

# Person—letters of given and family name, text XXXXXX

Exported from METEOR (AIHW's Metadata Online Registry)

© Australian Institute of Health and Welfare 2024

This product, excluding the AIHW logo, Commonwealth Coat of Arms and any material owned by a third party or protected by a trademark, has been released under a Creative Commons BY 4.0 (CC BY 4.0) licence. Excluded material owned by third parties may include, for example, design and layout, images obtained under licence from third parties and signatures. We have made all reasonable efforts to identify and label material owned by third parties.

You may distribute, remix and build on this website's material but must attribute the AIHW as the copyright holder, in line with our attribution policy. The full terms and conditions of this licence are available at <https://creativecommons.org/licenses/by/4.0/>.

Enquiries relating to copyright should be addressed to [info@aihw.gov.au](mailto:info@aihw.gov.au).

Enquiries or comments on the METEOR metadata or download should be directed to the METEOR team at [meteor@aihw.gov.au](mailto:meteor@aihw.gov.au).

# Person—letters of given and family name, text XXXXXX

## Identifying and definitional attributes

<b>Metadata item type:</b>	Data Element
<b>Short name:</b>	Letters of name
<b>METEOR identifier:</b>	624484
<b>Registration status:</b>	<a href="#">Health</a> , Standard 28/04/2016
<b>Definition:</b>	The combination of 2nd, 3rd and 5th letters of a person's legal family name and the 2nd and 3rd letters of a person's legal first given name.
<b>Data Element Concept:</b>	<a href="#">Person—letters of given and family name</a>
<b>Value Domain:</b>	<a href="#">Text XXXXX</a>

## Value domain attributes

## Representational attributes

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

## Data element attributes

## Collection and usage attributes

**Guide for use:**

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

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

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

Regardless of the length of a person's name, the reported value should always be five characters long. If either the legal family name or the legal first given name of the person is not long enough to supply the requested letters (that is, a legal family name of less than five letters or a legal first name of less than three letters) then agencies should substitute the number '2' to reflect the missing letters. The placement of a number '2' should always correspond to the same space that the missing letter would have within the 5-digit field.

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

If a client's legal family name is missing altogether the agency should record the number 9 for all three spaces associated with the family name and not the number 2. Similarly, if the person's legal first name is missing altogether the agency should substitute 9s for the two spaces associated with the first given name. A number (rather than a letter) is used for such substitutions in order to clearly indicate that an appropriate corresponding letter from the person's name is not available.

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

**Comments:**

The selected *Letters of name* can be used in combination with *Date of birth* and *Sex* to develop a statistical linkage key to facilitate the linkage of records for statistical purposes only. This key will also enable linkage to other related databases that either have the same linkage key or the fundamental information to form the same key. The linkage is to assist research and analysis of the data, not for tracking of individuals through the system for case management.

The provision of letters of a person's name can be a sensitive issue because of privacy and confidentiality concerns. The use of this information will be in accordance with privacy principles.

**Relational attributes**

**Related metadata references:**

Supersedes [Person—letters of given and family name, text XXXXX Community Services \(retired\)](#), Standard 14/09/2009  
[Health](#), Superseded 28/04/2016

Is formed using [Person \(name\)—family name, text X\[X\(39\)\] Community Services \(retired\)](#), Superseded 06/02/2012  
[Health](#), Superseded 05/10/2016  
[Housing assistance](#), Standard 20/06/2005  
[Tasmanian Health](#), Standard 01/09/2016

Is formed using [Person \(name\)—given name, text X\[X\(39\)\] Community Services \(retired\)](#), Superseded 06/02/2012  
[Health](#), Superseded 05/10/2016  
[Housing assistance](#), Standard 20/06/2005  
[Tasmanian Health](#), Standard 01/09/2016

**Implementation in Data Set Specifications:**

[Prison clinic contact NBEDS](#)  
[Health](#), Standard 28/04/2016

[Prison clinic contact NBEDS 2018](#)  
[Health](#), Qualified 06/07/2023

**DSS specific information:**

This data element corresponds to the following question of the Clinic Visit Form:

3. AIHW SLK Prisoner Code.  
For the 1st, 2nd and 3rd letters of the AIHW code please use the 2nd, 3rd and 5th letters of the person's family name. For the 4th and 5th letters use the 2nd and 3rd letters of the person's given name. See manual for more detail.

[Prison clinic contact NBEDS 2022](#)  
[Health](#), Qualified 06/07/2023

**DSS specific information:**

This data element corresponds to the following question of the Clinic form:

3. AIHW SLK Prisoner Code.  
For the 1st, 2nd and 3rd letters of the AIHW code please use the 2nd, 3rd and 5th letters of the person's family name. For the 4th and 5th letters use the 2nd and 3rd letters of the person's given name. See manual for more detail.

[Prison dischargee NBEDS](#)  
[Health](#), Standard 28/04/2016

[Prison dischargee NBEDS 2018](#)  
[Health](#), Qualified 06/07/2023

**DSS specific information:**

This data element corresponds to the following question of the Prison Dischargee Form:

3. AIHW SLK Prisoner Code.  
For the 1st, 2nd and 3rd letters of the AIHW code please use the 2nd, 3rd and 5th letters of the person's family name. For the 4th and 5th letters use the 2nd and 3rd letters of the person's given name. See manual for more detail.

[Prison dischargee NBEDS 2022](#)  
[Health](#), Qualified 06/07/2023

**DSS specific information:**

This data element corresponds to the following question of the Prison Dischargee Form:

3. AIHW SLK Prisoner Code

[Prison entrants NBEDS](#)  
[Health](#), Standard 28/04/2016

[Prison entrants NBEDS 2018](#)  
[Health](#), Qualified 07/03/2024

**DSS specific information:**

This data element corresponds to the following question of the Prison Entrants Form:

3. AIHW SLK Prisoner Code.

For the 1st, 2nd and 3rd letters of the AIHW code please use the 2nd, 3rd and 5th letters of the person's family name. For the 4th and 5th letters use the 2nd and 3rd letters of the person's given name. See manual for more detail.

[Prison entrants NBEDS 2022](#)

[Health](#), Qualified 06/07/2023

**DSS specific information:**

This data element corresponds to the following questions of the Prison Entrants Form:

3. AIHW SLK Prisoner Code

For the 1st, 2nd and 3rd letters of the AIHW code please use the 2nd, 3rd and 5th letters of the person's family name. For the 4th and 5th letters use the 2nd and 3rd of the person's given name. See manual for more detail.

[Prisoners in custody prescription medications NBEDS](#)

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

[Prisoners in custody prescription medications NBEDS 2018](#)

[Health](#), Qualified 06/07/2023

**DSS specific information:**

This data element corresponds to the following question of the Repeat Medications Form:

3. AIHW SLK Prisoner Code.

For the 1st, 2nd and 3rd letters of the AIHW code please use the 2nd, 3rd and 5th letters of the person's family name. For the 4th and 5th letters use the 2nd and 3rd letters of the person's given name. See manual for more detail.

[Prisoners in custody prescription medications NBEDS 2022](#)

[Health](#), Qualified 06/07/2023

**DSS specific information:**

This data element corresponds to the following question of the Prisoners in Custody—Repeat Medications form:

3. AIHW SLK Prisoner Code