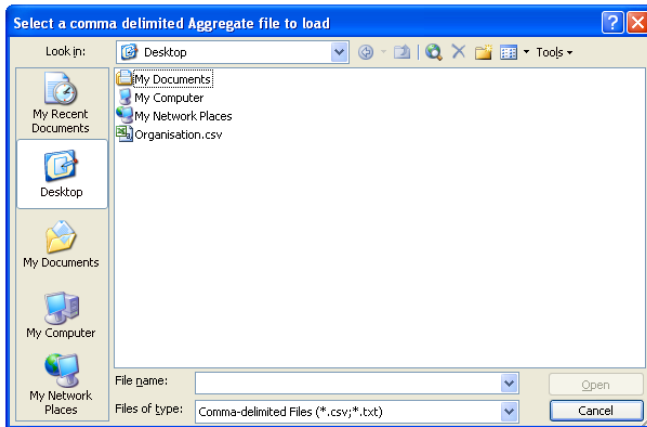
5. The next dialogue box asks you to enter an output filename and to select a location for this file. Click 'Save'. This step produces the html file that contains the edit failures.
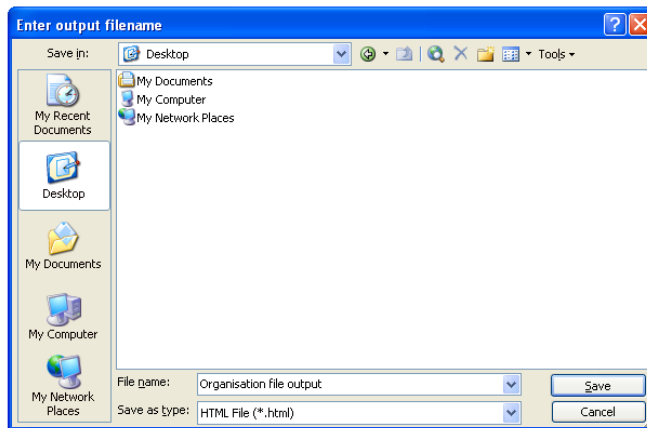
6. Repeat the above steps for the remaining csv files

Investigating the edit fails

1. The output html file should open automatically. If not, open the html file.

27/05/2010 11:09:51 AM

Organisation File loaded: 3 records

PRE-DISPATCH EDITS

OAI07 - organisation type:
Organisation type is invalid.

This field should only be coded as A, C, O or U.

Line Number	sur_resp	org_id	org_name	org_address	org_suburb	org_pcode	org_type	S40	S33	S34	S35	S36	S37	S38	S39	other_support	S11	S10	DC1	RA1	RA2	DC4	S27	S28a	S28b	S28c
3	Y	3	West Housing Association	226 Castle Rd	Kingdom	1234	P	1	1	1	1	0	1	0	1	0	0	0	1461409	232965	232965	4	0	1	4	0

Total: 1

PRE-DISPATCH EDITS

OAM04 - Organisation address:
org_address is missing.

This field should not be missing.

Line Number	sur_resp	org_id	org_name	org_address	org_suburb	org_pcode	org_type	S40	S33	S34	S35	S36	S37	S38	S39	other_support	S11	S10	DC1	RA1	RA2	DC4	S27	S28a	S28b	S28c
1	N	1	Smart Community Housing		Forrest	1234	O																			

Total: 1

- The date and time of the data validation is indicated at the top of the file, along with how many records the data validator loaded from the file. Any failed edit checks will follow.

- The different edits are separated by the 'Pre-Dispatch Edits' heading

- Each 'Pre-Dispatch edit' has:
  - the error code and the relevant variable/s (e.g. OAI07- Organisation type)
  - the reason why it has failed an edit check (e.g. Organisation type is invalid)
  - a message indicating your required action (e.g. this field should not be missing)
  - a table which contains the details of the records that have failed the edit check
  - The total number of records failing the edit check is displayed after the table. If there are more failed records than the number entered for 'the maximum number of errors displayed for each item' (i.e. 100), the following message will be displayed "Problem count exceeds 100; No more records will be shown...".

