**National community services data dictionary   
Summary of updates since Version 6**

## (from July 2010 – March 2011)

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Summary of updates to National community services data dictionary (NCSDD) version 6

The purpose of this document is to inform users of updates to the NCSDD version 6 published June 2010. This update reflects changes to the national community services data standards between the 1st July 2010 and the 31st March 2011. Six data elements have been added to the NCSDD. Other changes include the revision of eleven data elements and one classification. As a result of standards being revised eleven data elements and one classification have been superseded. No national standards have been retired since version 6 of the NCSDD was published.

These new standards have been agreed and endorsed by the National Community Services Information Management Group (NCSIMG).

**Summary table of updates to the NCSDD version 6**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Registration status | National Minimum Data Sets | Data Set Specifications | Data elements | Classifications | Glossary items |
| Standards (new) | 0 | 0 | 6 | 0 | 0 |
| Standards (revised) | 0 | 0 | 11 | 1 | 0 |
| Superseded | 0 | 0 | 11 | 1 | 0 |
| Retired | 0 | 0 | 0 | 0 | 0 |

**New data elements in the NCSDD since 1/7/2010**

| Short name | Technical name |
| --- | --- |
| Education at presentation | Person—school enrolment and attendance status, code N |
| Financial assistance amount | Person—financial assistance amount, total Australian currency N[NNNN] |
| First service request indicator | Person—first service request indicator, yes/no code N |
| Hours of service | Client—amount of assistance, total hours and minutes NNNN |
| New client indicator | Person—new client indicator, code N |
| Urgency of requested assistance | Person—new client indicator, code N |

**Revised data elements in NCSDD since 1/7/2010**

| Short name | Technical name | Description of change |
| --- | --- | --- |
| Area of usual residence | Person—area of usual residence, geographical location CD code, (ASGC 2010) NNNNNNN | Version change of ASGC classification from 2009 to 2010 |
| Case management goal status | Client—case management goal status, code N | Changes in the Data Element’s technical name, collection methods, comments, synonymous name and Value Domain’s permissible values and guide for use. |
| Geographic location of organisation (CD) | Service provider organisation—geographic location (CD), code (ASGC 2010) NNNNNNN | Version change of ASGC classification from 2009 to 2010 |
| Geographic location of organisation (SLA) | Service provider organisation—geographic location (SLA), code (ASGC 2010) NNNNN | Version change of ASGC classification from 2009 to 2010 |
| Geographic location of person | Person—geographic location (SLA), code (ASGC 2010) NNNNN | Version change of ASGC classification from 2009 to 2010 |
| Geographic location of establishment | Establishment—geographical location, code (ASGC 2010) NNNNN | Version change of ASGC classification from 2009 to 2010 |
| Local Government area | Service provider organisation—geographic location (LGA), code (ASGC 2010) NNNNN | Version change of ASGC classification from 2009 to 2010 |
| Reason case management does not exist | Client—reason case management plan does not exist, code N | Changes in the Data Element’s technical name, collection methods, comments, guide for use and Value Domain’s name, submitting organisation, permissible values and guide for use. |
| Service ongoing indicator | Service episode—service ongoing indicator, code N | Changes in the Data Element’s definition, guide for use, collection methods, comments and submitting organisation and Value Domain’s name, definition, permissible values description and guide for use. |
| Student type | Person—student type, code N | Changes in the Data Element’s name, guide for use and collection methods and the Value Domain’s name, definition, format, permissible values and guide for use. |
| Supported accommodation type | Service event—supported accommodation type, code N | Changes in the Data Element’s definition and collection methods and the Value Domain’s definition, permissible values and guide for use. |

**Revised classification schemes since 1/7/2010**

|  |  |
| --- | --- |
| Name | Description of change |
| Australian Standard of Geographical Classification 2010 | Version change of ASGC classification from 2009 to 2010 |

Data elements

Area of usual residence ∇

|  |  |
| --- | --- |
| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Person—area of usual residence, geographical location CD code, (ASGC 2010) NNNNNNN |
| *METeOR identifier:* | 413233 |
| *Registration status:* | Community Services, Standard 09/12/2010 |
| *Definition:* | The geographical location of the usual residence of the person, using a seven digit numerical code which indicates the **Collection District (CD)** within the state or territory of Australia. |
| Data Element Concept: | Person—area of usual residence |
| Value domain attributes | |
| Representational attributes | |
| *Classification scheme:* | [Australian Standard Geographical Classification 2010](http://meteor.aihw.gov.au/content/index.phtml/itemId/417518) |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | NNNNNNN |
| *Maximum character length:* | 7 |
| Source and reference attributes | |
| *Submitting organisation:* | Australian Institute of Health and Welfare |
| Data element attributes | |
| Collection and usage attributes | |
| *Guide for use:* | The geographical location is reported using a seven digit numerical code. The first digit is the single digit code to indicate state or territory. The remaining six digits are the numerical code for the Collection District (CD) within the state or territory.  The single digit codes for the states and territories and the six digit codes for the CDs are as defined in the Australian Standard Geographical Classification (ASGC).  The ASGC is updated on an annual basis with a date of effect of 1 July each year. The codes for CDs are unique within each state and territory, but not within the whole country. Thus, to define a unique location, the code for the state or territory is required in addition to the code for the CD. |
| *Collection methods:* | When collecting the geographical location of a person's usual place of residence, the Australian Bureau of Statistics (ABS) recommends that 'usual' be defined as: 'the place where the person has or intends to live for 6 months or more, or the place that the person regards as their main residence, or where the person has no other residence, the place they currently reside.' Apart from collecting a person's usual place of residence there is also a need in some collections to collect area of residence immediately prior to or after assistance is provided, or at some other point in time. |
| Source and reference attributes | |
| *Submitting organisation:* | Australian Institute of Health and Welfare |
| Relational attributes | |
| *Related metadata references:* | Supersedes [Person—area of usual residence, geographical location CD code, (ASGC 2009) NNNNNNN](http://meteor.aihw.gov.au/content/index.phtml/itemId/397211) Community Services, Superseded 09/12/2010, Early Childhood, Standard 21/05/2010 |
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Case management goal status ∇

