*Authoritative information and statistics
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Public rental housing and SOMIH national data collection

Processing manual

2013–14

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Housing Unit

The contact for queries or comments:

Housing Unit
Email: housing@aihw.gov.au

Contents

1 Introduction

This manual has been developed by the Housing Unit of the Australian Institute of Health and Welfare (AIHW) in consultation with the Housing and Homelessness Data Network.

This processing manual is designed to assist jurisdictions in undertaking the public rental housing and state owned and managed Indigenous housing (SOMIH) national data collection. It outlines the technical processes undertaken by jurisdictions and the AIHW and forms part of a suite of materials that also includes jurisdiction-specific processing parameters and a data collection manual stipulating the data items and performance indicator specifications along with detailed definitions.

These manuals, along with the Public rental housing data set specification (http://meteor.aihw.gov.au/content/index.phtml/itemId/565327) and the SOMIH data set specification (http://meteor.aihw.gov.au/content/index.phtml/itemId/565508) provide standard concepts, definitions and procedures to enable the collection and reporting of performance data that are comparable across jurisdictions.

2 Data requirements

2.1 Data definitions

The PH and SOMIH data set specifications are the authoritative source of data definitions and standards for this collection. Additional relevant terms and definitions are listed in the glossary of the public rental housing and SOMIH data manual.

2.2 Scope and coverage of the manual

The data covered by this manual relates only to public rental housing or SOMIH tenancies covered by the National Affordable Housing Agreement (NAHA). Included are households residing in public rental housing or SOMIH dwellings where the dwelling is either:

- owned by the housing authority; or
- leased from the private sector or other housing program areas and used for provision of public rental housing or SOMIH.

Public rental housing or SOMIH dwellings leased to other program areas such as community housing or crisis and emergency accommodation programs are not included in this collection.

Dwellings no longer under the administration of the property manager/agency at 30 June 2014 (including dwellings demolished, sold or disposed of) and dwellings not yet available to the property manager/agency at 30 June 2014 (such as those still under construction or being purchased) are excluded.

This combined manual should be used as follows:

- Where information relates to both collections it is described as 'public rental housing/SOMIH' and should be read as referring to both the 'public rental housing' and 'state owned and managed Indigenous housing' collection.
- Where information relates to only one collection this is clearly stated.

2.3 Timetable for processing

Final due date	Deliverable
2 June	AIHW to supply processing material (manual, parameters spreadsheet and validator) to jurisdictions
2 June	AIHW to send data quality information template to jurisdictions for completion
1 August	FINAL date for jurisdictions to have completed initial data submission to the AIHW
29 August	FINAL date for jurisdictions to send detailed data quality information to AIHW
29 August	FINAL date for jurisdictions to request revisions to current data files
5 September	AIHW to send national data to jurisdictions for final sign-off
5 September	AIHW to send detailed data quality information to jurisdictions for comment
12 September	HHDN to sign-off on national data for RoGS and on Outputs and PIs data for NAHA
12 September	FINAL date for jurisdictions to comment on detailed data quality information
27 September	AIHW to send final data for RoGS and NAHA to Productivity Commission
27 September	AIHW to send detailed data quality information to RoGS secretariat

2.4 Changes to the 2013–14 Processing Manual

- Appendix 6: Instructions for the AIHW Secure Messaging (ASM) service was updated after the AIHW implemented a new Secure Messenger system in 2014.

3 Data processing

General notes on data extraction

- Please supply all variables relating to dollars to 2 decimal places and DO NOT use the thousand separators ',' and DO NOT include the dollar symbol '$'.
- Dates to be formatted as **dd/mm/yyyy**.
- Blank fields to be coded as unknown or left empty in submitted csv.
- Point-in-time 30 June household indicator - includes those ongoing plus those ending on 30 June 2014.
- Please advise if unable to populate a variable. If this is the case the variable is to be included in the data set but left empty for all records
- Please check for blank unit identifiers (i.e. dwelling, waitlist, household, person and income unit IDs).
- SOMIH program is not applicable to Vic, WA, ACT and NT.

Updates to be provided by jurisdictions for the financial year:

- Specify upper and lower limits for data validation.
- Confirm mapping of Principal income source values.
- Confirm mapping of vacancy reasons to the standard set of reason codes.
- Confirm mapping of jurisdictional priority reason type code to AIHW reason for greatest need values.

These updates will be requested by AIHW in the 'Processing parameters' spreadsheet, which should be returned with the outputs of the Data Validator and data files by the **1st of August**.

3.1 Dwelling File

The dwelling file contains all occupied and vacant dwellings that are managed by the public rental housing and SOMIH programs at 30 June 2014. One record should be provided for each dwelling.

Records requested:

Include:

- Dwellings headleased from private market or other programs (see NHADDv3 p320 for details) and managed by your jurisdiction.

Exclude:

- Dwellings no longer under the administration of the property manager/agent at 30 June 2014.
- Dwellings not yet available to the property manager/agency at 30 June 2014, such as those still under construction or being purchased.
- Dwellings owned but not administered by your jurisdiction (e.g. leased to other program areas and not administered by state housing authority).

Data qualifications:

- Bedsits are to be reported as 1 bedroom AND counted as 1 bedroom for PI calculations
- Occupied dwellings can be tenantable or untenantable.
- Dwellings undergoing major redevelopment should be coded as follows: TENSTAT as 2 (No) and DEVSTAT as 1 (Yes).
- Any missing values in the file should appear as a blank in the csv file (that is no character or space between the relevant commas in the csv file).

Non-standard variables provided by jurisdictions:

- Please see 'Processing parameters' workbook for a detailed list of non-standard variables, specific to jurisdictions, for the dwelling file.

Dwelling data set — formats and values:

AIHW variable	Description	Format	AIHW values
STATE	State/territory identifier	Numeric 3	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	1. Public rental housing 3. SOMIH
DWELID	Dwelling identifier	Alphanumeric 16	
DWELTYPE	Dwelling structure	Numeric 2	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
NBEDROOM	Number of bedrooms	Numeric 3	Bed-sits should be counted as a 1 bedroom dwelling.
POSTCODE	Dwelling postcode	Numeric 4	
RNT_MRKT	Market rent value of dwelling (weekly amount at 30/6)	DDDDD.cc	
TENSTAT	Dwelling status indicator (at 30/6)	Numeric 1	1. Tenantable 2. Untenantable 9. Not stated/inadequately described
OCCSTAT	Dwelling occupancy indicator (at 30/6)	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
DEVSTAT	Dwelling major redevelopment indicator (at 30/6)	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described

3.2 Dwelling History File

The dwelling history file contains one record for each vacancy episode during the financial year for dwellings that are occupied or vacant at 30 June 2014, and are managed by the public rental housing and SOMIH programs.

Records requested:

Include:
- Vacancy episodes from the date the certificate of occupancy was completed for newly constructed dwellings or the date when the keys were received for newly purchased dwellings.
- Vacancy episodes of dwellings headleased from private market or other programs (see PH & SOMIH data set specifications for details) used to house public rental housing and SOMIH households and managed by your jurisdiction.

Exclude:
- Vacancy episodes of dwellings earmarked for demolition, sale or cancellation, unless subsequently re-tenanted.
- Dwellings owned but not administered by your jurisdiction (e.g. leased to other program areas and not administered by state housing authority).

Data qualifications:

- Dwellings still vacant at 30 June of current financial year are excluded from P10 calculations. However, jurisdictions must assign a value to VAC_DDV (vacancy reason) for **EVERY** vacancy episode, both **ongoing and non-ongoing**.
- Record vacant dwellings that were/are newly constructed or purchased or undergone / undergoing major redevelopment as two separate vacancy episodes where appropriate: one prior to the issue of the certificate of occupancy or the receipt of keys; and one commencing from the date at which the dwelling became tenantable and the certificate of occupancy was completed or the keys were received.
- Vacancy start date is generally the day after the previous household has ended their tenancy, i.e. VACSTART = DT_END (Household file) + 1. Vacancy end date is the day that the next household starts their tenancy in the dwelling, i.e. VACEND = DT_START (Household file). However, if one household's tenancy ends and another household's tenancy starts in the same dwelling on the same day, the vacancy start date should be set equal to the date the previous household ended their tenancy, i.e. equal to dt_end of the previous household on the household file. (Such a vacancy episode has duration 0 days.).
- The following formula should be used to calculate the number of vacant days: VACDAYS = (VACEND - VACSTART).
- Any missing values in the file should appear as a blank in the csv file (that is no character or space between the relevant commas in the csv file).

Dwelling history data set — formats and values:

AIHW variable	Description	Format	AIHW values
STATE	State/territory identifier	Numeric 3	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	1. Public rental housing 3. SOMIH
DWELID	Dwelling identifier	Alphanumeric 16	
VACSTART	Vacancy start date	ddmmyyyy	
VACEND	Vacancy end date	ddmmyyyy	
VACDAYS	Number of days vacant	Numeric 4	
VAC_DDV	Reason code for vacancy	Alphanumeric 5	1.1 dwellings that are available to rent through normal processes (including dwellings that are undergoing normal maintenance) 1.2 dwellings that are newly constructed or purchased from when the certificate of occupancy was completed or the keys were received 1.3 dwellings that have undergone major redevelopment work from when the certificate of occupancy was completed or the keys were received 1.4 dwellings that are considered hard-to-let 1.5 dwellings that is vacant because of other or unknown reasons 2.1 dwellings newly constructed or purchased prior to the issue of the certificate of occupancy or the receipt of keys 2.2 dwellings undergoing major redevelopment work prior to the certificate of occupancy being completed or the keys being received (e.g. the time during which redevelopment work occurred) 2.3 dwellings that are offline or not available to rent through normal processes due to dwelling condition (e.g. uninhabitable condition and still waiting for repair) 2.4 dwellings that are offline or not available to rent through normal processes due to dwelling management (e.g. hold for sale, transfer or other management purpose) 2.5 dwellings for which there is no suitable applicant 2.6 dwellings that are excluded because of other or unknown reasons

3.3 Household File

The household file contains one record for all households assisted during the financial year, irrespective of whether they are ongoing at 30 June 2014 or ceased assistance before 1 July 2014.

Records requested:

Include:
- 1 record per HOUSEID.
- 1 household per rental tenancy unit.
- Households residing in dwellings headleased from private market or other programs (see PH & SOMIH data set specifications for details) used to house public rental housing and SOMIH households and managed by your jurisdiction.

Exclude:
- Households residing in dwellings owned but not administered by your jurisdiction (e.g. leased to other program areas and not administered by state housing authority).

Data qualifications:
- All newly allocated households should have a WAITID and application date if they were waitlisted (i.e., not directly tenanted).
- See the public rental housing and SOMIH data manual for Greatest Need indicator and reason.
- INDIG_H and DIS_H should be coded as per its status on the date the household's tenancy is ended or at 30 June, whichever is earlier.
- End date should be blank for any household who ceased assistance after 30 June 2014 or for any household who is still receiving assistance at point of extraction.
- Descriptors at 30 June include those households with an end date of 30 June 2014 and those with a blank end date.
- Any missing values in the file should appear as a blank in the csv file (that is no character or space between the relevant commas in the csv file).

Non-standard variables provided by jurisdictions:
- Please see 'Processing parameters' workbook for a detailed list of non-standard variables, specific to jurisdictions, for the household file.

Household data set — formats and values:

AIHW variable	Description	Format	AIHW values
STATE	State/territory identifier	Numeric 3	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	1. Public rental housing 3. SOMIH
DWELID	Dwelling identifier	Alphanumeric 16	
HOUSEID	Household identifier	Alphanumeric 15	
DT_START	Date assistance commenced	ddmmyyyy	
DT_END	Date assistance completed	ddmmyyyy	
NEWALLOC	New allocation indicator (financial year)	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
TRANSFER	Transfer indicator (financial year)	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
INDIG_H	Indigenous household (see data qualification)	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
DIS_H	Disability indicator (see data qualification)	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
RNT_CHRG	Rent charged (weekly amount at 30/6)	DDDDD.cc	
RNT_MRKT	Market rent value of dwelling (weekly amount at 30/6)	DDDDD.cc	
REBATE	Rebated household indicator (at 30/6)	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
REBATAMT	Rebate amount of assistance (weekly amount at 30/6)	DDDDD.cc	Generally the positive difference between market rent of dwelling and rent charged
INC_GH	Income—gross (household weekly amount at 30/6)	DDDDD.cc	
INC_AH	Income—assessable (household weekly amount at 30/6)	DDDDD.cc	

(continued)

Household data set — formats and values (continued):

AIHW variable	Description	Format	AIHW values
WAITID	Waitlist identifier	Alphanumeric 15	
APP_DATE	Waitlist application date for household	ddmmyyyy	
GRT_NEED	Greatest need indicator	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
GRT_RSN	Greatest need reason	Numeric 1	1. Homeless 2. Life or safety at risk in accommodation 3. Health condition aggravated by housing 4. Housing inappropriate to needs 5. Very high housing costs 6. Other 9. Not stated/inadequately described *Note:* Value 6 Other is in addition to the value domain specified in the NHADDv3.
GRT_DATE	Date when Greatest need applied	ddmmyyyy	
OCCS	Number of occupants in household (at 30/6)	Numeric 2	

3.4 Person File

The person file contains details of persons who:

- at 30 June, were members of an ongoing household; or
- on the date the household's tenancy ceased, were members of a non-ongoing household which received support during the reference period.

Records requested:

Include:

- 1 record for each person in each HOUSEID (i.e. where persons are attached to 2 households then there should be 2 records for that individual).
- Persons in dwellings headleased from private market or other programs (see NHADDv3 p320 for details) and managed by your jurisdiction.

Exclude:

- Persons in households residing in dwellings owned but not administered by your jurisdiction (e.g. leased to other program areas and not administered by state housing authority).

Data qualification:

- INDIG_P and DIS_P should be coded as per the member's status on the date the household's tenancy is ended or at 30 June, whichever is earlier.
- Any missing values in the file should appear as a blank in the csv file (that is no character or space between the relevant commas in the csv file).

Non-standard variables provided by jurisdictions:

- Please see 'Processing parameters' workbook for a detailed list of non-standard variables, specific to jurisdictions, for the person file.

