OATSIH Services Reporting (OSR) service details cluster

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Identifying and definitional attributes

Metadata item type:	Data Set Specification
METEOR identifier:	562988
Registration status:	Indigenous, Standard 16/09/2014
DSS type:	Data Element Cluster
Scope:	This cluster is used to describe Office for Aboriginal and Torres Strait Islander (OATSIH) funded service details such as the certification of questionnaire information, information about service accreditation, information technology use and governance information.

Collection and usage attributes

Guide for use:	The OATSIH Services Reporting (OSR) is a single questionnaire that incorporates 5 sections:

- Part A: Service Details (all services to answer)
- Part B: Primary Health Care
- Part C: Standalone Substance Use (both residential and non-residential)
- Part D: Bringing Them Home and Link Up Counsellors
- Part E: General Comments (optional).

This data cluster corresponds to **Part A Services Details** section of the questionnaire. All services are required to complete the OATSIH Services Details data set specification. The type of funding received by the service will determine whether the Primary Health Care, Standalone Substance Use, or Bringing them Home and Link Up data set specifications should be completed

Source and reference attributes

Submitting organisation:	Australian Institute of Health and Welfare

Relational attributes

Related metadata references:	Supersedes OATSIH Services Reporting (OSR) service details cluster Indigenous, Superseded 07/12/2017
Implementation in Data Set Specifications:	OATSIH services reporting (OSR) details DSS Indigenous, Superseded 07/12/2017 *Implementation start date:* 01/07/2010 *Implementation end date:* 30/06/2011

Metadata items in this Data Set Specification

Seq No.	Metadata item	Obligation	Max occurs
1	Person (name)—name title, text X[X(11)]	Optional	1

DSS specific information:

This data element is used to obtain the details of the person authorised to certify the information in the questionnaire. The authorised person may be the CEO or other nominated authorised person.

Seq No.	Metadata item	Obligation	Max occurs
2	Person (name)—given name, text X[X(39)]	Mandatory	1

DSS specific information:

This data element is used to obtain the details of the person authorised to certify the information in the questionnaire. The authorised person may be the CEO or other nominated authorised person.

| 3 | Person (name)—family name, text X[X(39)] | Mandatory | 1 |

DSS specific information:

This data element is used to obtain the details of the person authorised to certify the information in the questionnaire. The authorised person may be the CEO or other nominated authorised person.

| 4 | Person—position title, text [X(250)] | Mandatory | 1 |

DSS specific information:

This data element is used to obtain the details of the person authorised to certify the information in the questionnaire. The authorised person may be the CEO or other nominated authorised person.

| 5 | Record—date of certification by an authorised person, DDMMYYYY | Mandatory | 1 |

DSS specific information:

This data element is used to collect the date that the statement on the questionnaire is certified by an authorised person. The authorised person may be the CEO or other nominated authorised person.

| 6 | Person—personal signature, text X[X(199)] | Mandatory | 1 |

DSS specific information:

This data element is to capture the signature of the person authorised to certify the information in the questionnaire. The authorised person may be the CEO or other nominated authorised person.

| 7 | Service provider organisation—quality accreditation/certification standard indicator, yes/no code N | Mandatory | 1 |
| 8 | Service provider organisation—quality accreditation/certification standard type, OATSIH services code N | Conditional | 3 |

Conditional obligation:

This data element is used when a 'Yes' response is provided for Service provider organisation—quality accreditation/certification standard indicator, yes/no code N.

Seq No.	Metadata item	Obligation	Max occurs
9	Service provider organisation—quality accreditation/certification standard type, text X[X(199)]	Conditional	1

DSS specific information:

This data element is used when a response of 'Other' is selected for Service provider organisation—quality accreditation/certification standard type, OATSIH services code N.

Seq No.	Metadata item	Obligation	Max occurs
10	Service provider organisation—information technology usage indicator, yes/no code N	Mandatory	1
11	Service provider organisation—information technology usage type, code N	Conditional	5

Conditional obligation:

This data element is used when a 'Yes' response is provided for Service provider organisation—information technology usage indicator, yes/no code N.

Seq No.	Metadata item	Obligation	Max occurs
12	Address—Uniform Resource Locator, text X[X(1099)]	Conditional	1

Conditional obligation:

This data element is used when an 'Service own website' response is provided for Service provider organisation—information technology usage type, code N.

Seq No.	Metadata item	Obligation	Max occurs
13	Service provider organisation—regular meetings of governing body indicator, yes/no/not applicable code N	Mandatory	1

DSS specific information:

This data element refers to the OATSIH-funded services governing committee or board.

Note that 'Not applicable' has a code of '3' rather than '9' as per the standard value domain.

Seq No.	Metadata item	Obligation	Max occurs
14	Service provider organisation—regular meetings of governing body indicator, text [X(250)]	Conditional	1

Conditional obligation:

This data element is used if the respondent provides additional comments about OATSIH-funded services governing body meetings.

Seq No.	Metadata item	Obligation	Max occurs
15	Service provider organisation—presentation of financial statements to governing body indicator, yes/no code N	Mandatory	1

DSS specific information:

This data element refers to the OATSIH-funded services governing committee or board.

Seq No.	Metadata item	Obligation	Max occurs
16	[Service provider organisation—proportion of governing body members that are Aboriginal or Torres Strait Islander people, percentage N[NN]](#)	Mandatory	1

DSS specific information:

This data element refers to the OATSIH-funded services governing committee or board.

Note that the supplementary code '999' in the value domain is not used for this data element.

Seq No.	Metadata item	Obligation	Max occurs
17	[Service provider organisation—governing body members training indicator, yes/no code N](#)	Mandatory	1

DSS specific information:

This data element refers to the OATSIH-funded services governing committee or board.

Training refers to that received in the reference period.

Seq No.	Metadata item	Obligation	Max occurs
18	[Service provider organisation—governing body members training indicator, text X[X(199)]](#)	Conditional	1

Conditional obligation:

This data element is used if the respondent provides additional comments about OATSIH-funded services governing body training for members.

DSS specific information:

This data element refers to the OATSIH-funded services governing committee or board.

Training refers to that received in the reference period.