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| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Client—case management goal status, code N |
| *Synonymous names:* | Extent case management goals achieved |
| *METeOR identifier:* | 401048 |
| *Registration status:* | Community Services, Standard 17/11/2010 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010 |
| *Definition:* | The extent to which a client has achieved his/her case management goals, as represented by a code. |
| Data Element Concept: | Client—case management goal status |
| Value domain attributes | |
| Representational attributes | |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | N |
| *Maximum character length:* | 1 |
| *Permissible values:* | |  |  | | --- | --- | | Value | Meaning | | 1 | Not at all | | 2 | Up to half | | 3 | Half or more | | 4 | All | |
| Collection and usage attributes | |
| *Guide for use:* | CODE 1 Not at all  This option is selected if no case management goals were achieved.  CODE 2 Up to half  This option is used if less than half the case management goals were achieved.  CODE 3 Half or more  This option is selected if at least half the case management goals were achieved.  CODE 4 All  This option is used if all case management goals were achieved. |
| Data element attributes | |
| Collection and usage attributes | |
| *Collection methods:* | The permissible values for this data element are used to form the response categories to the question:  "To what extent does the case worker think the client has achieved their goals over the past reporting period?" |
| *Comments:* | This item is answered from the perspective of the agency worker. It is answered at the end of a reporting period as to whether the case management goals were achieved. |
| Source and reference attributes | |
| *Submitting organisation:* | Australian Institute of Health and Welfare |
| Relational attributes | |
| *Related metadata references:* | Supersedes [Client—case management plan goal status, code N](http://meteor.aihw.gov.au/content/index.phtml/itemId/336961) Community Services, Superseded 02/11/2010 |
| *Implementation in Data Set Specifications:* | Specialist Homelessness Services NMDS 2011 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010   |  |  | | --- | --- | |  | *Implementation start date:* 01/07/2011 | |  | *Conditional obligation:* Information is recorded for this data item for each reporting period, ie each calendar month. | |
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Education at presentation ♦

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| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Person—school enrolment and attendance status, code N |
| *METeOR identifier:* | 401809 |
| *Registration status:* | Community Services, Standard 17/11/2010 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010 |
| *Definition:* | The school enrolment and attendance status of a person, as represented by a code. |
| Data Element Concept: | Person—school enrolment and attendance status |
| Value domain attributes | |
| Representational attributes | |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | N |
| *Maximum character length:* | 1 |
| *Permissible values:* | |  |  | | --- | --- | | Value | Meaning | | 1 | Enrolled and attending school | | 2 | Enrolled in school but not always attending | | 3 | Enrolled in school but not attending | | 4 | Enrolled in school but waiting to commence | | 5 | Home schooled | | 6 | Neither enrolled nor home schooled | |
| *Supplementary values:* | |  |  | | --- | --- | | 9 | Not stated/inadequately described | |
| Collection and usage attributes | |
| *Guide for use:* | CODE 3 Enrolled in school but not attending  This option is used when the person is not attending school and the school year or term is considered to be fully commenced.  CODE 4 Enrolled in school but waiting to commence  This option is used when the person is enrolled in school but the school year or term has not yet commenced. |

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| Data element attributes | |
| Collection and usage attributes | |
| *Guide for use:* | This item is collected at the time of presentation to an agency for assistance. |
| Relational attributes | |
| *Implementation in Data Set Specifications:* | Specialist Homelessness Services NMDS 2011 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010   |  |  | | --- | --- | |  | *Implementation start date:* 01/07/2011 | |  | *Information specific to this data set:* In the Specialist Homelessness Services NMDS this data element is collected for all clients aged 18 years and under. | |
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Financial assistance amount ♦

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| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Person—financial assistance amount, total Australian currency N[NNNN] |
| *METeOR identifier:* | 401991 |
| *Registration status:* | Community Services, Standard 17/11/2010 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010 |
| *Definition:* | The amount of financial assistance provided to a person, in Australian dollars. |
| Data Element Concept: | Person—financial assistance amount |
| Value domain attributes | |
| Representational attributes | |
| *Representation class:* | Total |
| *Data type:* | Currency |
| *Format:* | N[NNNN] |
| *Maximum character length:* | 5 |
| *Unit of measure:* | Australian currency (AU$) |
| Data element attributes | |
| Collection and usage attributes | |
| *Guide for use:* | This data element is collected in whole dollar amounts. If vouchers are given instead of cash the value of the voucher is to be recorded. |
| Relational attributes | |
| *Related metadata references:* | See also [Person—financial assistance type, homelessness code N](http://meteor.aihw.gov.au/content/index.phtml/itemId/401980) Housing assistance, Standard 23/08/2010, Housing and Homelessness, Standard 23/08/2010 |
| *Implementation in Data Set Specifications:* | Specialist Homelessness Services NMDS 2011 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010   |  |  | | --- | --- | |  | *Implementation start date:* 01/07/2011 | |  | *Information specific to this data set:* In the Specialist Homelessness Services NMDS, this data element is collected for clients in each reporting period. | |
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First service request indicator ♦