Person data set — formats and values:

AIHW variable	Description	Format	AIHW values
STATE	State/territory identifier	Numeric 3	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	1. Public rental housing 3. SOMIH
HOUSEID	Household identifier	Alphanumeric 15	
INCOMEID	Income unit identifier	Alphanumeric 15	
PERSONID	Person identifier	Alphanumeric 15	
SEX	Sex	Numeric 1	1. Male 2. Female 3. Intersex or indeterminate 9. Not stated/inadequately described
DOB	Date of birth	ddmmyyyy	
DIS_P	Disability indicator (see data qualification)	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
INDIG_P	Indigenous status indicator (see data qualification)	Numeric 1	1. Indigenous (not further defined) 2. Neither Aboriginal or Torres Strait Islander origin 9. Not stated/inadequately described
REL_I	Relationship within income unit	Numeric 1	1. Reference person/tenant 2. Spouse/partner 3. Dependant under 16 years 4. Dependant 16 years and over 9. Not stated/inadequately described
REL_H	Relationship to reference person	Numeric 1	1. Reference person/tenant 2. Spouse/partner 3. Son/daughter (or step son/daughter) aged less than 16 years 4. Son/daughter (or step son/daughter) aged 16 years and over 5. Resident aged less than 16 years 6. Resident aged 16 years and over 9. Not stated/inadequately described Resident includes relatives other than son/daughter, non-related carer, and other non-related members.
SNG_CPL	single/couple code	Numeric 1	1. Single 2. Couple (de facto or married) 9. Not stated/inadequately described

3.5 Person Income File

The person income file contains income records for week ending 30 June, for all persons in households ongoing at 30 June 2014 and whose details are provided on the Person file.

Refer to Appendix 1 for further information on government payment income mapping.

Records requested:

Include:
- Multiple income records for persons with multiple income types.
- Income records for persons in households in dwellings head-leased and managed by state housing authority.

Exclude:
- Income records for persons in households residing in dwellings owned but not administered by your jurisdiction (e.g. leased to other program areas and not administered by state housing authority).

Data qualifications:
- No rounding should be applied to income amounts.
- Any missing values in the file should appear as a blank in the csv file (that is no character or space between the relevant commas in the csv file).

Non-standard variables provided by jurisdictions:
- Please see 'Processing parameters' workbook for a detailed list of non-standard variables, specific to jurisdictions, for the person income file.

Person income data set — formats and values:

AIHW variable	Description	Format	AIHW values
STATE	State/territory identifier	Numeric 3	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	1. Public rental housing 3. SOMIH
HOUSEID	Household identifier	Alphanumeric 15	
INCOMEID	Income unit identifier	Alphanumeric 15	
PERSONID	Person identifier	Alphanumeric 15	
INC_GP	Income—gross (person)	DDDDD.cc	Weekly gross income at 30 June for tenant for given income code
INC_AP	Income—assessable (person)	DDDDD.cc	Weekly assessable income at 30 June for tenant for given income code
INCS_DDV3	Income source	Alphanumeric 7	1 Employee cash income 2 Unincorporated business income 3.1.1 Youth allowance 3.1.2 Newstart allowance 3.1.3 Other allowances for students and the unemployed 3.2.1 Age pension 3.2.2 Disability support pension 3.2.3 Other Centrelink pensions/allowances for the aged and people with a disability 3.3.1 Family Tax Benefit (Parts A and B) 3.3.2.1 Parenting Payment - partnered 3.3.2.2 Parenting Payment - single 3.3.3 Double Orphan Pension 3.3.4 Wife Pension 3.3.5 Widow B Pension 3.3.6 Bereavement Allowance 3.3.7 [Void] 3.3.8 Carer Payment 3.3.9 Carer Allowance 3.3.10 Carer Supplement 3.3.11 Partner Allowance 3.3.12 Widow Allowance 3.3.13 CDEP Participant Supplement 3.3.14 Special Benefit 3.3.15 Service pension (DVA) 3.3.16 Disability pension (DVA) 3.3.17 War widow's pension (DVA)

AIHW variable	Description	Format	AIHW values
			3.3.18 Pensions and allowances from overseas governments
			3.3.19 Other government cash pensions and allowances
			4 Other cash income (e.g. superannuation, compensation)
			5 Nil Income
			9 Not stated/inadequately described
			Note: Value 5 (Nil income) and 3.3.1 – 3.3.19 are in addition to the value domain specified in the NHADDv3.

3.6 Waitlist File

The waitlist file contains all households who were on the public rental housing and SOMIH waitlist during the financial year, either as a transfer applicant or new applicant. This includes households who are still waiting at 30 June 2014 or were first housed during the financial year.

Records requested:

Include:
- 1 WAITID per applicant household per program
- 1 record per WAITID
- Indigenous applicants to be placed under one program (either PH or SOMIH)
- New applicants, and
- Transfer applicants.

Exclude:
- Mutual exchanges, and
- Same address transfers.

Data qualifications:
- Any missing values in the file should appear as a blank in the csv file (that is no character or space between the relevant commas in the csv file).

Non-standard variables provided by jurisdictions:
- Please see 'Processing parameters' workbook for a detailed list of non-standard variables, specific to jurisdictions, for the waitlist file.

Waitlist data set — formats and values:

AIHW variable	Description	Format	AIHW values
STATE	State/territory identifier	Numeric 3	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	1. Public rental housing 3. SOMIH
WAITID	Waitlist identifier	Alphanumeric 15	
APP_DATE	Date of application	ddmmyyyy	
APP_TYPE	Waitlist applicant type	Numeric 1	1. New applicant/household 2. Transfer applicant/household 3. Other 9. Not stated/inadequately described
APP_STAT	Current status of application (at 30/6)	Alphanumeric 1	A. Allocated W. Waiting U. Unknown
GRT_NEED	Greatest need indicator	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
GRT_RSN	Greatest need reason	Numeric 1	1. Homeless 2. Life or safety at risk in accommodation 3. Health condition aggravated by housing 4. Housing inappropriate to needs 5. Very high housing costs 6. Other 9. Not stated/inadequately described *Note:* Value 6 Other is in addition to the value domain specified in the NHADDv3.
GRT_DATE	Date when Greatest need applied	ddmmyyyy	

4 Processing performed by jurisdictions

Jurisdictions are required to undertake initial editing of their data (pre-dispatch edits) prior to sending it to the AIHW, where further editing takes place in consultation with the state or territory staff. This section outlines the pre-dispatch edits that are to be performed by jurisdictions before the data is sent to the AIHW. A data validator has been prepared for each jurisdiction to perform these pre-dispatch edits.

The data validator automatically creates an HTML file that presents the results of the pre-dispatch edits for the file after each run. It is jurisdictions' responsibility to investigate edit failures, and amend data where necessary. The final HTML file for each data file should be sent to AIHW along with the jurisdiction's data extraction. These HTML files should show no edit failures. If there are edit failures, an explanation should be provided by the jurisdiction to AIHW.

Visual guides are also supplied in section 4.2 to assist jurisdictions when amending and deleting records on any of the six files, at any stage during the process.

4.1 Pre-dispatch edits

Pre-dispatch edits play an important role in the national data collection process. They are necessary for identifying minor data problems, such as records with missing data in a required field. The national data collection is improved by identifying and amending these minor problems prior to the processing performed by the AIHW, as it allows the AIHW and the jurisdiction to focus on identifying more fundamental data problems. The AIHW does not repeat the pre-dispatch edits in house therefore it is incumbent upon jurisdictions to perform these edit checks and resolve any issues prior to submitting the data.

The edit identifiers (Edit ID) have the following components:

- the single character E indicating an edit
- one character indicating the file to which the edit is applied
- a numeric portion where the number is unique for this edit category
- a final character indicating a likely error condition (E) or advisory entry (A)

Thus the edit identifier EH15E is immediately identified as an edit involving the Household file which points to a likely error condition.

Table 4.1: Dwelling file pre-dispatch edits

Edit ID	Description
ED01E	Dwelling records with missing or non PH or SOMIH program code
ED02E	Dwelling records with duplicate keys (STATE, PROGRAM, DWELID)
ED03E	Dwelling records with dwelling identifier missing or zero
ED04E	Dwelling records with missing postcodes
ED05E	Dwelling records with missing or undefined value for dwelling type

(continued)

Table 4.1 (continued): Dwelling file pre-dispatch edits

Edit ID	Description
ED06E	Dwelling records with missing or undefined value for dwelling status (tenantable or untenantable)
ED07E	Dwelling records with missing or undefined value for occupied indicator
ED08E	Dwelling records with missing value for number of bedrooms
ED09E	Dwelling records with number of bedrooms equal to zero (excludes NSW)
ED10E	Dwelling records with number of bedrooms less than zero or more than 10
ED11E	Dwelling records with questionable full market rent (missing, zero or over maximum limit $1,400)

Table 4.2: Dwelling History file pre-dispatch edits

Edit ID	Description
EV01E	Dwelling history records with missing or non PH or SOMIH program code
EV02E	Dwelling history records with dwelling identifier missing or zero
EV03E	Dwelling history records with duplicate keys (STATE, PROGRAM, DWELID, VACSTART)
EV04E	Dwelling history records with missing or undefined value for vacancy reason
EV05E	Vacancy start date is missing
EV06E	Vacancy start date later than 30 June 2014
EV07E	Vacancy start date later than vacancy end date
EV08E	Vacancy end date earlier than 1 July 2013
EV09E	Vacancy end date later than 30 June 2014

Table 4.3: Household file pre-dispatch edits

Edit ID	Description
EH01E	Household records with missing or non PH or SOMIH program code
EH02E	Household records with household identifier missing or zero
EH03E	Household records with duplicate keys (STATE, PROGRAM, HOUSEID)
EH04E	Household records with dwelling identifier missing or zero
EH05E	Household records with missing or undefined value for new allocation flag
EH06E	Household records with missing or undefined value for transfer flag
EH07E	Household records with missing or undefined value for rebate flag
EH08E	New households with missing or undefined value for greatest need flag
EH09E	Household records with missing or undefined value for indigenous indicator
EH10E	Household records with missing or undefined value for disability indicator
EH11E	Households recorded as both new allocation and transfer
EH12E	Households with end date earlier than start date
EH13E	Households with end date equal to start date
EH14E	Households where start date later than 30 June 2014
EH15E	Households where end date earlier than 1 July 2013
EH16E	New or transferred households with start date earlier than 1 July 2013

(continued)

Table 4.3 (continued): Household file pre-dispatch edits

Edit ID	Description
EH17E	New or transferred households with missing waitlist identifier
EH18E	Newly allocated households where start date is missing
EH19E	Rebated ongoing households with a rebate amount 0 or less
EH20E	Rebated ongoing households where assessable income is greater than gross income (exclude QLD, SA and WA)
EH21E	Ongoing households where gross income is above $2,000 (excludes WA)
EH22E	Ongoing rebated households where rent charged is greater than income
EH23E	Ongoing rebated households where rent charged is greater than or equal to market rent
EH24E	Ongoing rebated households with unrealistic market rent (missing, less than or equal to zero or more than maximum limit)
EH25E	Ongoing rebated households with unrealistic rent charged (missing, less than or equal to zero or more than maximum limit)
EH26E	SOMIH household with a non-Indigenous indicator flag (exclude Vic, WA, NT and ACT)

Table 4.4: Person file pre-dispatch edits

Edit ID	Description
EP01E	Person records with missing or non PH or SOMIH program code
EP02E	Person records with household identifier missing or zero
EP03E	Person records with duplicate keys (STATE PROGRAM HOUSEID PERSONID)
EP04E	Person records with person identifier missing or zero
EP05E	Person records with income unit identifier missing or zero (only for VIC, QLD and SA)
EP06E	Person records with missing or undefined value for sex
EP07E	Person records with missing or undefined value for disability indicator
EP08E	Person records with missing or undefined value for indigenous status
EP09E	Person records with missing or undefined value for relationship within household
EP10E	Person records with missing or undefined value for relationship within income unit (only for VIC, QLD and SA)
EP11E	Person records with date of birth after 30 June 2014
EP12E	Person records with missing value for date of birth
EP13E	Person records with missing or undefined value for single/couple code
EP14E	Person records with SNG_CPL does not indicate single and age is less than 16

Table 4.5: Person Income file pre-dispatch edits

Edit ID	Description
EI01E	Income records with missing or non PH or SOMIH program code
EI02E	Income records with household identifier missing or zero
EI03E	Income records with person identifier missing or zero
EI04E	Income records with income unit identifier missing or zero (only for VIC, QLD,WA, SA and ACT)
EI05E	Income records with missing or undefined income code
EI06E	Income records where income amount greater than zero and income code indicates no income
EI47E	Income records with missing income and income code does not indicate same

Table 4.6: Waitlist file pre-dispatch edits

Edit ID	Description
EW01E	Waitlist records with missing or non PH or SOMIH program code
EW02E	Waitlist records with waitlist identifier missing or zero
EW03E	Waitlist records with duplicate keys (STATE, PROGRAM, WAITID)
EW04E	Waitlist records with missing or undefined application type
EW05E	Waitlist records with missing or undefined greatest need indicator
EW06E	Waitlist records with missing or undefined application status
EW07E	Waitlist records with application date later than 30 June 2014
EW08E	Waitlist records with greatest need date later than 30 June 2014
EW09E	Waitlist records with greatest needs set but no greatest needs reason code (excludes NT)

4.2 Guides for data editing

This section provides guides to assist with data editing. Data editing by the jurisdiction occurs at two main stages of the national data collection process: after the jurisdiction has run the pre-dispatch edits; and after AIHW has run further edit checks (see section 5.2 Communication of edit results).

These guides should be used by jurisdictions to ensure editing is as clean as possible and does not result in further data problems. The data relationships map (see Appendix 5) should also be referred to when data editing. Separate guides are provided for deleting and amending records on all six files.

