



Home Purchase Assistance data collection



Processing and data manual

2016–17

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Abbreviations

AIHW	Australian Institute of Health and Welfare
CRA	Commonwealth Rent Assistance
HHDN	Housing and Homelessness Data Network
HPA	Home Purchase Assistance

Introduction

This manual has been developed by the Australian Institute of Health and Welfare (AIHW) to assist the collection and reporting of national data for Home Purchase Assistance (HPA).

The HPA data set specification covering the 2016–17 reference year (available from: <http://meteor.aihw.gov.au/content/index.phtml/itemId/596710>), provides standard concepts, definitions and procedures to enable the collection and reporting of performance data that are comparable across states and territories.

The content of this manual and related data set specifications reflect decisions made by the Housing and Homelessness Data Network (HHDN).

The manual covers steps to be undertaken for data collection and processing by the states and territories and the AIHW.

The data collected, once approved and signed off by states and territories, may be used by the AIHW in its publications, such as *Housing assistance in Australia*.

This manual describes:

- the scope of the data collection
- tools used in compiling data
- steps for collecting and supplying data
- specifications for the data and data quality information.

This manual is intended to be used in conjunction with the *2016–17 AIHW Validata housing collections guide (Validata guide)*.

For further information or assistance contact housing@aihw.gov.au.

Section 1 – The HPA data collection

1.1 What is the HPA data collection?

1.2 What information does the HPA collection contain?

1.1 What is the HPA data collection?

The HPA data collection comprises data held by state and territory governments about assistance provided to households in the form of direct lending (including government loans, shared equity loans and bridging loans), deposit assistance, interest rate assistance, mortgage relief and other assistance grants.

The data collected are an administrative by-product of the management of the HPA programs run by the states and territories.

The AIHW manages a national data collection on behalf of all states and territories who compile, process and finalise the data.

The information collected is used by the AIHW for reports and customised data requests.

1.2 What information does the HPA data collection contain?

1.2.1 Coverage

HPA relates to the provision of financial assistance to households to improve their access to home ownership.

HPA includes:

- direct lending (including government loans, shared equity loans and bridging loans)
- deposit assistance
- interest rate assistance
- mortgage relief
- other assistance grants.

HPA excludes:

- non-financial assistance for example home purchase advisory and counselling services
- home renovation and maintenance services
- sale to tenant programs
- any assistance that does not directly facilitate the purchase of a home
- relocation or start up assistance
- the provision of housing or any share of it

- any expense incurred in providing assistance to a household that is not the value of financial assistance received directly by the household
- any aspect of a shared equity loan that is not direct lending, deposit assistance, interest rate assistance or mortgage relief.

1.2.2 Reference period

Data are to be provided for the **2016–17 financial year**, that is, the period from **1 July 2016 to 30 June 2017**.

1.2.3 Scope

The scope of the HPA housing assistance data collection for the 2016–17 financial year includes:

- All households that commenced receiving assistance in the 2016–17 financial year regardless of whether the assistance is one-off or ongoing.
- All households that commenced receiving ongoing assistance prior to 1 July 2016 and continued to receive assistance in the 2016–17 financial year. In this context, ‘ongoing’ refers to assistance that is received by a household at multiple points in time.
- All households that had monies outstanding for repayable HPA provided in a previous financial year at the commencement of the 2016–17 financial year (that is, 1 July 2016).

The data item HPA_AMOUNT should only include the value of assistance provided in the 2016–17 financial year

1.2.4 Statistical units

There are three statistical units applied in this data collection:

1. **Household:** ‘a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or a single person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person’.
2. **Main applicant:** ‘the person or principal person whose name appears first on the home purchase assistance application form’.
3. **Instance of assistance:** monies provided to a household on a specific date. For the purposes of this collection distinction is made between assistance which is provided to a household at a single point in time (**‘one-off’** assistance) and assistance which is provided to a household at multiple points in time (**‘ongoing’** assistance). **In this context, ‘ongoing’ does not refer to a loan for which monies remain outstanding, but refers to whether the initial assistance consisted of one or multiple transfers to the household.**

1.2.5 Data items

Table 1.1 lists the data items to be reported by states and territories for the 2016–17 HPA data collection, and the order in which to provide the data items.

Data items are grouped into household data items, dwelling data items and assistance data items.

Table 1.1: Data items for the 2016–17 HPA data collection

Household data items
Household identifier
Main applicant identifier
Date of birth of main applicant
Indigenous status of household
Gross weekly household income
Dwelling data items
Suburb/town/locality name
State
Postcode
Assistance data items
Type of assistance received
Payment type
Date assistance received
Amount of assistance received

The list of data items for the HPA data collection and their formatting and value requirements can be found in [Appendix A](#).

The HPA data collection data set specification (<http://meteor.aihw.gov.au/content/index.phtml/itemId/596710>) is the authoritative source of data definitions and standards for this collection.