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| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Person—first service request indicator, yes/no code N |
| *METeOR identifier:* | 400276 |
| *Registration status:* | Community Services, Standard 17/11/2010 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010 |
| *Definition:* | An indicator that a request for service is the first request made by a person to an Agency, as represented by a code. |
| Data Element Concept: | Person—first service request indicator |
| Value domain attributes | |
| Representational attributes | |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | N |
| *Maximum character length:* | 1 |
| *Permissible values:* | |  |  | | --- | --- | | Value | Meaning | | 1 | Yes | | 2 | No | | 3 | Unknown | |
| *Supplementary values:* | |  |  | | --- | --- | | 9 | Not stated/inadequately described | |
| Source and reference attributes | |
| *Submitting organisation:* | Australian Institute of Health and Welfare |
| Data element attributes | |
| Relational attributes | |
| *Implementation in Data Set Specifications:* | Specialist Homelessness Services NMDS 2011 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010   |  |  | | --- | --- | |  | *Implementation start date:* 01/07/2011 | |  | *Information specific to this data set:* In the Specialist Homelessness Services NMDS, this data element is collected only for persons who have not received any services requested or assessment, that is, it is collected only for persons known as 'turnaways'.  In the Specialist Homelessness Services NMDS, this data element is applied to an individual 24-hour reporting period. | |

Geographic location of organisation (CD) ∇

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| --- | --- |
| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Service provider organisation—geographic location (CD), code (ASGC 2010) NNNNNNN |
| *METeOR identifier:* | 413119 |
| *Registration status:* | Community Services, Standard 09/12/2010 |
| *Definition:* | The geographical location of an agency using a seven digit numerical code which indicates the **Collection District (CD)** within the state or territory of Australia. |
| Data Element Concept: | Service provider organisation—geographic location |
| Value domain attributes | |
| Representational attributes | |
| *Classification scheme:* | [Australian Standard Geographical Classification 2010](http://meteor.aihw.gov.au/content/index.phtml/itemId/417518) |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | NNNNNNN |
| *Maximum character length:* | 7 |
| Source and reference attributes | |
| *Submitting organisation:* | Australian Institute of Health and Welfare |
| Data element attributes | |
| Collection and usage attributes | |
| *Guide for use:* | The geographical location is reported using a seven digit numerical code. The first digit is the single digit code to indicate state or territory. The remaining six digits are the numerical code for the Collection District (CD) within the state or territory.  The single digit codes for the states and territories and the six digit codes for the CDs are as defined in the Australian Standard Geographical Classification (ASGC).  The ASGC is updated on an annual basis with a date of effect of 1 July each year. The codes for CDs are unique within each state and territory, but not within the whole country. Thus, to define a unique location, the code of the state or territory is required in addition to the code for the CD. |
| Source and reference attributes | |
| *Submitting organisation:* | Australian Institute of Health and Welfare |
| *Origin:* | Australian Bureau of Statistics (ABS) |
| Relational attributes | |
| *Related metadata references:* | Supersedes [Service provider organisation—geographic location (CD), code (ASGC 2009) NNNNNNN](http://meteor.aihw.gov.au/content/index.phtml/itemId/397266) Community Services, Superseded 09/12/2010, Early Childhood, Standard 21/05/2010 |

Geographic location of organisation (SLA) ∇

|  |  |
| --- | --- |
| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Service provider organisation—geographic location (SLA), code (ASGC 2010) NNNNN |
| *Synonymous names:* | Statistical local area of service provider |
| *METeOR identifier:* | 426377 |
| *Registration status:* | Community Services, Standard 18/01/2011 Health, Proposed 13/05/2011 |
| *Definition:* | The geographical location of an agency using a five digit numerical code which indicates the **Statistical Local Area (SLA)** within the state or territory of Australia. |
| Data Element Concept: | Service provider organisation—geographic location |
| Value domain attributes | |
| Representational attributes | |
| *Classification scheme:* | [Australian Standard Geographical Classification 2010](http://meteor.aihw.gov.au/content/index.phtml/itemId/417518) |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | NNNNN |
| *Maximum character length:* | 5 |
| Source and reference attributes | |
| *Submitting organisation:* | Australian Institute of Health and Welfare |
| Data element attributes | |
| Collection and usage attributes | |
| *Guide for use:* | Details on which edition was used in a particular data set should be included in the documentation of metadata accompanying that data set. Coding to ASGC codes is preferably done using the ABS National Localities Index, to map actual address. In some data collections, a compromise has to be made and the ASGC code derived from suburb/town/locality and Postcode-Australian only. However, this solution results in some inaccuracy of information.  The accurate recording of the state or territory is essential. |
| Source and reference attributes | |
| *Origin:* | Australian Standard Geographical Classification (Australian Bureau of Statistics catalogue number 1216.0) |

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| --- | --- |
| Relational attributes | |
| *Related metadata references:* | Supersedes [Service provider organisation—geographic location (SLA), code (ASGC 2009) NNNNN](http://meteor.aihw.gov.au/content/index.phtml/itemId/386792) Community Services, Superseded 18/01/2011 |
| *Implementation in Data Set Specifications:* | Disability Services NMDS (July 2010) Community Services, Standardisation pending 15/03/2011   |  |  | | --- | --- | |  | *Implementation start date:* 01/07/2010 | |  | *Information specific to this data set:* Where this data element is not able to be reported, postcode may be reported instead. Either the geographic location or postcode should be reported by funding departments in relation to all Service type outlets. | |