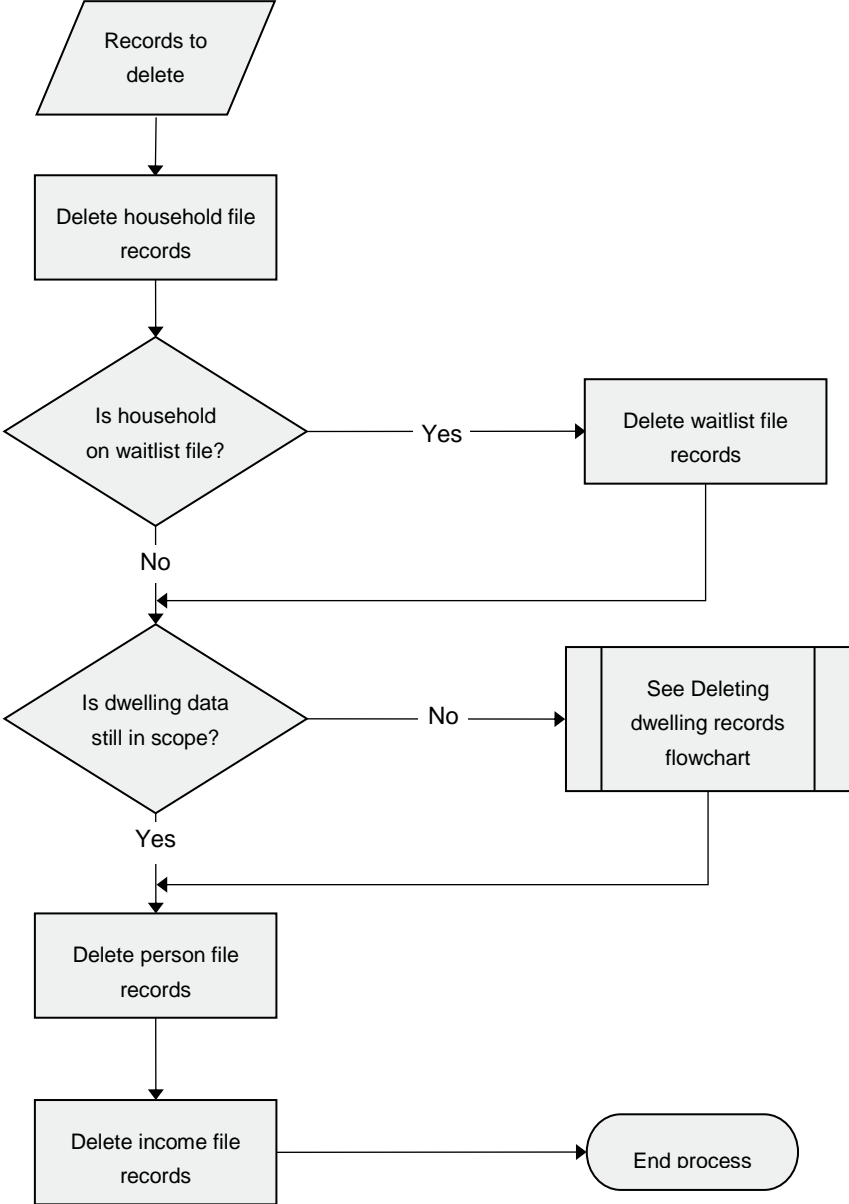**Figure 4.1: Deleting household records**
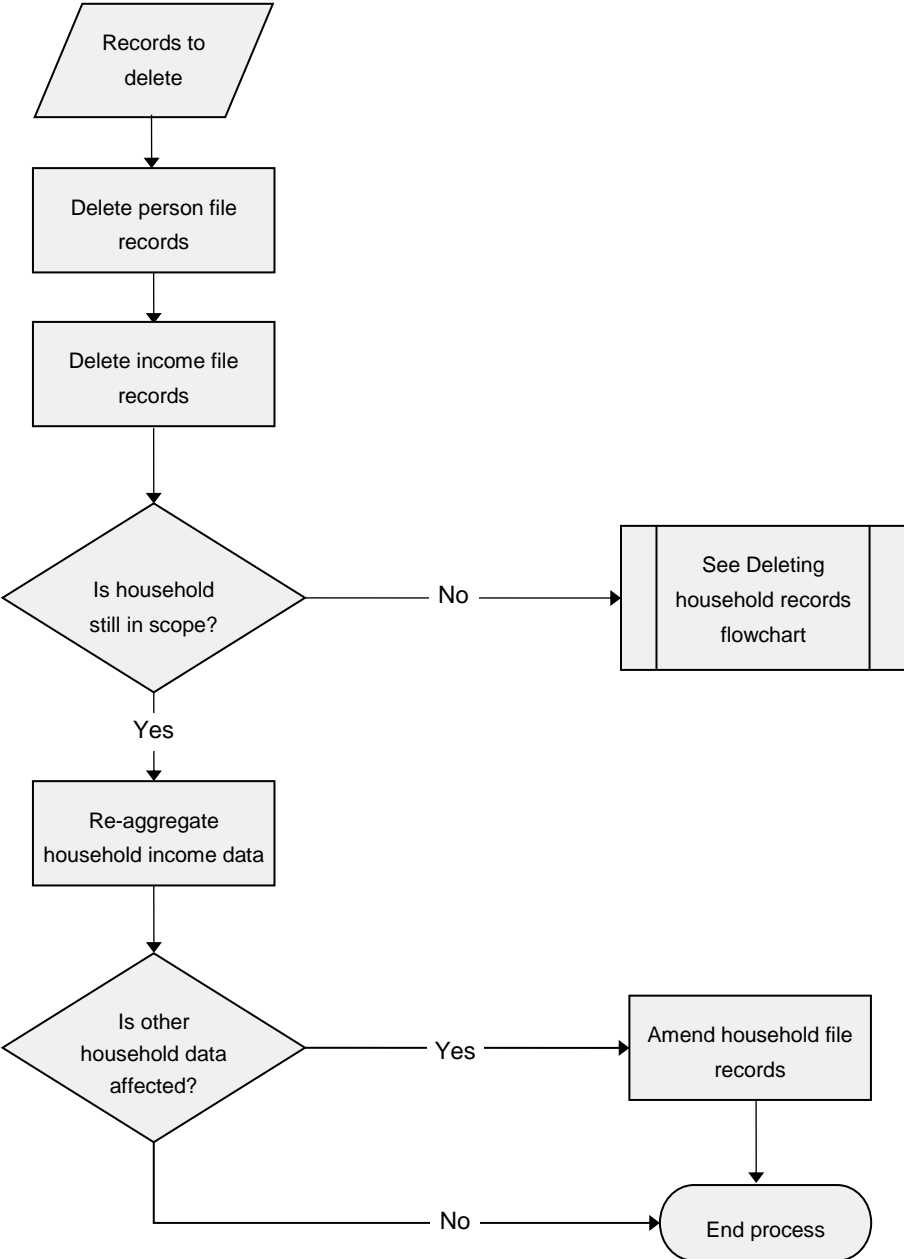
Figure 4.2: Deleting person records

```
        ┌─────────────────┐
       /  Records to      /
      /   delete         /
     └─────────────────┘
              │
              ▼
     ┌─────────────────┐
     │ Delete person   │
     │ file records    │
     └─────────────────┘
              │
              ▼
     ┌─────────────────┐
     │ Delete income   │
     │ file records    │
     └─────────────────┘
              │
              ▼
         ◆─────────◆                          ┌─────────────────────┐
        ╱ Is household ╲        No             │ │ See Deleting      │ │
       ◆  still in scope? ◆───────────────────▶│ │ household records  │ │
        ╲             ╱                         │ │ flowchart         │ │
         ◆─────────◆                          └─────────────────────┘
              │
             Yes
              │
              ▼
     ┌─────────────────┐
     │ Re-aggregate    │
     │ household income│
     │ data            │
     └─────────────────┘
              │
              ▼
         ◆─────────◆                          ┌─────────────────────┐
        ╱ Is other    ╲       Yes             │ Amend household file │
       ◆  household data ◆──────────────────▶ │ records              │
        ╲ affected?   ╱                        └─────────────────────┘
         ◆─────────◆                                     │
              │                                          ▼
             No                               ╭─────────────────────╮
              └──────────────────────────────▶│   End process       │
                                              ╰─────────────────────╯
```

25

Figure 4.3: Deleting income records

```
                    ┌─────────────────┐
                   ╱   Records to      ╱
                  ╱    delete         ╱
                 └─────────────────┘
                          │
                          ▼
                  ┌─────────────────┐
                  │ Delete income   │
                  │ file records    │
                  └─────────────────┘
                          │
                          ▼
                      ◇─────────◇
                     ╱  Is person  ╲        No      ┌─┬─────────────────┬─┐
                    ◇  still in      ◇──────────────▶│ │ See Deleting     │ │
                     ╲ scope?      ╱                 │ │ person records   │ │
                      ◇─────────◇                    │ │ flowchart        │ │
                          │                          └─┴─────────────────┴─┘
                         Yes
                          │
                          ▼
                      ◇─────────◇
                     ╱  Is person  ╲        Yes     ┌─────────────────┐
                    ◇    data        ◇──────────────▶│ Amend person     │
                     ╲             ╱                 │ data             │
                      ◇─────────◇                    └─────────────────┘
                          │                                   │
                         No ◀───────────────────────────────┘
                          │
                          ▼
                      ◇─────────◇                 ┌────────────────┐      ┌────────────────┐
                     ╱ Is household ╲     Yes      │ Re-aggregate    │      │ Amend          │
                    ◇ data affected? ◇────────────▶│ household        │─────▶│ household data │
                     ╲             ╱               │ income data     │      └────────────────┘
                      ◇─────────◇                  └────────────────┘              │
                          │                                                         │
                         No ◀───────────────────────────────────────────────────────┘
                          │
                          ▼
                   ╭─────────────────╮
                   │  End process    │
                   ╰─────────────────╯
```

Figure 4.4: Deleting dwelling records

```
                    ┌─────────────────┐
                   /  Records to       /
                  /   delete          /
                 └─────────────────┘
                          │
                          ▼
                 ┌─────────────────┐
                 │ Delete dwelling │
                 │ file records    │
                 └─────────────────┘
                          │
                          ▼
                      ◇─────────◇                              ┌──────────────────┐
                     / Is dwelling \         No                │ Delete dwelling  │
                    < history data  >──────────────────────────▶│ history file     │
                     \ still in     /                          │ records          │
                      \ scope?     /                           └──────────────────┘
                       ◇─────────◇                                      │
                          │                                            │
                         Yes                                           │
                          │◀──────────────────────────────────────────┘
                          ▼
                      ◇─────────◇
                     / Is household \        Yes            ╭──────────────╮
                    <  data still in  >────────────────────▶│ End process  │
                     \ scope?        /                      ╰──────────────╯
                       ◇─────────◇
                          │
                         No
                          ▼
                 ┌─────────────────┐
                 │ Get matching    │
                 │ household,      │
                 │ waitlist        │
                 │ identifiers     │
                 └─────────────────┘
```

Delete household file records	→	Delete waitlist file records	→	Delete person file records	→	Delete income file records

End process
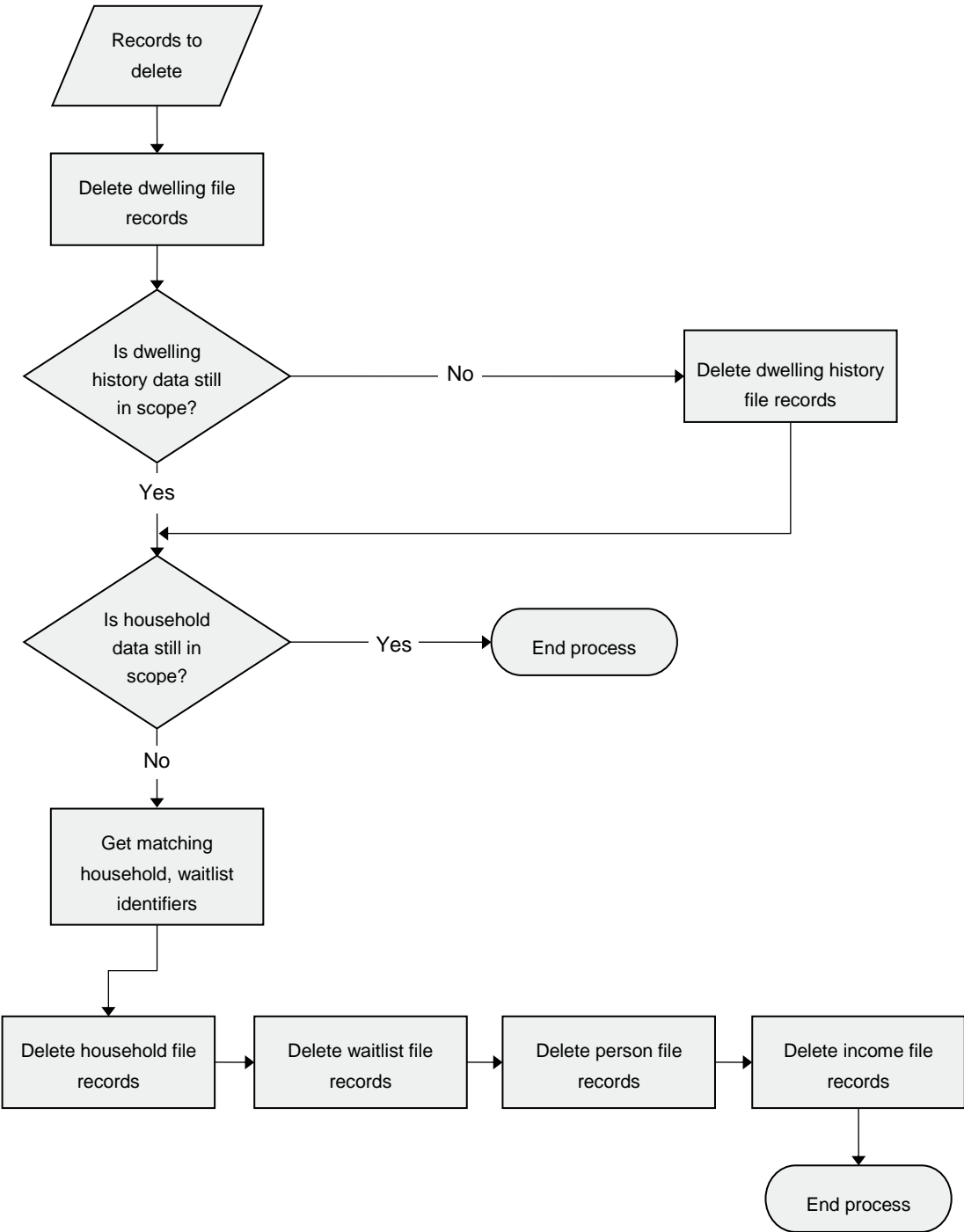
Figure 4.5: Deleting dwelling history records