- Edits will not appear in the output if there were no records that failed the edit check

2. Identify which records have failed an edit check

- There are four types of edit fails: Invalid, Missing, Relationship and Variance. The latter two types are for unit record survey data only.
  - Each row of the Pre-Dispatch table represents one record which has failed the edit check. The first column, 'Line Number' is always coloured green as it advises which record in the data file has failed the edit check. The Line Number plus 1 equates to the excel row number in the data file. For example if the Line Number is 3 you will find the corresponding record in row 4 of the data file you uploaded.

- The variable which has failed the edit check is coloured red. For relationship edits, all the relevant variables to the edit check will be coloured red.
- Find the record which has failed the edit check in the data file (Remember: Line number + 1 = row number) and make necessary changes after consulting with the community housing organisation.
- Pre-Dispatch tables for duplicate edit checks have a different format. They have the relevant variable/s coloured red followed by 'Line No. 1' and 'Line No. 2' coloured green. The three duplicate checks are OAR01, DAR02 and PSR02 (for unit record data only).
  - OAR01- records fail when organisations have been assigned the same organisation id or when more than one organisation id is missing. See example below.
  - DAR02- records fail when two or more dwellings have identical state, org_id and dwelling_ID.
  - PSR02- records fail when two or more person records have identical state, org_id, hhold_id and main_tenant. This edit check is to ensure that only one main tenant has been flagged for each household.
- Example: The Pre-Dispatch table below indicates that the records in the data file that correspond to Line No. 1 and Line No. 2 (i.e row two and three in the csv file) have the same organisation ID, which is 1. Two different organisations from the same jurisdiction can not have the same organisation ID, so one ID must be modified or the record deleted if it is a true duplicate. If more than one org_id missing, this will also result in a duplicate edit fail. This is overcome by assigning a unique organisation id to each organisation.

OAR01 - Duplicate records:
Records have the same Org_ID.

One record should be deleted or amended. Please refer to records in the data file as indicated in Line No 1 and 2 below

ORG_ID	Line No. 1	Line No. 2
1	1	2

Total: 2

3. After the necessary changes have been made to the data file, run the data validator again until the output file indicates that there are no records which have failed the edit checks or until no further edit checks can be addressed. Please provide AIHW with documentation outlining why edit fails can not be addressed.
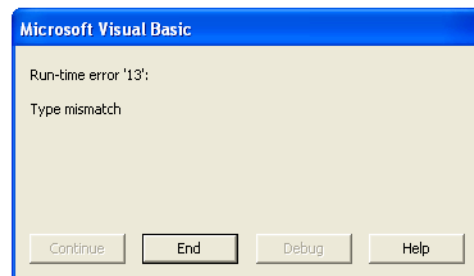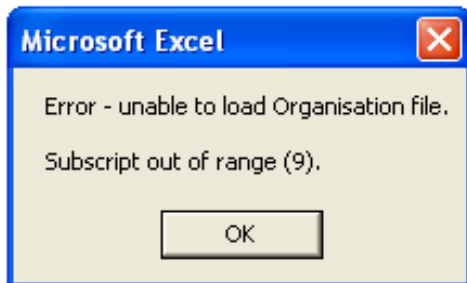
Error messages

The community housing data validator will not work if the data does not follow the allowable formats.

If the below error messages occur please review and ensure that the steps outlined under 'Transfer survey data to the CSV files' in Chapter 5 of this manual have been undertaken.

Specifically, jurisdictions submitting unit record level data should consult steps c) to h) on pages 14-15; and jurisdictions submitting finalised aggregate data should consult steps b) to f) on pages 16-17.

If error messages occur after the steps have been undertaken, please call or email the AIHW contact

Microsoft Excel

Error - unable to load Organisation file.

Subscript out of range (9).

OK

Microsoft Visual Basic

Run-time error '13':

Type mismatch

Continue   End   Debug   Help

References

AIHW (2006). National Housing Assistance Data Dictionary Version 3. Canberra: Australian Institute of Health and Welfare.

Coopers and Lybrand (1995). Accounting Policies and Reporting Framework: State Housing Authorities.

List of figures

List of tables