Geographic location of person ∇

|  |  |
| --- | --- |
| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Person—geographic location (SLA), code (ASGC 2010) NNNNN |
| *METeOR identifier:* | 426310 |
| *Registration status:* | Community Services, Standard 20/12/2010 |
| *Definition:* | The geographical location of a person using a five digit numerical code which indicates the **Statistical Local Area (SLA)** within the state or territory of Australia. |
| Data Element Concept: | Person—geographic location |
| Value domain attributes | |
| Representational attributes | |
| *Classification scheme:* | [Australian Standard Geographical Classification 2010](http://meteor.aihw.gov.au/content/index.phtml/itemId/417518) |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | NNNNN |
| *Maximum character length:* | 5 |
| Source and reference attributes | |
| *Submitting organisation:* | Australian Institute of Health and Welfare |
| Data element attributes | |
| Collection and usage attributes | |
| *Guide for use:* | The geographical location is reported using a five digit numerical code to indicate the Statistical Local Area (SLA) within the reporting state or territory, as defined in the Australian Standard Geographical Classification (ASGC) (Australian Bureau of Statistics (ABS), catalogue number 1216.0). It is a composite of state/territory identifier and SLA (first digit = state/territory identifier, next four digits = SLA).  The Australian Standard Geographical Classification (ASGC) is updated by the ABS on an annual basis, with a date of effect of 1 July each year.  Up until 2007, the ABS's National Localities Index (NLI) (catalogue number 1252.0.55.001) was available as a coding tool designed to assist users assign the ASGC Main Structure codes to street address information. However, the NLI is no longer produced by the ABS. To replace the Localities file of the NLI, the ABS has created a Locality to SLA correspondence file for 2010. This file is available on request by contacting ABS Geography at [geography@abs.gov.au](mailto:geography@abs.gov.au).  For the majority of localities, the locality name (suburb or town, for example) is sufficient to assign an SLA code. However, some localities have the same name. For most of these, limited additional information such as the postcode or state/territory can be used with the locality name to assign an SLA code. In addition, other localities cross one or more SLA boundaries and are referred to as split localities. For these, the more detailed information of the number and street of the person's residence is used to assign an SLA code.  If the information available on the person's address indicates that it is in a split locality but is insufficient to assign an SLA code, the code for the SLA which includes most of the split locaility should be reported.  An SLA cannot be assigned if the information about the address is insufficient to identify a locality, or the locality is not an Australian locality. In these cases, the appropriate codes should be used for either undefined SLA within Australia (state/territory unstated), undefined SLA within a stated state/territory, no fixed place of abode (within Australia or within a stated state/territory) or overseas. |
| *Comments:* | Geographical location is reported using SLA to enable accurate aggregation of information to larger areas within the ASGC (such as Statistical Subdivisions and Statistical Divisions) as well as detailed analysis at the SLA level. The use of SLA also allows analysis relating the data to information compiled by the ABS on the demographic and other characteristics of the population of each SLA. Analyses facilitated by the inclusion of SLA information include:   * comparison of the use of services by persons residing in different geographical areas; * characterisation of catchment areas and populations for establishments for planning purposes; and * documentation of the provision of services to residents of states or territories other than the state or territory of the provider. |
| Source and reference attributes | |
| *Origin:* | Australian Standard Geographical Classification (Australian Bureau of Statistics catalogue number 1216.0) |
| Relational attributes | |
| *Related metadata references:* | Supersedes [Person—geographic location (SLA), code (ASGC 2009) NNNNN](http://meteor.aihw.gov.au/content/index.phtml/itemId/386785) Community Services, Superseded 20/12/2010 |

Geographical location of establishment ∇

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| --- | --- |
| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Establishment—geographical location, code (ASGC 2010) NNNNN |
| *METeOR identifier:* | 413243 |
| *Registration status:* | Community Services, Standard 17/12/2010 Health, Standard 17/12/2010 |
| *Definition:* | The geographical location of the main administrative centre of an establishment, as represented by a code. |
| Data Element Concept: | Establishment—geographic location |
| Value domain attributes | |
| Representational attributes | |
| *Classification scheme:* | [Australian Standard Geographical Classification 2010](http://meteor.aihw.gov.au/content/index.phtml/itemId/417518) |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | NNNNN |
| *Maximum character length:* | 5 |
| Source and reference attributes | |
| *Submitting organisation:* | Australian Institute of Health and Welfare |
| Data element attributes | |
| Collection and usage attributes | |
| *Guide for use:* | The geographical location is reported using a five digit numerical code to indicate the Statistical Local Area (SLA) within the reporting state or territory, as defined in the Australian Standard Geographical Classification (ASGC) (Australian Bureau of Statistics (ABS), catalogue number 1216.0). It is a composite of state/territory identifier and SLA (first digit = state/territory identifier, next four digits = SLA).  The Australian Standard Geographical Classification (ASGC) is updated by the ABS on an annual basis, with a date of effect of 1 July each year.  Up until 2007, the ABS's National Localities Index (NLI) (catalogue number 1252.0.55.001) was available as a coding tool designed to assist users assign the ASGC Main Structure codes to street address information. However, the NLI is no longer produced by the ABS. To replace the Localities file of the NLI, the ABS has created a Locality to SLA correspondence file for 2010. This file is available on request by contacting ABS Geography at [geography@abs.gov.au](mailto:geography@abs.gov.au). |
| Source and reference attributes | |
| *Origin:* | Australian Standard Geographical Classification (Australian Bureau of Statistics catalogue number 1216.0) |
| Relational attributes | |
| *Related metadata references:* | Is formed using [Establishment—Australian state/territory identifier, code N](http://meteor.aihw.gov.au/content/index.phtml/itemId/269941) Health, Standard 01/03/2005  Supersedes [Establishment—geographical location, code (ASGC 2009) NNNNN](http://meteor.aihw.gov.au/content/index.phtml/itemId/386781) Health, Superseded 17/12/2010 |
| *Implementation in Data Set Specifications:* | Mental health establishments NMDS 2011-2012 Health, Standard 01/12/2010   |  |  | | --- | --- | |  | *Implementation start date:* 01/07/2011 |   Public hospital establishments NMDS 2011-2012 Health, Standard 18/01/2011   |  |  | | --- | --- | |  | *Implementation start date:* 01/07/2011 | |