Records to delete

↓

Delete dwelling history file records

↓

Is dwelling still in scope? —— No —→ See Deleting dwelling records flowchart

Yes ↓

Is dwelling data —— Yes —→ Amend dwelling data

No ↓

Is household still in scope? —— No —→ See Deleting household records flowchart

Yes ↓

Is household data affected? —— Yes —→ Amend household file records

No ↓

End process
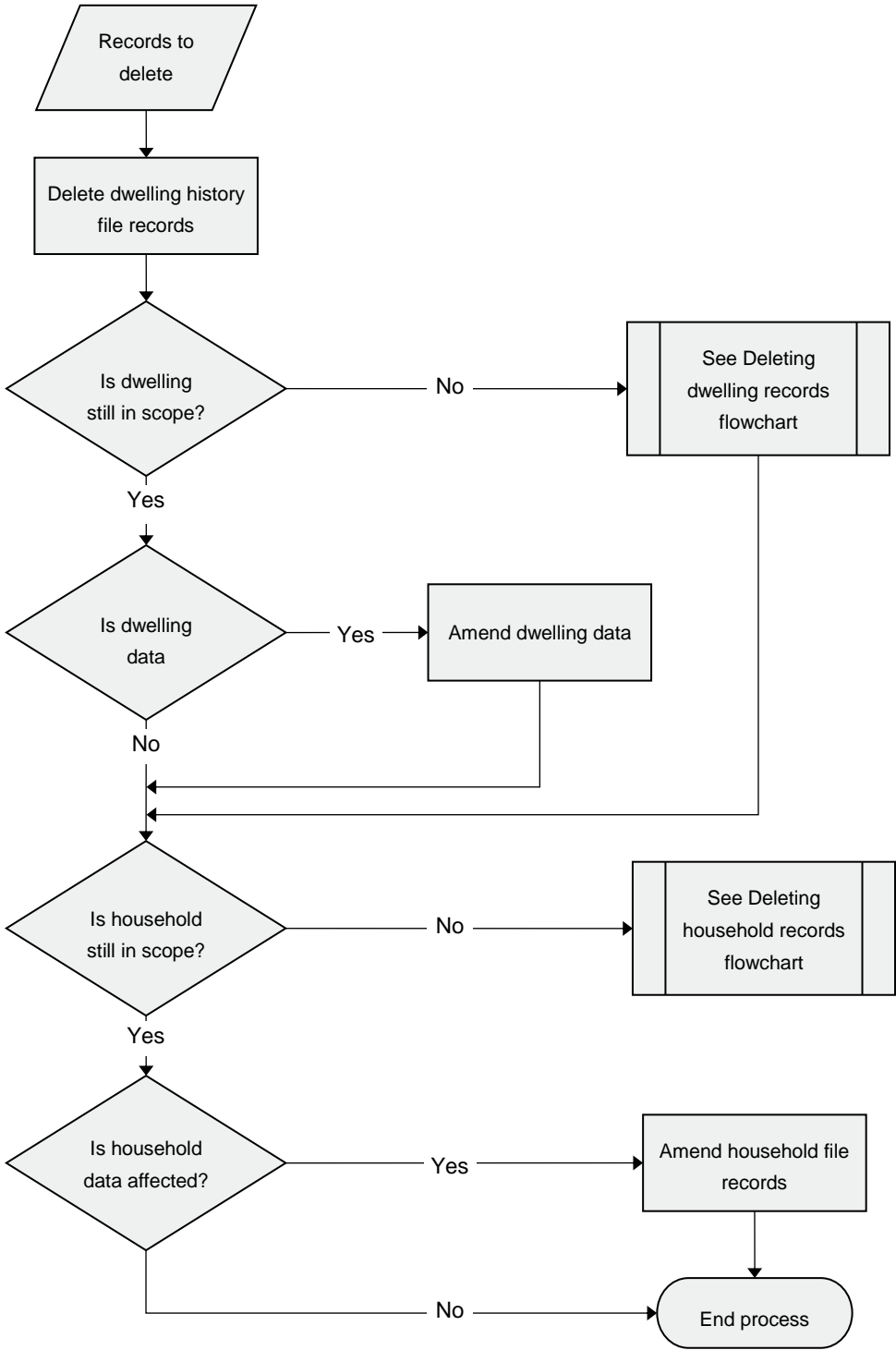
Figure 4.6: Deleting waitlist records

Records to delete

↓

Delete waitlist file records

↓

Is household still in scope? —No→ See Deleting household records flowchart

Yes ↓

Is household data affected? —Yes→ See Amending household records flowchart

No ↓

End process
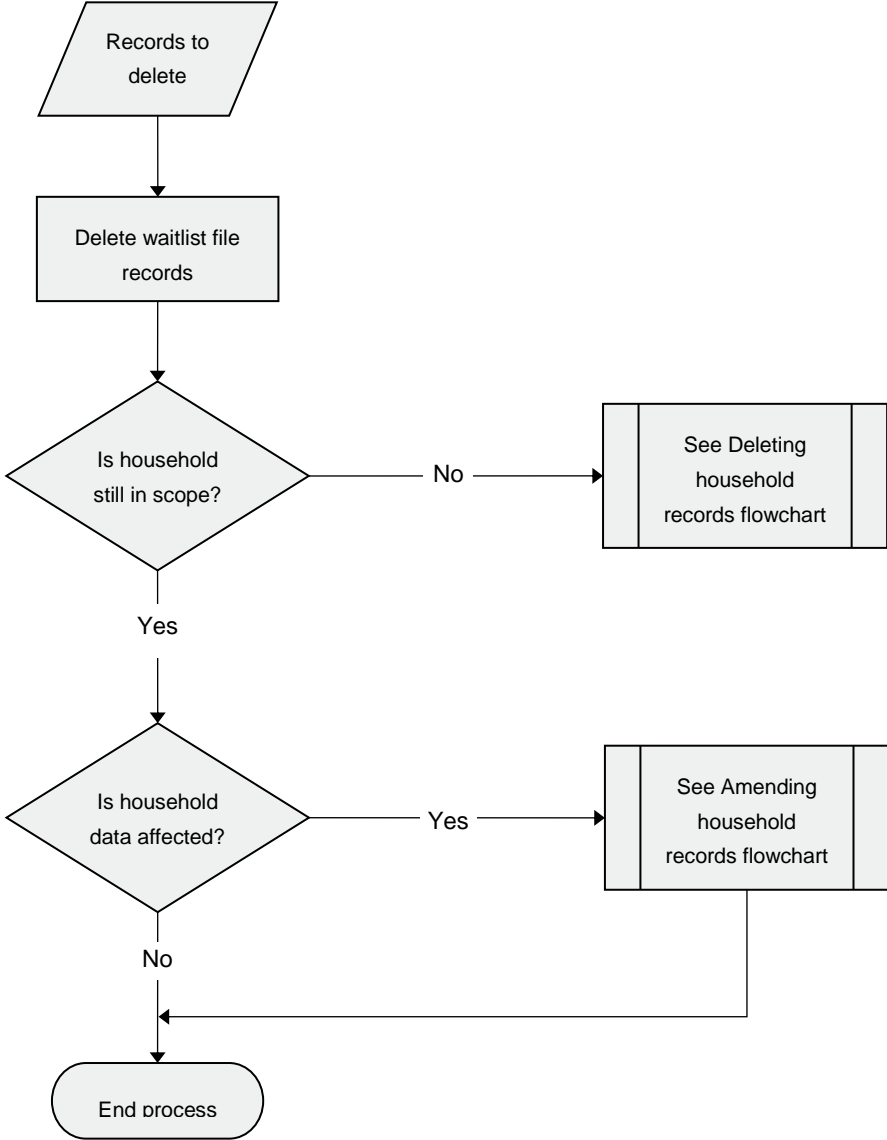
Figure 4.7: Amending household records

Flowchart:

Records to amend → Amend household records → Is other household data affected?
- Yes → Amend other household data
- No → Is person data
  - Yes → See Amend person records flowchart
  - No → Is dwelling data affected?
    - Yes → See Amend dwelling records flowchart
    - No → Is waitlist data affected?
      - Yes → Amend waitlist data → End process
      - No → End process
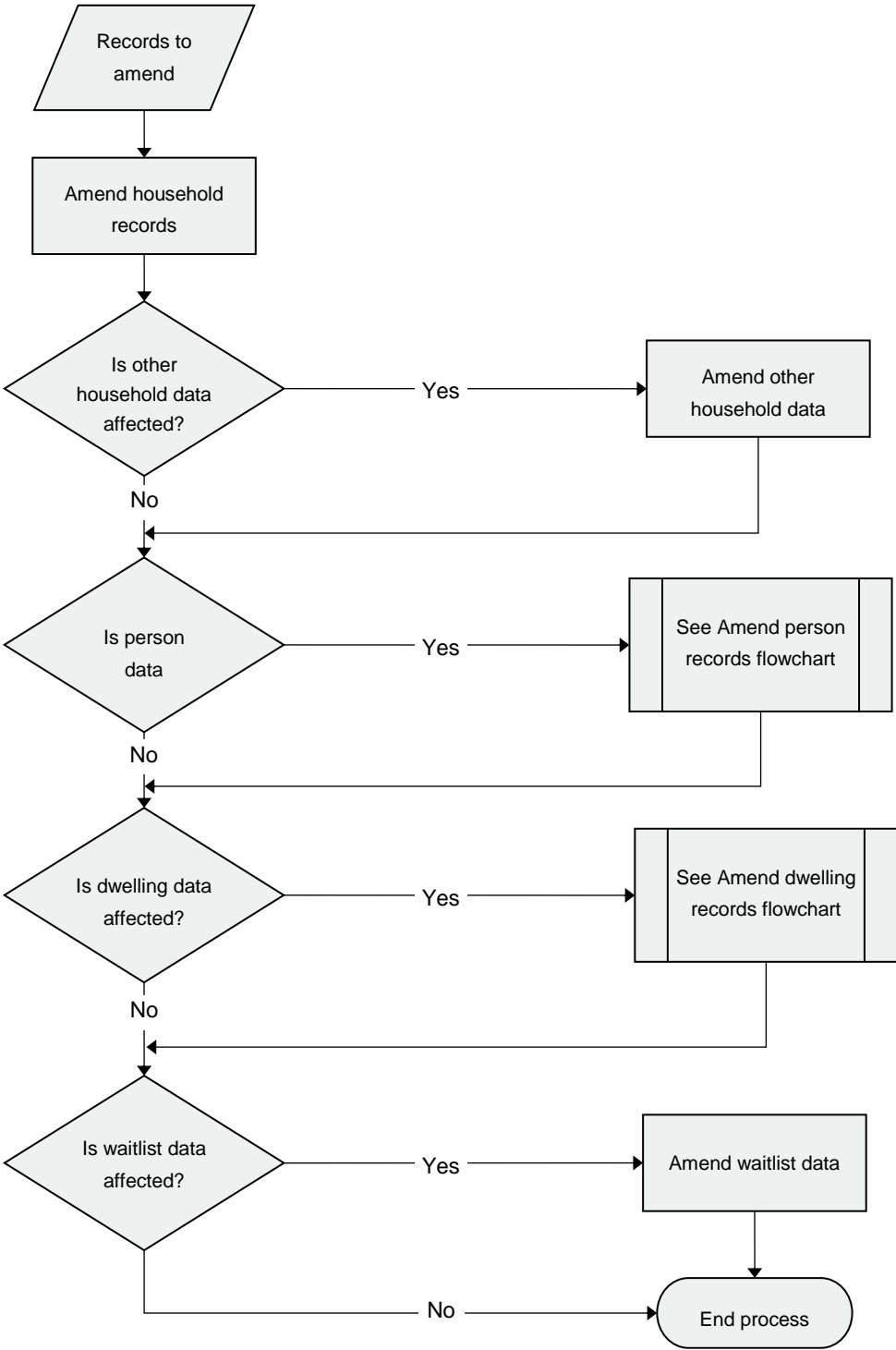
Figure 4.8: Amending person records

Figure 4.9: Amending income records

A flowchart titled "Amending income records" with the following elements:

- **Records to amend** (parallelogram, start)
- → **Amend income records** (process box)
- → **Is other income data affected?** (decision diamond)
  - Yes → **Amend other income data** (process box) → rejoins main flow
  - No → continues down
- **Is person data** (decision diamond)
  - Yes → **Amend person data** (process box) → rejoins main flow
  - No → continues down
- **Re-aggregate income data to household level** (process box)
- → **Is other household data affected?** (decision diamond)
  - Yes → **Amend other household data** (process box) → rejoins main flow
  - No → continues down
- **End process** (terminator)

Figure 4.10: Amending dwelling records

Figure 4.11: Amending dwelling history records

```
        ┌─────────────┐
       /  Records to   /
      /  amend        /
     └─────────────┘
            │
            ▼
     ┌─────────────┐
     │ Amend dwelling│
     │ history records│
     └─────────────┘
            │
            ▼
         ◇ Is other ◇
        ◇ dwelling history ◇──── Yes ────┐
        ◇ data affected? ◇               ▼
              │                  ┌─────────────────┐
             No                  │ Amend other dwelling│
              │                  │ history data       │
              ▼                  └─────────────────┘
              │◄──────────────────────────┘
              ▼
         ◇ Is dwelling data ◇                ┌───┬───────────┬───┐
         ◇ affected?        ◇──── Yes ──────▶│   │ See Amending │   │
              │                              │   │ dwelling records│  │
             No                              │   │ flowchart    │   │
              │                              └───┴───────────┴───┘
              ▼◄──────────────────────────────────┘
         ╭─────────────╮
         │ End process  │
         ╰─────────────╯
```

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Figure 4.12: Amending waitlist records

5 AIHW importing and edits process

The section below outlines the edits undertaken by the AIHW, the communication of these results to jurisdictions and other processing undertaken by the AIHW.

5.1 Edits performed by the AIHW

Like pre-dispatch edits, the edit identifiers associated with the edit conditions detailed below have the following components:

- the single character E indicating an edit
- one or two characters indicating the file(s) to which the edit is applied
- a numeric portion where the number is unique for this edit category
- a final character indicating a likely error condition (E) or advisory entry (A),

Thus the edit identifier EHW15E is immediately identified as an edit involving the Household and Waitlist files which points to a likely error condition.