Hours of service ♦

|  |  |
| --- | --- |
| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Client—amount of assistance, total hours and minutes NNNN |
| *METeOR identifier:* | 404961 |
| *Registration status:* | Community Services, Standard 17/11/2010 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010 |
| *Definition:* | The number of hours of service received by a client during a reporting period, in hours and minutes. |
| Data Element Concept: | Client—amount of assistance |
| Value domain attributes | |
| Representational attributes | |
| *Representation class:* | Total |
| *Data type:* | Number |
| *Format:* | NNNN |
| *Maximum character length:* | 4 |
| *Unit of measure:* | Hour and minute |
| Collection and usage attributes | |
| *Guide for use:* | HHMM |
| Data element attributes | |
| Collection and usage attributes | |
| *Guide for use:* | This data element refers to the number of hours of service (support) received by an individual client during a reporting period. Time measured includes:  (a) time spent directly assisting a client and  (b) time spent by an agency worker in arranging a service for the client, which may include arranging accommodation  The agency should record the amount of assistance in hours and minutes- rounding up to the nearest 15 minutes. Include any contact with a client that is 15 minutes or greater. Include time spent on arranging accommodation for a client but exclude time spent in that accommodation by the client.  Do not record the time the client receives from partnering agencies who provide the services purchased, arranged or brokered by your agency. |
| *Collection methods:* | This measure refers to the direct hours of support that are provided to clients. This may include time spent in face-to-face service delivery, meetings or phone contact with a client or time spent undertaking tasks on behalf of a client (e.g. time spent on preparation of documents, file notes, correspondence, phone calls or liaison with other service providers in relation to the client).  Activities to include:  Time spent with client   * face-to-face time spent providing a specific service (individually or in a group setting) * assessment * case management * community education * phone contact with a client   Time spent on behalf of the client (or which can be attributed to a client)   * arranging a referral * writing file notes * participating in case conferences directly related to a client, which may include contact with other agencies – e.g. inter-agency meetings, case planning meetings * review of case plans * recording data at time of assessment * mobile service delivery * telephone calls made on behalf of a client * preparation for group activities or training events.   Not counted in hours of service:   * team meetings * travel * training * networking meetings * getting supervision * compiling or entering data for reporting * collating data.   This measure excludes time spent on things that cannot be directly attributed to clients, such as: administration, business planning, staff training, travel to and from a client, record keeping not directly related to a client, compiling data for reporting purposes, inter-agency meetings not directly related to a client, team meetings and professional supervision. It includes time spent on behalf of a client having accommodation arranged but excludes the actual time spent by the client in that accommodation.  Where clients receive support in a group setting, record the hours received for all attending clients (i.e. do not divide group hours by the number of clients. For example, where a staff member runs a 2-hour group activity for 3 clients, count each client as receiving 2 hours of service. If a client spends an hour with two workers, record this as 1 hour received by the client.). This approach ensures a consistent focus on the hours of assistance received by clients.  Example: a client receives 11 hours of assistance from an agency over a 4-week period, which includes time spent on needs assessment, assistance in accessing community services, counselling and advocacy. This is counted as 1100 hours. |
| Relational attributes | |
| *Implementation in Data Set Specifications:* | Specialist Homelessness Services NMDS 2011 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010   |  |  | | --- | --- | |  | *Implementation start date:* 01/07/2011 | |  | *Information specific to this data set:* This data element provides a building block to enable Specialist Homelessness Agencies to report on the total amount of funded assistance received by clients during a reporting period. It enables more detailed analysis of the quantity of outputs/services received by a client (output-based reporting), and provides more detailed data to support cost modelling and economic evaluations. This is particularly valuable in relation to exploring costs and benefits for early intervention versus crisis intervention. It also allows more detailed analysis of the intensity of service provision required for complex versus non-complex clients.  Information is recorded for this data item for each reporting period, ie each calendar month. | |