Table 5.1: Dwelling edits

Edit ID	Dwelling Edits
ED00C	Number of dwelling records originally imported
ED01C	Number of dwelling records now in file
ED36E	Dwelling records with missing postcodes
ED43E	Dwelling records with missing or undefined value of development indicator
ED51E	Dwellings with major development shown as tenantable
ED52E	Dwellings with major development shown as occupied
ED55E	Dwelling records with missing value for number of bedrooms
ED62E	Dwellings with questionable market rent (missing, zero or over maximum limit)

Table 5.2: Dwelling and Household edits

EDH	Dwelling and Household Edits
EDH10E	Occupied dwellings with no household record
EDH20E	Ongoing households with no dwelling record
EDH30E	Occupied dwellings without an ongoing household
EDH40E	Ongoing households with vacant dwelling indicator
EDH50E	Market rent on dwelling record not equal to market rent on ongoing household record

Table 5.3: Dwelling and Dwelling History edits

EDV	Dwelling and Dwelling History (Vacancy) Edits
EDV32E	Untenantable dwelling with an inconsistent vacancy reason code

Table 5.4: Household edits

EH	Household Edits
EH00C	Number of household records originally imported
EH01C	Number of household records now in file
EH12E	Application date later than start date
EH39E	Households recorded as both new allocation and transfer
EH40E	Households with end date earlier than start date
EH44E	New or transferred households with start date earlier than 1 July 2013
EH45E	New or transferred households with missing waitlist identifier
EH46E	Derived greatest needs reason code does not match value supplied
EH47E	WAITID supplied but APP_DATE missing
EH51E	Newly allocated greatest need households where greatest need date is missing
EH52E	Newly allocated greatest need households where greatest need date is later than start date
EH57E	Newly allocated greatest need households where greatest needs reason code is missing (excludes NT)
EH60E	Ongoing households with a calculated rebate amount but rebate flag is not set
EH64E	Ongoing rebated households with gross income <=0 or missing and rent charged above minimum rent (exclude NSW and SA)
EH65E	Ongoing rebated households with assessable income <=0 or missing and rent charged above minimum rent (excludes WA)
EH66E	Ongoing household with gross income > maximum limit (exclude NSW and SA)
EH70E	Ongoing rebated households where rent charged is greater than income
EH71E	Ongoing rebated households where rent charged is greater than or equal to market rent
EH75E	Ongoing rebated households with unrealistic rent charged (missing, less than or equal to 0 or more than maximum limit)
EH80E	SOMIH households with non-Indigenous indicator flag (exclude Vic, WA, NT and ACT)
EH81E	Multiple ongoing households within a dwelling

Table 5.5: Household and Income edits

EHI	Household and Income Edits
EHI10E	Ongoing household has no income records (excludes NSW)
EHI20E	Household with income records where gross income does not match sum of person gross income (exclude NSW and SA)
EHI21E	Household with income records where assessable income does not match sum of person assessable income (exclude NSW, QLD and WA)
EHI23E	Rebated household with income records where assessable income does not match sum of person assessable income (only for NSW)
EHI40E	Households with income unit ID attached to more than 1 ongoing household (only for VIC, QLD and ACT)

Table 5.6: Household and Person edits

EHP	Household and Person Edits
EHP10E	Ongoing households with person records but no household relationship of main tenant or spouse
EHP12E	New and closed households with person records but no household relationship of main tenant or spouse
EHP13E	New and closed households with person records and number with household relationship main tenant or spouse > two
EHP20E	Ongoing households with person records where household Indigenous indicator does not match that on person records
EHP21E	Ongoing households with person records where household disability indicator does not match that on person records
EHP23E	New and closed households with person records where household Indigenous indicator does not match person records
EHP24E	New and closed households with person records where household disability indicator does not match person records
EHP30E	Persons aged 16 and over attached to multiple ongoing households
EHP40E	Newly allocated households with no person records
EHP41E	Ongoing households with no person records
EHP50E	Person records with no household records

Table 5.7: Household and Dwelling History edits

EHV	Household and Dwelling History (Vacancy) Edits
EHV20E	Vacancy start date is not the day after the end date of the last household
EHV21E	Vacancy end date is not the same as the start date of the next household

Table 5.8: Household and Waitlist edits

EHW	Household and Waitlist Edits
EHW11E	New allocation household record without a matching allocated new applicant waitlist record
EHW12E	Allocated new applicant waitlist record without a matching new allocation household record
EHW13E	Transfer household record without a matching allocated transfer applicant waitlist record
EHW14E	Allocated transfer applicant waitlist record without a matching transfer household record
EHW15E	Still waiting waitlist record with a matching household record
EHW40E	Inconsistencies between greatest need variables in waitlist and household files (new allocations)
EHW41E	Inconsistencies between priority variables in waitlist and household files (new allocations) – only for Jurisdictions with priority variables on both files (NSW, Vic and WA)
EHW42E	Inconsistencies between application date in waitlist and household files (new allocations)
EHW43E	Inconsistencies between greatest need reason codes in waitlist and household files (new allocations)

Table 5.9: Income edits

EI	Income Edits
EI00C	Number of income records originally imported
EI01C	Number of income records now in file
EI20E	Income records with duplicate keys (STATE, PROGRAM, HOUSEID, PERSONID, INCS_DDV3, INC_GP)
EI43E	Income records where assessable weekly income is less than zero or more than $2,000
EI44E	Income records where gross weekly income is less than zero or more than $2,000
EI45E	Income records where income amount greater than zero and income code indicates no income
EI46E	Income records with zero income amount and income code indicates an amount greater than zero
EI47E	Income records with missing income and income code is not unstated/inadequately described
EI48E	Income records with a positive income amount and income code indicates not stated or inadequately described

Table 5.10: Person edits

EP	Person Edits
EP00C	Number of person records originally imported
EP01C	Number of person records now in file
EP20E	Person records with duplicate keys (STATE PROGRAM HOUSEID PERSONID)
EP50E	Person records where age and relationship within household are inconsistent
EP51E	Person records where age and relationship within income unit are inconsistent (exclude NSW, WA, TAS and NT)
EP60E	Person records where relationship within household is inconsistent with jurisdiction variable (only for NSW and ACT)
EP61E	Person records with relationship within household unknown and age less than 16 (only for NSW)
EP71E	Person records where date of birth appears to be system date
EP81E	Person records with missing value for date of birth
EP82E	Number of person records that are members of a couple is not even

Table 5.11: Person and Income edits

EPI	Person and Income Edits
EPI10E	Records in income file missing in person file
EPI81E	Persons (rel_h =4) 25 years or over in ongoing household with no income records

Table 5.12: Dwelling History edits

EV	Dwelling History (Vacancy) Edits
EV00C	Number of dwelling history records originally imported
EV01C	Number of dwelling history records now in file
EV50E	Vacancy end date is the same as vacancy start date but vacancy days are not zero
EV52E	Vacancy days not equal to computed vacancy days
EV53E	Vacancy unended but vacancy days not set to missing
EV54E	Adjoining vacancy episodes with VAC_DDV code indicating inclusion in P10

Table 5.13: Waitlist edits

EW	Waitlist Edits
EW00C	Number of waitlist records originally imported
EW01C	Number of waitlist records now in file
EW46E	Waitlist records with greatest need date set but greatest need not flagged
EW47E	Allocated waitlist records with allocation date missing, before 1 July 2013 or after 30 June 2014 (only for NSW and ACT)
EW48E	Derived greatest need reason code does not match value supplied
EW50E	Waitlist records where local priority status and greatest need indicator are not consistent (excludes VIC, SA, TAS and NT)

Table 5.14: Advisory edits

Edit ID	Description
ED50A	Dwellings with occupied indicator shown as untenantable
ED70A	Postcodes not mapping to area codes
EH76A	Ongoing household with zero number of occupants
EH82A	Household with a start date during the current financial year but the household is not flagged as a transfer or new allocation
EHP11A	Ongoing households with person records and number with household relationship main tenant or spouse > two (excludes QLD)

5.2 Communication of edit results

The results from the edits applied in the data repository processing are provided to each jurisdiction in the Edit Reporting Spreadsheet. The spreadsheet includes a summary of the edit results and samples of the records that failed each edit.

Figure 5.1 below shows an example of the "Import Summary" tab of the Edit Reporting Spreadsheet.

Figure 5.1: Import summary of the edits communication spreadsheet.

Edit identifier	Edit description	PH	SOMIH	Total number of edit failures	Edit time	AIHW comments	Jurisdiction response
		16	32	48	01 September		

EDH20E Ongoing households with no dwelling record

1. The number of failed files and time of the edit run are displayed under the columns of PH, SOMIH, Total number of edit failures and Edit time.
2. The edit number and description are displayed under the file heading in the Edit identifier and Edit description columns.
3. Communication between the AIHW and jurisdictions are inserted in the AIHW comments and Jurisdiction response columns. This includes actions taken by the jurisdiction to fix data problems.

When fixing data problems, the actions taken by the jurisdiction should be recorded in the "Import Summary" tab under the column "AIHW comments". These comments should include a brief description of what action was taken and on what file, for example "Record deleted from person file and income file".

5.3 Other AIHW processing

Further processing and derivations are undertaken by the AIHW. This includes updating the low income household cut-off measures and determining the low income status of a household (see Appendix 2), creating a household extended file and deriving performance indicators. For more information on performance indicators please refer to the public rental housing and SOMIH data manual.

Appendix 1: Australian and overseas government payments mapped to income source codes

The list of government payments was updated in April 2014 using the *A guide to Australian Government payments* (Centrelink 2014)[1] and DVA factsheet on pension, benefits and services (Department of Veteran's Affairs).

Please note that some of the government payments listed in Table A1.1 can no longer be claimed from Centrelink. However as jurisdictions may still have these payments recorded in their system, the following income source codes will still be included in the 2013–14 collection:

- Disability Wage Supplement
- Incentive Allowance
- Maternity Immunisation Allowance
- Mature Age Allowance (MAA).

Table A1.1: Centrelink payments mapped to income source codes

Centrelink payments	Standard income code
ABSTUDY	3.1.3
Age Pension (AP)	3.2.1
Assistance for Isolated Children (AIC) Scheme	3.3.19
Austudy	3.1.3
Baby Bonus	3.3.19
Bereavement Allowance	3.3.6
Carer Allowance (CA)	3.3.9
Carer Payment	3.3.8
Carer Supplement	3.3.10
CDEP Participation Supplement (CPS)	3.3.13
Child Care Benefit (CCB)	3.3.19
Child Care Rebate (CCR)	3.3.19
Clean Energy Supplement (Household Assistance Package Payments)	3.3.19
Clean Energy Advance	3.3.19
Crisis Payment	3.3.19
Disability Wage Supplement	3.2.3
Disability Support Pension (DSP)	3.2.2

(continued)

1 For the period of 20 March to 30 June 2014.

Table A1.1 (continued): Centrelink payments mapped to income source codes

Centrelink payments	Standard income code
Double Orphan Pension (DOP)	3.3.3
Education Entry Payment	3.1.3
Exceptional Circumstances Relief Payment	3.3.19
Family Tax Benefit Part A (including Rent Assistance for families with children, Multiple Birth Allowance)	3.3.1
Family Tax Benefit Part B	3.3.1
Fares Allowance	3.3.19
Income Support Bonus (ISB)	3.3.19
Incentive Allowance	3.3.19
Jobs Education and Training Child Care fee assistance (JETCCFA)	3.3.19
Large Family Supplement	3.3.19
Maternity Immunisation Allowance	3.3.19
Mature Age Allowance (MAA)	3.1.3
Mobility Allowance (MOB)	3.2.3
Newstart Allowance (NSA)	3.1.2
Paid Parental Leave scheme (Parental Leave Pay/Dad and Partner Pay)	3.3.19
Parenting Payment – partnered	3.3.2.1
Parenting Payment – single	3.3.2.2
Partner Allowance (PA)	3.3.11
Pension Bonus Scheme	3.2.3
Pension Loans Scheme	3.3.19
Pension Supplement	3.3.19
Pension Supplement Basic Amount (former GST Supplement)	3.3.19
Pensioner Education Supplement (PES)	3.3.19
Pharmaceutical Allowance (PhA)	3.3.19
Remote Area Allowance (RAA)	3.3.19
Rent Assistance	3.3.19
Schoolkids Bonus	3.3.19
Seniors Supplement	3.3.19
Sickness Allowance (SA)	3.1.3
Single Income Family Supplement (SIFS)	3.3.19
Special Benefit (SpB)	3.3.14
Stillborn Baby Payment	3.3.19
Student Financial Supplement Scheme	3.1.3
Telephone allowance (TAL)	3.3.19
Utilities Allowance (UA)	3.3.19
Widow Allowance (WA)	3.3.12

(continued)

Table A1.1 (continued): Centrelink payments mapped to income source codes

Centrelink payments	Standard income code
Widow B Pension	3.3.5
Wife Pension	3.3.4
Youth Allowance (YA)	3.1.1
Youth Disability Supplement	3.2.3

Table A1.2: Department of Veterans' Affairs (DVA) payments to mapped income source codes

Payment	Standard income code
Attendant Allowance	3.3.19
Clothing Allowance	3.3.19
Decoration Allowance	3.3.19
Defence Force Income Support Allowance (DFISA)	3.3.19
Disability Pension—Extreme Disability Adjustment (EDA)	3.3.16
Disability Pension—General Rate (10% to 100%)	3.3.16
Disability Pension—Intermediate Rate	3.3.16
Disability Pension—Special Rate (T&PI, Blinded or TTI)	3.3.16
Disability Pension—Additional for Specific Disabilities	3.3.16
Funeral Benefits	3.3.19
Incapacity Benefits	3.3.19
Income Support Supplement (ISS)	3.3.19
Loss of Earnings Allowance	3.3.19
Orphan's Pension	3.3.19
Pension Supplement (former Utilities Allowance)	3.3.19
Permanent Impairment Payments (PI)	3.3.19
Recreation Transport Allowance	3.3.19
Seniors Supplement	3.3.19
Service Pension	3.3.15
Temporary Incapacity Allowance	3.3.19
Vehicle Assistance Scheme	3.3.19
Veterans' Children Education Scheme (VCES)	3.3.19
Veterans Supplement	3.3.19
Victoria Cross Allowance	3.3.19
War Widow's/Widower's Pension	3.3.17

Table A1.3: Other Australian and overseas government payments to mapped income source codes

Payment	Standard income code
Family Day Care allowance/payment	3.3.19
Foster Parent Allowance	3.3.19
New Enterprise Incentive Scheme (NEIS)	3.3.19
Pensions and allowances from overseas governments	3.3.18

Appendix 2: Defining a low income household

The low income classification uses equivalised gross household income to classify a household as low income. Equivalised gross income is used as it allows comparison of the relative economic wellbeing of households of different sizes and compositions, with the equivalised gross income being an indicator of the economic resources available to a standardised household. (If a jurisdiction is unable to supply gross household income then assessable household income will be used instead.) If a household has a negative gross income they will have an equivalised gross income of zero.

The ABS provides tables of equivalised gross income by jurisdiction and capital city/balance of state calculated from the Survey of Income and Housing. Households that fall in the bottom two quintiles of equivalised gross income will be classified as low income households.

The Survey of Income and Housing is conducted every two years which means that cut-offs are not updated each financial year. The 30 June 2012 cut-offs will be used for the 2013-14 processing until the 30 June 2014 cut-offs are released (likely in time for the 2015-16 processing).

The out-of-date cut-offs will lead to an expected under-count of the number of low income households and to the erroneous exclusion of some households from low income sub-sets.

Appendix 3: ASGS remoteness structure

The Australian Statistical Geography Standard (ASGS) is the Australian Bureau of Statistics' new geographical framework effective from July 2011. The ASGS replaces the Australian Standard Geographical Classification (ASGC).

The 2011 Remoteness Structure has been built using the same principles as the 2006 Remoteness Structure. The primary difference is that it was built from ASGS Statistical Area Level 1 (SA1) regions rather than from 2006 Census Collection Districts (CCD). (http://www.abs.gov.au/geography)

There are six RAs in the structure (Table A3.1) (ABS2011):

Table A3.1: ASGS remoteness structure

RA Name	RA Category	SA1 Average ARIA+ Value Ranges
Major cities of Australia:	0	0 to 0.2
Inner regional Australia:	1	greater than 0.2 and less than or equal to 2.4
Outer regional Australia:	2	greater than 2.4 and less than or equal to 5.92
Remote Australia:	3	greater than 5.92 and less than or equal to 10.53
Very remote Australia	4	greater than 10.53
Migratory	5	Offshore - Shipping

A list of remoteness area classification of postcodes[2] for each jurisdiction can be obtained from AIHW on request.

For postcodes that cover more than one remoteness area, jurisdictions will need to proportionally weight the location of dwellings across remoteness areas using the weighting provided in the tables.

For example, if a postcode is listed in remoteness area code 0 as 65% and remoteness area code 1 as 35% then each dwelling from this postcode should contribute 0.65 to the dwelling count for remoteness area code 0 and 0.35 to the dwelling count for remoteness area code 1. If this proportioning process results in a remoteness area dwelling count that is not a whole number, then the dwelling count should be rounded to the nearest whole number.

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2 Remoteness classification of postcodes, based on 2011 Census of Population and Housing results, were obtained from the ABS (http://www.abs.gov.au/ausstats/abs@.nsf/mf/1270.0.55.006).

Appendix 4: Canadian National Occupancy Standard (CNOS)

The CNOS is used to determine the match of a dwelling to household size. The CNOS measures the bedroom requirements of a household based on the number, sex, age, and relationships of household members. It specifies that:

- no more than two people share a bedroom
- parents or couples may share a bedroom
- children under 5 years, either of the same sex or opposite sex may share a bedroom
- children under 18 years of the same sex may share a bedroom
- a child aged 5 to 17 years should not share a bedroom with a child under 5 of the opposite sex
- single adults 18 years and over and any unpaired children require a separate bedroom.

Appendix 5: Instructions for data validator

The PH and SOMIH data validator was developed to automatically perform all pre-dispatch edits that are required before jurisdictions submit their PH and SOMIH data. AIHW will send jurisdictions the Microsoft Excel based data validator along with a document listing the variables expected in each file.

For the validator to function correctly, submitted files must:

- contain all the data items listed for that file in the supplied document;
- have data items in the same order that they appear in the supplied document; and
- have the format of the data items the same format as that specified in the processing manual.

The submitted file can contain variables in addition to those required but they must be placed after (to the right of) the standard variables.

Running the PH and SOMIH data validator

The steps required when using the public rental housing and SOMIH data validator are:

1. Open the data validator.
2. Select the input CSV file and output HTML file locations.
3. Run the data validator. The validator will produce an output HTML file — please use the default filename supplied in the Save As dialogue box.
4. Investigate the output file and address any issues that have been detected. Make any necessary changes to the data and validate the new data set.
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.
7. Send the most recently output HTML files from the public rental housing and SOMIH data validator to AIHW - there should be six output files. They should indicate that there are zero records failing the edit checks. Where failed records remain, please include explanatory notes in your email.

Further details about how to perform some of these steps can be found in the sections that follow.

Opening the public rental housing / SOMIH data validator

- When you open the Excel file, a notice will appear warning that the work book contains macros. Depending on the version of Excel, the notice will look similar to this:
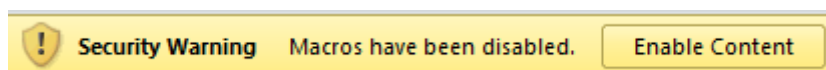
- Click on 'Enable Content' to activate the validation macros.

The data validator interface

The data validator interface is a single Excel workbook sheet with buttons, a checkbox and text fields.

The key features are:

- the 'Instructions' button – clicking this will open a window with brief instructions on how to use the validator;

- the six data file buttons – clicking on one of these will start validation of the relevant file;

- the jurisdiction name text field – the relevant jurisdiction name must be entered in the field;

- the header row checkbox – having a check in the box indicates that the data set has data item names in the first row; and

- the number of errors text field – this controls the number of edit failures (1 to 32,000) that will be output to the HTML file for each edit in the validator.

Loading files into the validator and specifying the location for saving output

1. Enter the jurisdiction being processed (NSW, VIC, QLD, SA, WA, TAS, NT or ACT).

2. Ensure that 'Check this box if the data file contains a header row' is ticked or not as required.

3. Enter the maximum number of errors to display for each item (AIHW recommends 100).

4. Click on the button for the first file to be validated (i.e. Dwelling file).

5. 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'.
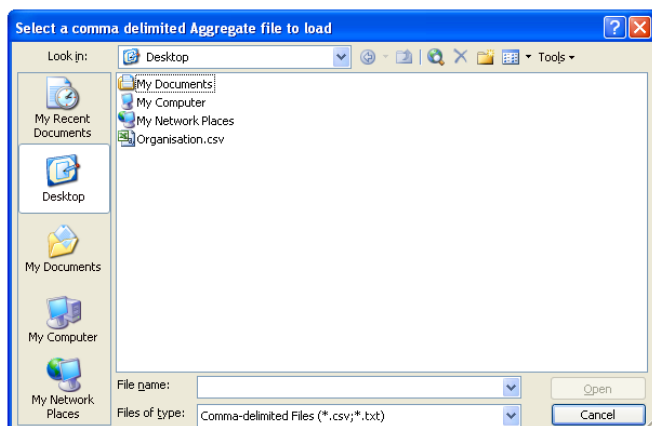
6. The next dialogue box asks you to enter an output filename and to select a location for this file. Click 'Save'. This step produces the HTML file that contains the validation results. Please use the default filename supplied in the Save As dialogue box.
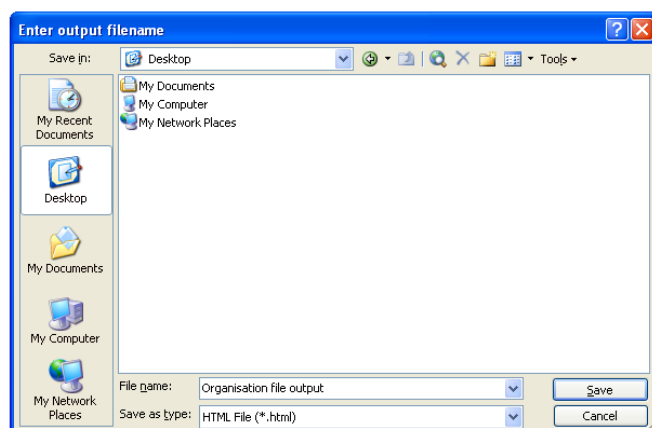
7. Repeat the above steps for the remaining CSV files.

Data validator output

The output should open automatically. If not, open the HTML file.

Information that identifies the validation run appears at the top of the output. The validator name and version number are listed, followed by the jurisdiction name and the type of file validated, for example a dwelling or person file. The date and time of the data validation is also included.

The number of records loaded from the data file is listed and should correspond with the number of records in the data set.

What follows next depends on what, if any errors or edit failures were found in the input data set. If no issues were found, the output concludes with a note that the validation is complete and the time of completion. A 'clean' run of the validator will produce HTML output that looks similar to the image below.

AIHW PH/SOMIH Validation Tool - Version 2012.01
NT Waitlist data. 9/05/2012 3:24:02 PM

Waitlist File loaded: 4,817 records

Validation Complete.
End time: 3:24:02 PM

File content errors

If file content errors have been detected they are listed under the FILE CONTENT ERRORS heading. There are three types of errors that could be detected:

- – an expected data item is missing from the input data set (note that the validator only examines the first x variables where x is the number of variables listed in the document containing the data items expected in each file);

- – an unknown data item is contained in the input data set (again note that the validator only examines the first x variables where x is the number of variables listed in the document containing the data items expected in each file); and

- – a data item is not in the correct order (as provided in the document containing the data items expected in each file).

The file content checks are only performed if the data set contains a header row.

Data item format errors

If data item format errors have been detected they are listed under the DATA ITEM FORMAT ERRORS heading. The error report describes the error and notes the line number in the data set that the problem occurred. Be aware that the line number is the *data line number* so, if a header line is present, then the problem unit will be found on line [data line number + 1] of the input data set.

Checking of the data set for a given error ceases when that error is first detected in a file.

Pre-dispatch edit failures

If units in the input data set have failed a pre-dispatch edit the details are listed under the PRE-DISPATCH EDITS heading. The heading is repeated for each edit that a unit has failed.

There are four types of edit failures: Invalid, Missing, Relationship and Duplicates. For each pre-dispatch edit included in the validator output the following information is listed:

- – the error code and description (e.g. EV01E – Dwelling history records with missing or non PH or SOMIH program code);

- – the reason why a unit would fail the edit check (e.g. PROGRAM is invalid);

- a message indicating the required action (e.g. this field should only be coded as 1 or 3);
- a table containing the details of the units which have failed the edit check (up to the maximum number as provided by the user); and
- the total number of records failing the edit check (displayed after the table) – if there are more failed records than the maximum number of errors displayed for each item the following message will be displayed: "Problem count exceeds 100; No more records will be shown...".

The table included in the validator output contains details which will assist in resolving an edit failure.

Each row of the table represents one unit 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. Be aware that the line number is the *data line number* so, if a header line is present, then the problem unit will be found on line [data line number + 1] of the input data set.

The data item(s) involved in the edit check are coloured red. For relationship edits, all the relevant variables to the edit check will be coloured red.

The table of a duplicate edit check has a different format with the relevant variable(s) coloured red followed by 'Line No. 1' and 'Line No. 2' coloured in green. For example the first row in the table below indicates that the records in the data file that correspond to Line No. 1 and Line No. 2 have the same values for STATE, PROGRAM, DWELID and VACSTART recorded. The number in the Line No. 1 and Line No. 2 correspond to the data line on which the records can be found in the input data set.

EV03E - Duplicate records
Records have the same STATE, PROGRAM, DWELID and VACSTART.

One record should be deleted

STATE	PROGRAM	DWELID	VACSTART	Line No. 1	Line No. 2
		0		5090	5089
		0		5089	5094
		0		5094	5091
		0		5091	5100

Troubleshooting

Validation of a data set may fail under certain conditions. It is important that the input data follows the order described in the supplied document and the format of the data items matches that described in the processing manual.

Should an error occur, the validator will provide information that should assist with resolving the problem.

Jurisdiction value missing or invalid

If the value entered into the jurisdiction name text field is missing or invalid the validator will notify the user (see below) and cease processing the data. The HTML file will not be created.
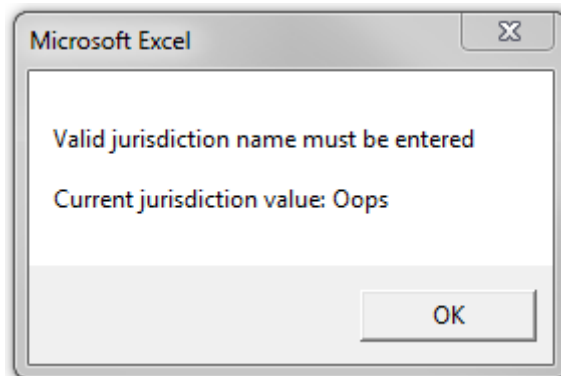
Error when loading a file

Errors can occur when loading a data set to the validator. In the majority of cases the error is a result of the input data file not having the correct data items with the correct format in the correct order.

If an error message similar to the one below is seen then problems have been encountered when loading the file. If a data line is identified in the message then the error occurred when loading that record – which makes it a good place to start looking for the problem.
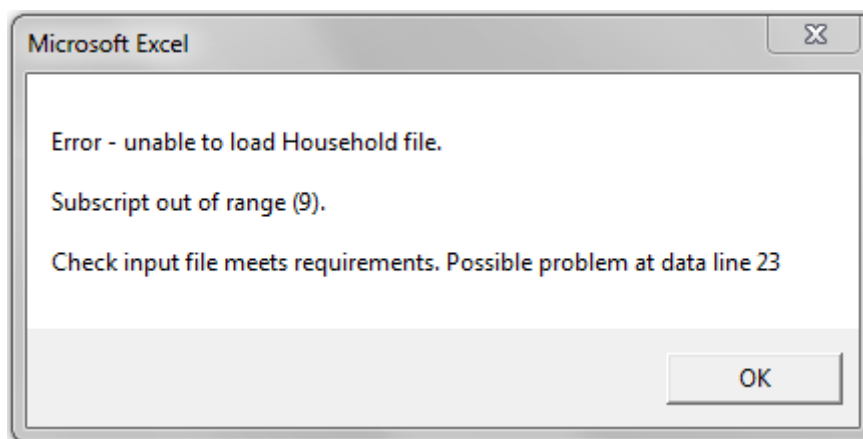
Please review the data file and ensure that the order and formatting of the data items is in line with the specifications outlined in the processing manual and Word document sent with the PH and SOMIH data validator.