Local Government Area ∇

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| --- | --- |
| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Service provider organisation—geographic location (LGA), code (ASGC 2010) NNNNN |
| *METeOR identifier:* | 426356 |
| *Registration status:* | Community Services, Standard 16/12/2010 |
| *Definition:* | The geographical location of an agency using a five digit numerical code which indicates the **Local Government Area (LGA).** |
| Data Element Concept: | Service provider organisation—geographic location |
| Value domain attributes | |
| Representational attributes | |
| *Classification scheme:* | [Australian Standard Geographical Classification 2010](http://meteor.aihw.gov.au/content/index.phtml/itemId/417518) |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | NNNNN |
| *Maximum character length:* | 5 |
| Source and reference attributes | |
| *Submitting organisation:* | Australian Institute of Health and Welfare |
| Data element attributes | |
| Collection and usage attributes | |
| *Guide for use:* | The Australian Standard Geographical Classification (ASGC) is a hierarchical classification system of geographical areas and consists of a number of interrelated structures. It provides a common framework of statistical geography and enables the production of statistics which are comparable.  The product ASGC contains four comma delimited files showing the levels and hierarchy of those ASGC structures current for the edition: the Local Government Area (LGA) Structure, the Main Structure, the Statistical District (SD) Structure and the Statistical Region (SR) Structure.  The LGA Structure covers only incorporated areas of Australia. The major areas of Australia not administered by incorporated bodies are the northern parts of South Australia, most of the Northern Territory and all of the Australian Capital Territory and the Other Territories. |
| *Collection methods:* | In Population Census years the LGA Structure has four levels of hierarchy. In ascending order these are: CDs-SLAs-LGAs-S/Ts (Incorporated areas). Codes are unique only within a state/territory. For unique Australia-wide LGA code identification, the four digit code must by preceded by the state/territory code. All LGA codes end with the digit 0. |
| Source and reference attributes | |
| *Submitting organisation:* | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
| *Reference documents:* | SAAP National Data Collection Data Dictionary, Version 2, November 2001. |
| Relational attributes | |
| *Related metadata references:* | Supersedes [Service provider organisation—geographic location (LGA), code (ASGC 2009) NNNNN](http://meteor.aihw.gov.au/content/index.phtml/itemId/386789) Community Services, Superseded 16/12/2010 |

New client indicator ♦

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| --- | --- |
| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Person—new client indicator, code N |
| *Synonymous names:* | Client; New; Indicator |
| *METeOR identifier:* | 400548 |
| *Registration status:* | Community Services, Standard 17/11/2010 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010 |
| *Definition:* | Whether the person has been a client of this Agency before. |
| Data Element Concept: | Person—new client indicator |
| Value domain attributes | |
| Representational attributes | |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | N |
| *Permissible values:* | |  |  | | --- | --- | | Value | Meaning | | 1 | Yes | | 2 | No | | 3 | Not sure | |
| *Supplementary values:* | |  |  | | --- | --- | | 9 | Not stated/inadequately described | |
| Data element attributes | |
| Collection and usage attributes | |
| *Collection methods:* | Permissible values for this data element are captured using the following question:  "Have you ever accessed or tried to access any services from this agency before?" |
| Relational attributes | |
| *Implementation in Data Set Specifications:* | Specialist Homelessness Services NMDS 2011 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010   |  |  | | --- | --- | |  | *Implementation start date:* 01/07/2011 | |  | *Information specific to this data set:* In the Specialist Homelessness Services NMDS, this data element is used to gain an idea of the 'trend of homelessness'. It does this by collecting data as to whether or not the presenting person has accessed a specialist homelessness agency before. | |

Reason case management plan does not exist ∇

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| --- | --- |
| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Client—reason case management plan does not exist, code N |
| *METeOR identifier:* | 398443 |
| *Registration status:* | Community Services, Standard 17/11/2010 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010 |
| *Definition:* | The reason a current case management plan for the client does not exist, as represented by a code. |
| Data Element Concept: | Client—reason case management plan does not exist |
| Value domain attributes | |
| Representational attributes | |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | N |
| *Maximum character length:* | 1 |
| *Permissible values:* | |  |  | | --- | --- | | Value | Meaning | | 1 | Client did not agree to one | | 2 | Service episode too short | | 3 | Part of another person's case management plan | | 8 | Other | |
| *Supplementary values:* | |  |  | | --- | --- | | 9 | Not stated/inadequately described | |
| Collection and usage attributes | |
| *Guide for use:* | CODE 1 Client did not agree to one  This option is used if the client was asked about formulating a plan, but they did not agree.  CODE 2 Service episode too short  Case management plans may not be appropriate for all clients, for example, when a client stays for a 24 hour period or less.  CODE 3 Part of another person's case management plan  The client is covered by another client's case management plan.  CODE 8 Other  If a case management plan was not formulated for a client for some other reason. This other reason should be collected.  CODE 9 Not stated/inadequately described  This code is not for use in primary data collections. |

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| --- | --- |
| Data element attributes | |
| Collection and usage attributes | |
| *Guide for use:* | This metadata item is answered from the perspective of an agency worker. It is answered at the end of a client's support period. |
| *Collection methods:* | The permissible values for this data element are used to form the response categories to the question:  "Why does a case management plan not exist?"  Responses of "other" should request further information by use of the words "please specify". |
| Relational attributes | |
| *Related metadata references:* | Supersedes [Client—reason case management plan does not exist, SAAP code N](http://meteor.aihw.gov.au/content/index.phtml/itemId/350385) Community Services, Superseded 17/11/2010 |
| *Implementation in Data Set Specifications:* | Specialist Homelessness Services NMDS 2011 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010   |  |  | | --- | --- | |  | *Implementation start date:* 01/07/2011 | |  | *Conditional obligation:* Response conditional on if a case management plan doesn't exist. | |

Service ongoing indicator ∇

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| --- | --- |
| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Service episode—service ongoing indicator, code N |
| *Synonymous names:* | Support period ongoing |
| *METeOR identifier:* | 401349 |
| *Registration status:* | Community Services, Standard 17/11/2010 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010 |
| *Definition:* | Whether a client was receiving ongoing assistance or support by the agency, as represented by a code. |
| Data Element Concept: | Service episode—service ongoing indicator |
| Value domain attributes | |
| Representational attributes | |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | N |
| *Maximum character length:* | 1 |
| *Permissible values:* | |  |  | | --- | --- | | Value | Meaning | | 1 | Yes | | 2 | No | |
| *Supplementary values:* | |  |  | | --- | --- | | 9 | Not stated/inadequately described | |
| Collection and usage attributes | |
| *Guide for use:* | CODE 9 Not stated/inadequately described  This code is not for use in primary data collections. |
| Data element attributes | |
| Collection and usage attributes | |
| *Guide for use:* | This information enables an accurate count of clients assisted at the agency to be made at the end of the reporting period. |
| *Collection methods:* | Was the client receiving support at the end of the reporting period? |
| Source and reference attributes | |
| *Origin:* | SAAP National Data Collection Agency Collectors Manual July 2005. |