Further possible sources of error include:

- the CSV file has one or more additional empty fields appended on the end (these do not show up when viewing the file using Excel – view the file using Notepad and look for comma(s) after the last <u>column title</u>);
- the CSV file has one or more data item fields where a space has been inserted in the place of a missing value, for example the data line might read "478768, ,W,2,9" instead of "478768,,W,2,9";
- the CSV file has one or more data item fields where an invalid code has been inserted in the place of a missing value, for example the data line might read "478768,NA,W,2,9" instead of "478768,,W,2,9";
- comma thousand separators (i.e. 1,000) are present in one or more of the data items; and
- dates are in DateTime format (dd/mm/yyyy 0:00:00) rather than Date format (dd/mm/yyyy).

If a load error occurs then the output HTML file will not be created.

Errors when validating a file

Another place that errors can occur is during the validation itself. Should this occur the validator will display one of two error messages. The first is shown when the problem occurred early in the validation and is usually due to data item inclusion, order or formatting issues.
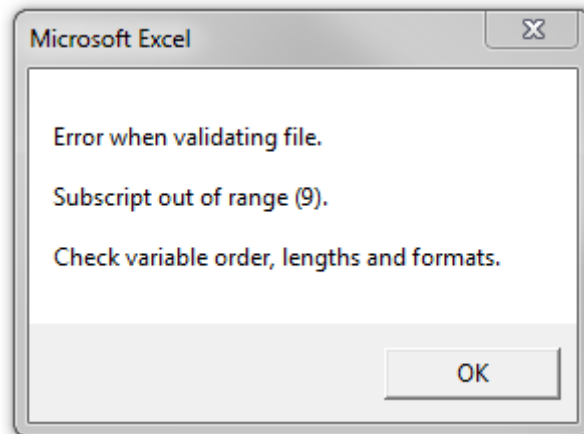
The second error message indicates that validation failed during an edit. The edit is identified, as is the data line that was being processed at the time the problem occurred.
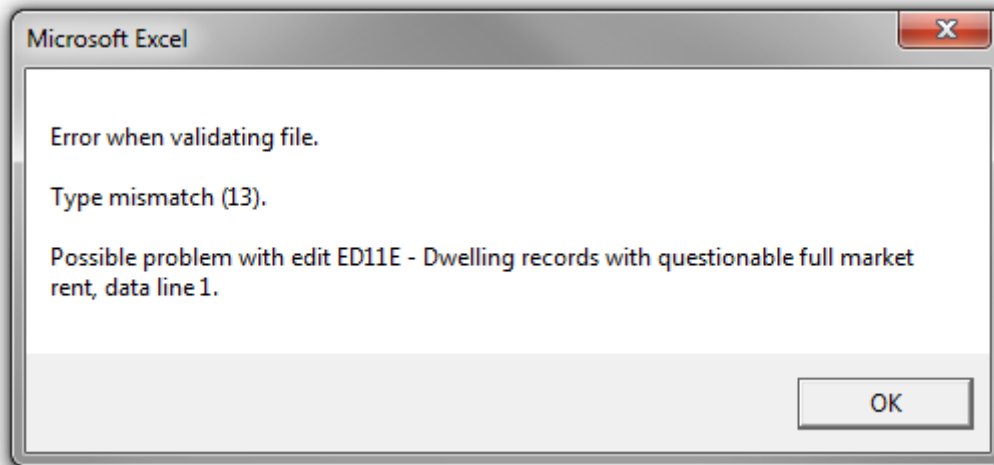
In both cases the validation ceases and an HTML file is output with the results that were produced by the process before it was terminated. The file carries a warning that the validation was incomplete – an example of this can be seen below.

WARNING: Validation Incomplete - ceased due to processing error during edit ED11E - Dwelling records with questionable full market rent.
End time: 3:40:52 PM

To address the problem the following steps are suggested:

– examine the HTML output to determine whether any content or formatting errors have been detected;

– examine the input data set, ensuring the required data items are present, in the correct order and have the correct formatting; and

– examine the data line for which the problem occurred, paying particular attention to the variables involved in the named edit.

If problems persist please contact the AIHW using the details supplied on page 2.

Appendix 6: Instructions for the AIHW Secure Messenger (ASM) system

For the 2013–14 PH & SOMIH data collections, the new AIHW Secure Messenger system (ASM) will be used to send and receive IN-CONFIDENCE emails.

What is ASM

ASM is a service and procedure for sending and receiving emails and attached data and other files on the Internet more securely and reliably. It should be used for all data submissions and whenever IN-CONFIDENCE materials need to be sent to the Institute.

Registering to use ASM

External users can ONLY use ASM if an AIHW user first sends them a message through ASM.

When an AIHW User sends an external user a message through ASM for the first time (or to an external user whose account has expired) the external user will receive the following email:
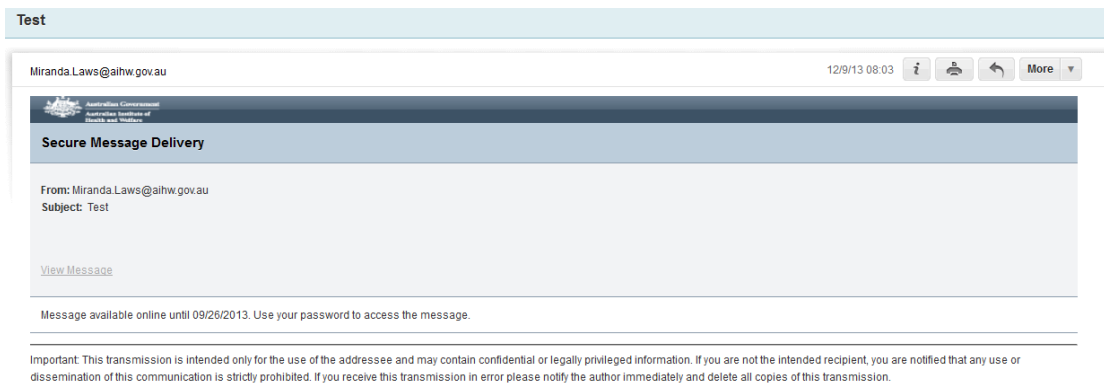
The external users will then need to:

1. Click "**View Message**"
2. Fill in the blanks on the next web page that appears then click "**Save**".

Password requirements are to contain 8 Characters, including minimum of 2 digits and at least 1 non-alphanumeric symbol

On successfully filling out the form, you will be logged on to ASM and your message will be displayed.

3. The external user can continue to use this logon for 14 day until their account expires.

Sending an email in ASM

Enter the following URL **https://secure.aihw.gov.au/enduser/def/en/login.html#** in your Internet browser.

Enter your email address and password then click the "**Log In**" button. Your ASM mailbox will then open and be ready for use.
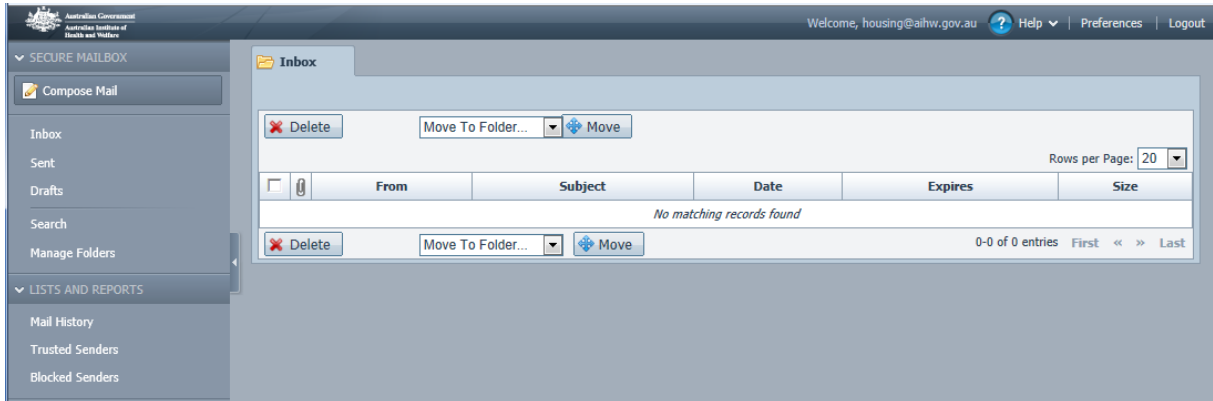
Composing an Email

Select **Compose** from the menu options
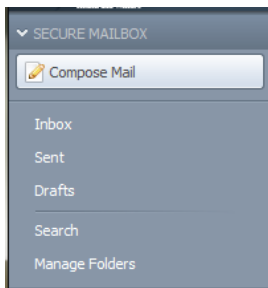
Enter the recipient's email address, Subject of the matter and the message
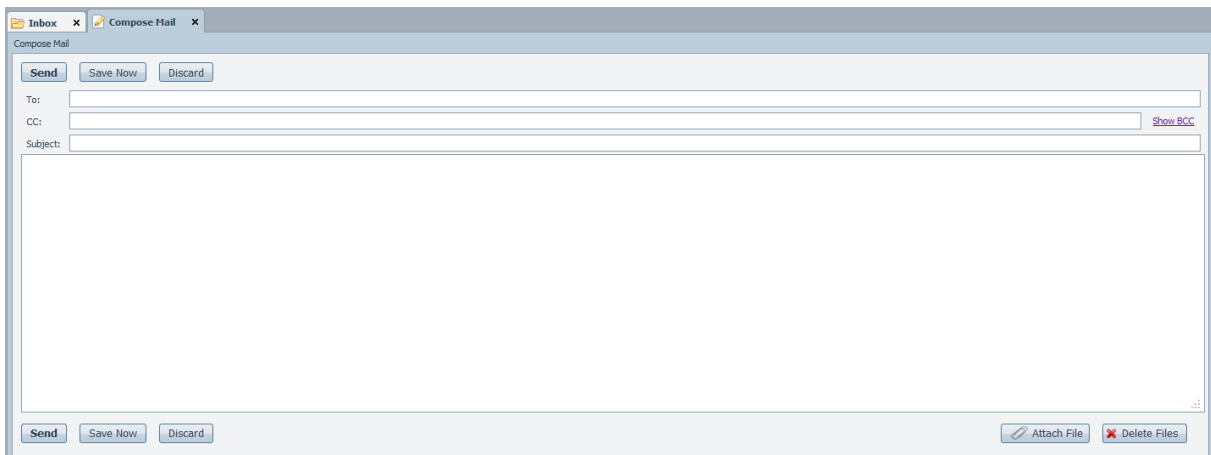
To attach and attachment, click on "**Attach File**", browse to the location of the file and select "**Open**"
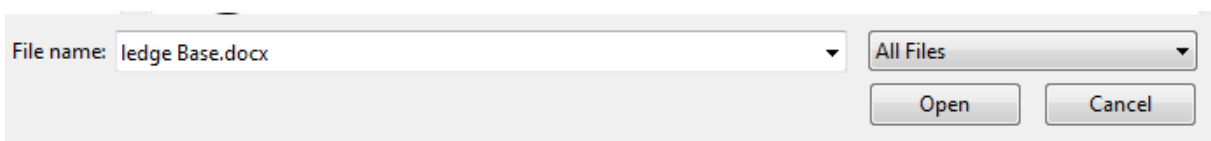
File will be attached as per screen above

Once you are happy that all relevant information in the email, click Send
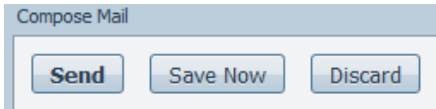
The recipient will receive the following email notification and will need to click "**Click Here to View Your Message**" to view the message

Click on "View Message"

You will be taken to the Secure Login screen were you will need to enter your password to access the system

Once logged in, they will see the email as per below.
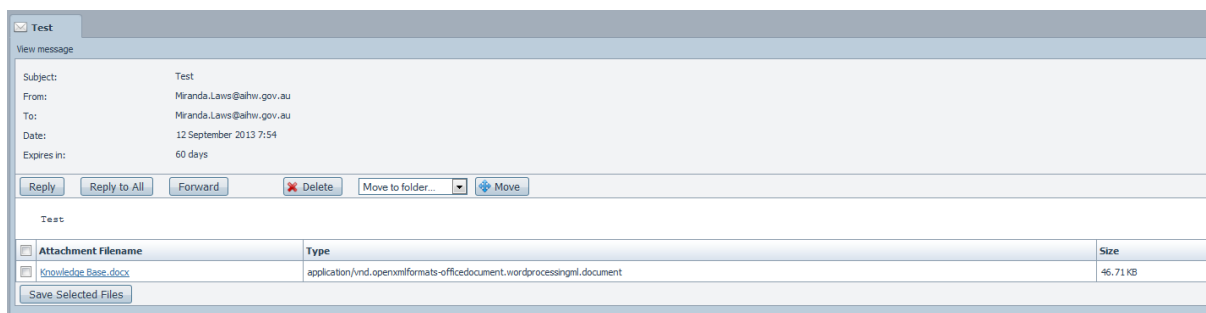
If you have any problems logging in to AIHW ASM Secure Email, please email the ICT Service Desk at Servicedesk@aihw.gov.au

Common problems

Automatic time outs:

Do not compose long messages in ASM as it will automatically logout after **5** minutes of inactivity and your draft will not be restored. Typing an email within ASM counts as inactivity.

Message expiry:

All messages expire after **60** days. If you need access to messages on a long-term basis, they must be saved externally. If a message has already expired, contact housing@aihw.gov.au to have it resent.

Forwarding to non-AIHW recipients

ASM can only be used to contact @aihw.gov.au recipients. To send messages to non-AIHW recipients, copy the message body and header into your default email client. Save attachments from ASM and reattach them in your default email client. Users are not recommended to send data or IN CONFIDENCE emails via non-secure channels.

Saving messages from ASM

All messages in ASM expire after **60** days. To retain messages or to forward messages to non-AIHW recipients, they must be saved. It is easiest to do this in your email client (e.g. Outlook or Lotus Notes) as this enables emails to be easily forwarded.