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| Relational attributes | |
| *Related metadata references:* | Supersedes [Service episode—service ongoing indicator, code N](http://meteor.aihw.gov.au/content/index.phtml/itemId/338787) Community Services, Superseded 17/11/2010 |
| *Implementation in Data Set Specifications:* | Specialist Homelessness Services NMDS 2011 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010   |  |  | | --- | --- | |  | *Implementation start date:* 01/07/2011 | |

Student type ∇

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| --- | --- |
| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Person—student type, code N |
| *METeOR identifier:* | 398244 |
| *Registration status:* | Community Services, Standard 17/11/2010 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010 |
| *Definition:* | The type of education or training undertaken by a person, as represented by a code. |
| Data Element Concept: | Person—student type |
| Value domain attributes | |
| Representational attributes | |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | N |
| *Maximum character length:* | 1 |
| *Permissible values:* | |  |  | | --- | --- | | Value | Meaning | | 1 | Preschool student | | 2 | Primary school student | | 3 | Secondary school student | | 4 | University student | | 5 | Vocational education and training | | 6 | Other education or training | |
| *Supplementary values:* | |  |  | | --- | --- | | 9 | Not stated/inadequately described | |
| Collection and usage attributes | |
| *Guide for use:* | CODE 1 Preschool student  This option refers to a person who is enrolled, either full-time or part-time, in an accredited preschool teaching institution, during the school year.  CODE 2 Primary school student  This option refers to a person who is enrolled, either full-time or part-time, in an accredited teaching institution providing instruction up to the end of primary school. The school year is counted from January 1 to December 31, so a school student finishing school and waiting to go on to further training would still be considered a school student.  CODE 3 Secondary school student  This option refers to a person who is enrolled, either full-time or part-time, in an accredited teaching institution providing instruction from the start of secondary schooling up to year 12. The school year is counted from January 1 to December 31, so a school student finishing school and waiting to go on to further training would still be considered a school student. This option also includes any person undertaking secondary school education at a TAFE.  CODE 4 University student  This option refers to part-time or full-time attendance at university; it excludes vocational education students.  CODE 5 Vocational education and training  This option includes:   * a person who receives a training allowance such as Newstart or are required by their employer to attend a post-secondary institution for job training * a person participating in education in order to enhance employment opportunities (such as migrant English classes and job readiness training) * a person enrolled in a vocational education course at a TAFE or other type of vocational institution. It excludes students studying secondary school education at a TAFE or Vocational Education and Training (VET) institution, these students are classified to CODE 3. * a person undertaking an apprenticeship.   CODE 6 Other education or training  This option refers to a person undertaking any other education and training not classified above, ie. non-award study (including Post-school Options).  CODE 9 Not stated/inadequately described  Not stated/inadequately described is chosen if there is insufficient information to determine a person’s student status either before or after support, or if a client did not want to answer this question. |
| Data element attributes | |
| Collection and usage attributes | |
| *Guide for use:* | Collection of this data element should be preceded by the collection of the data element Person—student/employment training indicator, code N.  Because reference periods may vary it is possible that more than one category of the Value Domain may be a valid response to a question on student type. For example over a number of months a student may move from primary to secondary education. Therefore it is preferable for this Data Element to refer to a specific point in time rather than a period of time. When a period of time is referenced it should be precisely specified. |
| *Collection methods:* | The permissible values for this data element are used to form the response categories to the question:  "Which category below best describes your education or training status?" |

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| Relational attributes | |
| *Related metadata references:* | Supersedes [Person—student type, SAAP code N[N]](http://meteor.aihw.gov.au/content/index.phtml/itemId/337595) Community Services, Superseded 17/11/2010  See also [Person—student/employment training indicator, code N](http://meteor.aihw.gov.au/content/index.phtml/itemId/349588) Community Services, Standard 30/11/2007, Housing assistance, Standard 23/08/2010, Housing and Homelessness, Standard 23/08/2010 |
| *Implementation in Data Set Specifications:* | Specialist Homelessness Services NMDS 2011 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010   |  |  | | --- | --- | |  | *Implementation start date:* 01/07/2011 | |  | *Information specific to this data set:* In the Specialist Homelessness Services NMDS, this data element is collected four times, for the following points in time:   * one week before the start of the support period (the Service episode—episode start date, DDMMYYYY); * at the date of presentation; * at the end of the reporting period (the Service event—last service provision date, DDMMYYYY); and * at the end of the support period (the Service episode—episode end date, DDMMYYYY).   Only one permissible value is selected in each case. | |

Supported accommodation type ∇

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| --- | --- |
| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Service event—supported accommodation type, code N |
| *Synonymous names:* | Accommodation type |
| *METeOR identifier:* | 399396 |
| *Registration status:* | Community Services, Standard 17/11/2010 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010 |
| *Definition:* | The type of supported accommodation that is provided to a client, based on length of stay and level of service, as represented by a code. |
| Data Element Concept: | Service event—supported accommodation type |
| Value domain attributes | |
| Representational attributes | |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | N |
| *Maximum character length:* | 1 |
| *Permissible values:* | |  |  | | --- | --- | | Value | Meaning | | 1 | Short term or emergency accommodation | | 2 | Medium term accommodation | | 3 | Long term accommodation | | 4 | Other supported accommodation | |
| Collection and usage attributes | |
| *Guide for use:* | CODE 1 Short term or emergency accommodation  This option refers to accommodation that is generally provided for up to three months.  CODE 2 Medium term accommodation  This option refers to accommodation that is generally provided for three months or longer and for a fixed term. Support provided is generally less intensive than that provided in short-term emergency or crisis accommodation.  CODE 3 Long term accommodation  This option refers to accommodation that is generally provided for three months or longer and with the expectation that it will be ongoing. It includes accommodation provided under programs such as Common Ground.  CODE 3 Other supported accommodation  Accommodation that has not been demarcated as being either short-term emergency or crisis, or medium or long-term accommodation. |
| Source and reference attributes | |
| *Submitting organisation:* | Australian Institute of Health and Welfare |
| Data element attributes | |
| Collection and usage attributes | |
| *Guide for use:* | This data element refers to a discrete accommodation period within a service episode. There may be a number of accommodation periods within a service episode. |
| *Collection methods:* | The permissible values for this data element are used to form the response categories to the question:  "Which category best describes the accommodation provided to the client?" |
| Source and reference attributes | |
| *Submitting organisation:* | Australian Institute of Health and Welfare |
| Relational attributes | |
| *Related metadata references:* | Supersedes [Service event—supported accommodation type, code N](http://meteor.aihw.gov.au/content/index.phtml/itemId/338690) Community Services, Superseded 17/11/2010 |
| *Implementation in Data Set Specifications:* | Specialist Homelessness Services NMDS 2011 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010   |  |  | | --- | --- | |  | *Implementation start date:* 01/07/2011 | |

Urgency of requested assistance ♦

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| --- | --- |
| Identifying and definitional attributes | |
| *Metadata item type:* | Data Element |
| *Technical name:* | Person—urgency of requested assistance, time period code N |
| *METeOR identifier:* | 400421 |
| *Registration status:* | Community Services, Standard 17/11/2010 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010 |
| *Definition:* | The time period within which a person requires the assistance which has been requested, as represented by a code. |
| *Context:* | Provides an indication of the urgency of need for people requesting services. |
| Data Element Concept: | Person—urgency of requested assistance |
| Value domain attributes | |
| Representational attributes | |
| *Representation class:* | Code |
| *Data type:* | Number |
| *Format:* | N |
| *Maximum character length:* | 1 |
| *Permissible values:* | |  |  | | --- | --- | | Value | Meaning | | 1 | Within 24 hours | | 2 | Between 24 and 48 hours | | 3 | In 3-4 days | | 4 | In 5-6 days | | 5 | In 7-14 days | | 6 | In more than two weeks | | 7 | Don't know/not sure | |
| *Supplementary values:* | |  |  | | --- | --- | | 9 | Not stated/inadequately described | |
| Data element attributes | |
| Collection and usage attributes | |
| *Guide for use:* | If a person does not know or is unsure as to when they may need assistance select the supplementary code 9 'Don't know/unsure'.  Immediately is covered in code 1 'Within 24 hours'. |
| *Collection methods:* | The permissible values for this data element are used to form the response categories to the question:  'How long is it until you need assistance from this agency?' |

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| Relational attributes | |
| *Implementation in Data Set Specifications:* | Specialist Homelessness Services NMDS 2011 Housing assistance, Standard 23/08/2010 Housing and Homelessness, Standard 23/08/2010   |  |  | | --- | --- | |  | *Implementation start date:* 01/07/2011 | |  | *Information specific to this data set:* In the Specialist Homelessness Services NMDS, this data element is collected only for persons who have not received the services requested, that is, it is collected only for persons known as 'turnaways'. | |

Classifications

Australian Standard Geographical Classification 2010 ∇

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| --- | --- |
| Identifying and definitional attributes | |
| *Metadata item type:* | Classification Scheme |
| *Synonymous names:* | ASGC 2010 |
| *METeOR identifier:* | 417518 |
| *Registration status:* | Community Services, Standard 08/12/2010 Health, Standard 20/09/2010 |
| *Definition:* | The Australian Bureau of Statistics classification for the classification of geographical locations. |
| Source and reference attributes | |
| *Submitting organisation:* | Australian Institute of Health and Welfare |
| *Origin:* | Australian Bureau of Statistics 2006. [Australian Standard Geographical Classification (ASGC). Cat No. 1216.0.](http://www.abs.gov.au/AUSSTATS/abs@.nsf/second+level+view?ReadForm&prodno=1216.0&viewtitle=Statistical%20Geography%20Volume%201%20-%20Australian%20Standard%20Geographical%20Classification%20(ASGC)~Jul%202006~Previous~14/07/2006&&tabname=Past%20Future%20Issues&prodno=1216.0&issue=Jul%202006&num=&view=&) Canberra: ABS. Viewed on 16/09/2010. |
| Relational attributes | |
| *Related metadata references:* | Supersedes [Australian Standard Geographical Classification 2009](http://meteor.aihw.gov.au/content/index.phtml/itemId/386777) Community Services, Superseded 08/12/2010, Health, Superseded 08/12/2010 |
| *Value Domains based on this Classification Scheme:* | Geographical location CD code, (ASGC 2010) NNNNNNN Community Services, Standard 09/12/2010 Health, Standard 20/09/2010  Geographical location code (ASGC 2010) NNNNN Community Services, Standard 09/12/2010 Health, Standard 20/09/2010 |
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