Copying the message

Taking a screenshot of the message is the easiest way to capture the message header, body and details of attachments. Windows 7 users can use the snipping tool to capture message content. (More information: http://bit.ly/HWQXtT)
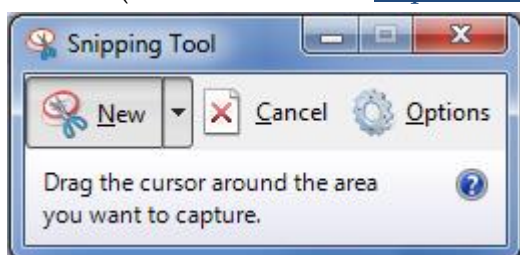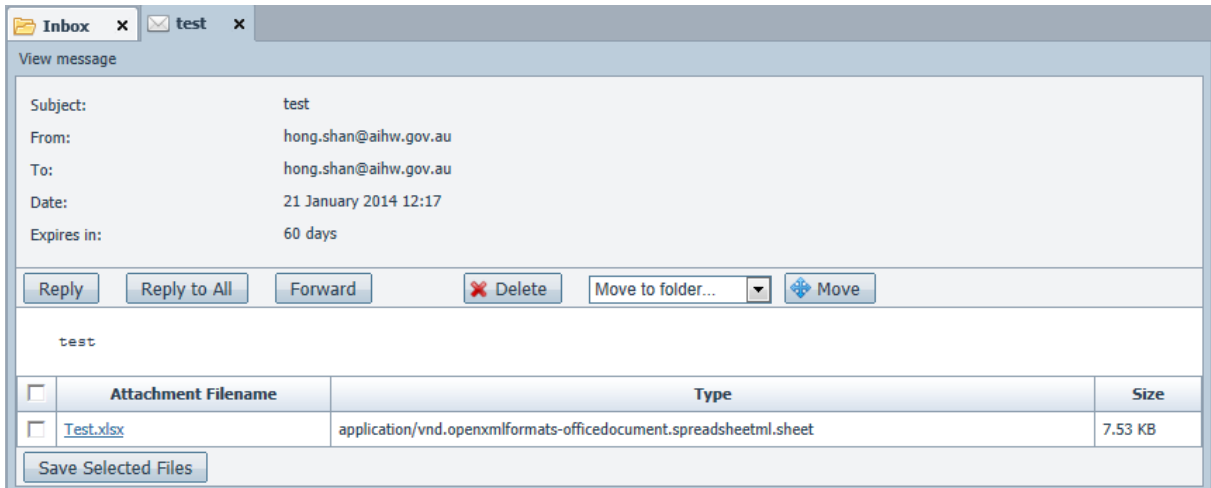
If you don't have Windows 7, use the **Print Screen** button on your keyboard (usually next to the F12 button on the top row.) Select the browser window with ASM, and press **Print Screen** (or press **Ctrl+Alt+Print Screen**, which capture only your active window). Your ASM message will be copied into your clipboard.

Pasting the message into emails

Create a new item in your default email client, e.g. a new message or a post. Paste your screenshot into the body of the item using **Ctrl+V**.
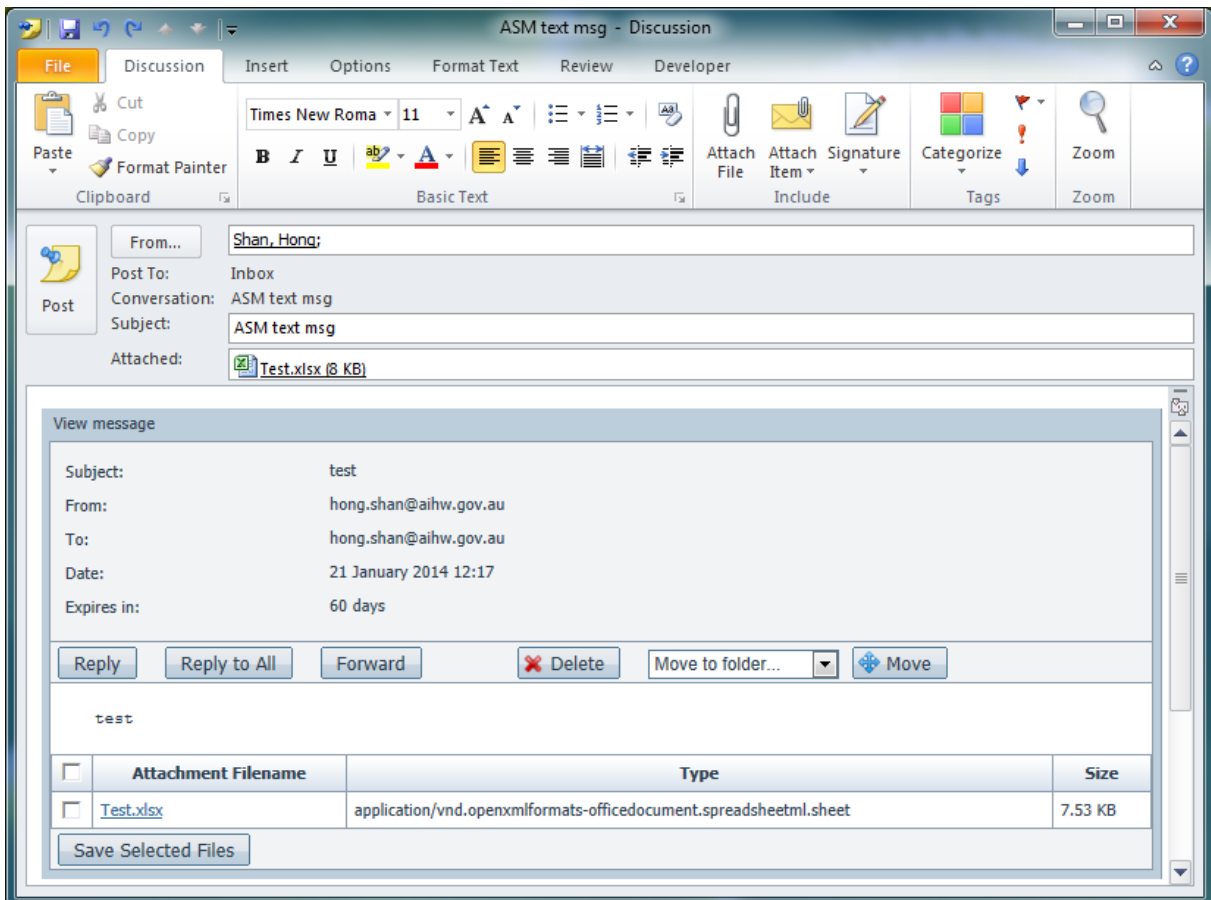
Saving the message as an image or document

If your email client cannot handle rich text or embedded images you can save messages in programs like MS Paint or Word.

Using Microsoft Paint

After copying the message, paste it into a new Paint image (**Ctrl+V**). Save the image as a .jpg or .png. Attach it to your message or post in your default email client.

Using Microsoft Word

After copying the message, paste it into a new Word document (**Ctrl+V**). Save the document. Attach it to your message or post it in your default email client.

Downloading attachments

In ASM, open the message, select all attachments and click **Save Selected files**.
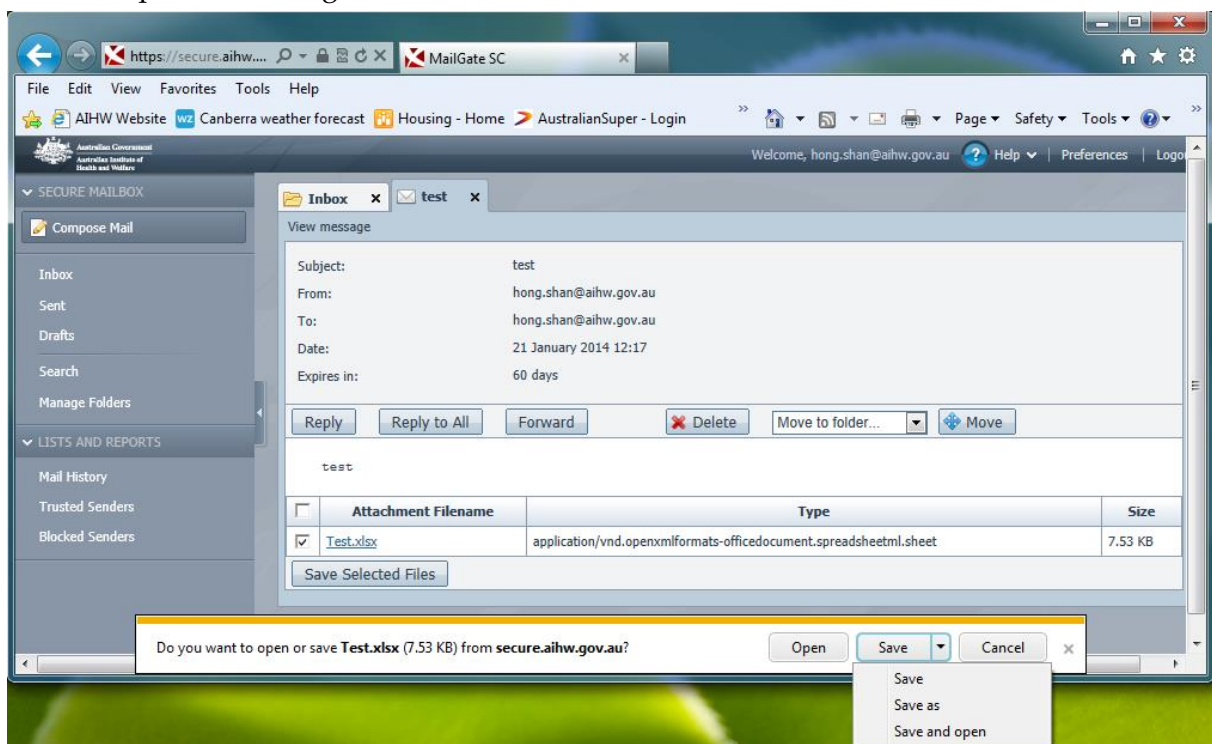
Saving or sending the message/post in an email client

In your default email client, attach all files from the original ASM message. The message or post can now be sent on to non-AIHW recipients or saved in a folder.

Appendix 7: Data relationships map

Public rental housing/SOMIH Data relationships

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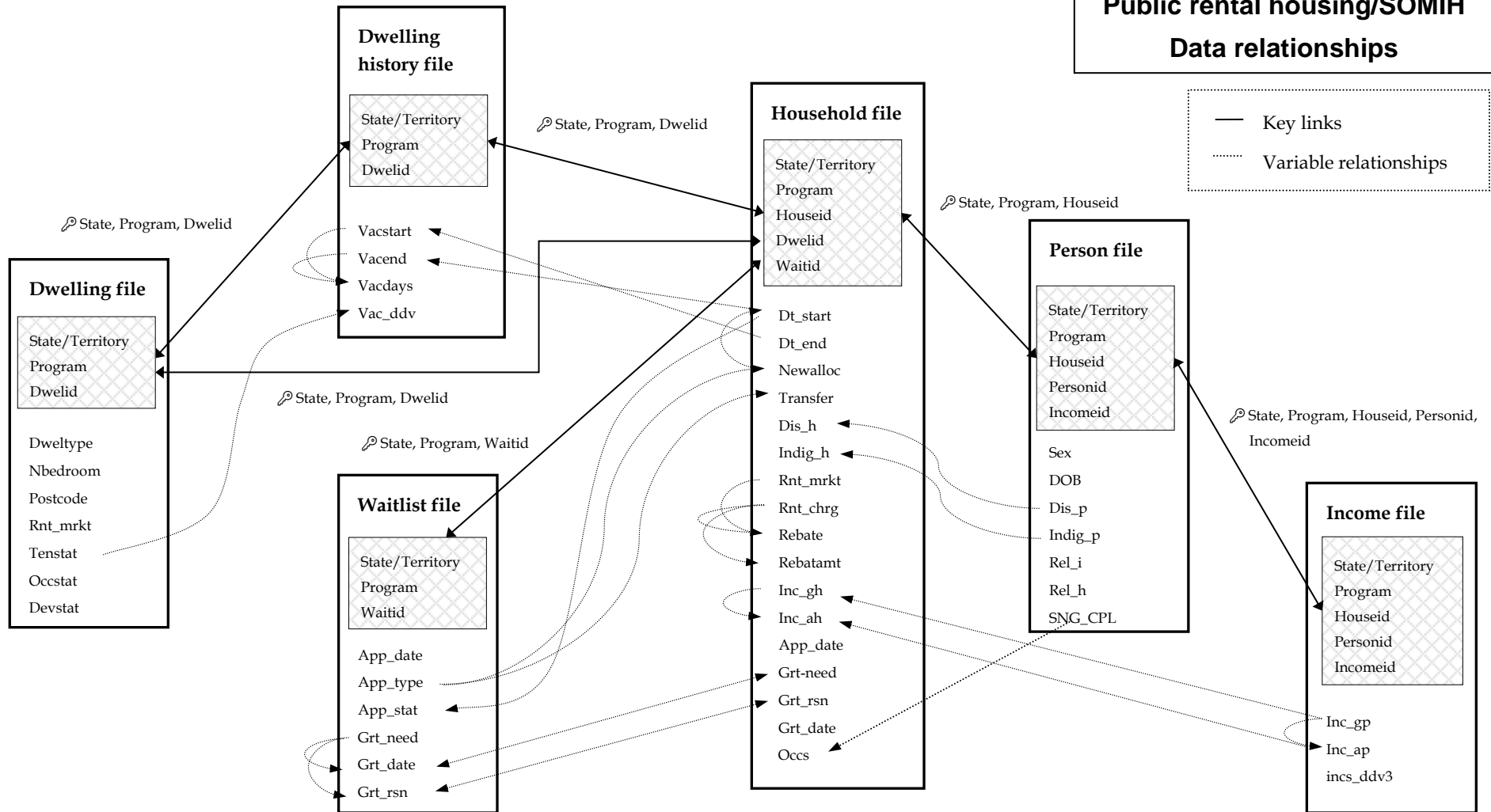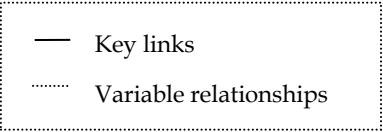
References

ABS 2011. Australian Statistical Geography Standard (ASGS) 2011. Cat. no. 1270.0.55.005 Canberra: ABS.

AIHW 2013a. Public rental housing data set specification 2012-13. http://meteor.aihw.gov.au/content/index.phtml/itemId/565327

AIHW 2013b. State owned and managed Indigenous housing data set specification 2012-13. http://meteor.aihw.gov.au/content/index.phtml/itemId/565508

AIHW 2013c. Public rental and state owned and managed Indigenous housing data manual 2012–13. Canberra: AIHW.

Centrelink 2014. A guide to Australian Government payments—20 March to 30 June 2014. Centrelink.