Section 2 – The AIHW Validata tool

Validata is a secure website that allows states and territories to upload and validate (check for errors) their data prior to submission to the AIHW. The error reports are updated each time a data file is uploaded.

Validation results are available to users shortly (5 minutes on average) after data is uploaded. Subsequent quality assurance processes are undertaken by the AIHW.

In Validata, states and territories can:

- upload data
- view validation (error) reports
- submit data
- preview descriptors
- upload files containing data quality information
- discuss issues with the AIHW
- sign-off the data.

For more information, refer to the *Validata guide*.

Section 3 – Completing the HPA data collection: overview of the process

3.1 What needs to be done to complete the HPA collection?

3.2 Timeline

3.1 What needs to be done to complete the HPA data collection?

The steps involved in collating the 2016–17 HPA data are detailed below:

- The AIHW emails the qualitative workbook to the data submitter to review and update where necessary.
- The AIHW uploads data collection documentation to the Validata:
 - *Processing and data manual 2016–17* (this document)
 - *Validata guide*
 - CSV template
 - data quality information form.
- States and territories compile the data, update the qualitative workbook and complete the data quality information form.
- States and territories upload the data (CSV file) to the Validata on the 'Dataset Dashboard' under 'Upload data file'.
- States and territories can upload the data (CSV file) for validation as many times as necessary until the data quality is satisfactory.
- States and territories submit the data.
- States and territories upload the data quality information files to the Validata.
- The AIHW conducts additional quality assurance processes and prepares the final results and data quality information for approval and reporting.
- States and territories will be consulted by the AIHW if issues concerning quality assurance are identified.
- AIHW approves the data.
- States and territories sign off the data and descriptors in Validata.
- Data quality statements and footnotes are prepared by the AIHW and are provided to states and territories for comment.

3.2 Timeline

The timeline below was agreed to by the HHDN.

Table 3.1: Timeline

Date	Task
1 Jun 2017	AIHW to upload collection documentation to the Validata and notify states and territories.
1 July 2017	Earliest date states and territories can commence uploading to and validating data in Validata: <ul style="list-style-type: none"> • data • qualitative workbook • data quality information form.
1 July—17 Nov 2017	<p>States and territories continue to upload and validate files in Validata. The following reports will be generated after each file is uploaded:</p> <ul style="list-style-type: none"> • validation results (error reports) • descriptor report: <ul style="list-style-type: none"> – descriptors – performance indicators – 3 year comparison <p>States and territories continue to upload and validate files until all edits are corrected or explanations are provided for outstanding errors.</p> <p>When satisfied with the uploaded results, states and territories 'submit' their validated data to AIHW in Validata.)</p>
17 Nov 2017	Final date for states and territories to: <ul style="list-style-type: none"> • 'submit' files in Validata • supply data quality information to the AIHW.
1 Dec 2017	Final date for AIHW to 'approve' data in Validata.
15 Dec 2017	Final date for state and territory data custodians to 'sign off' data and descriptors.






Section 4 – What does AIHW provide?

Data capture and reporting processes vary across states and territories.

The AIHW has developed a number of documents and tools to support jurisdictional processes and ensure consistency in data collection methodology.

In Validata, these documents are listed under HPA documentation when you click 'HPA'. To save these files to your computer click on the down arrow to the right of the file name, chose 'Send To' and 'Download a copy'. Refer to the *Validata guide* for more detailed information on how to download files.

PRA Documentation

<input type="checkbox"/>	Type	Name	Modified
		2015-16 AIHW Validata Housing Collections Guide	18/06/2016 9:32 AM
		PRA 2015-16 data file	18/06/2016 9:32 AM
		PRA 2015-16 data quality information form	
		PRA 2015-16 Processing and Data Manual	
		PRA 2015-16 Qualitative workbook	

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The AIHW will upload the following files in Validata:

- *Processing and data manual 2016–17* (this document)
- *Validata guide*
- CSV template
- qualitative workbook (Excel file—emailed to states and territories to update contextual information about in-scope programs)
- data quality information form (Word file—for states and territories to enter information about the quality of the data).

Section 5 – What do states and territories need to do?

5.1 Prepare, upload and submit the data

5.2 Prepare and upload data quality information

5.1 Prepare, upload and submit data

States and territories are responsible for collecting data for the HPA data collection. A single comma delimited (CSV) file has been uploaded in Validata to help compile the data. This file includes headings for each data item.

Data must be provided in the requested order for Validata to work correctly

The steps to complete your data submission are:

- **STEP 1: Input data into the CSV file**
- **STEP 2: Format the CSV file**
- **STEP 3: Save the CSV file**
- **STEP 4: Upload the CSV file in Validata**
- **STEP 5: Resolve errors shown in the 'Validation Results' report**
- **STEP 6: Submit the CSV**

➤ **STEP 1: Input data into the CSV file**

Input data into the CSV file provided. Refer to [Appendix A](#) for detailed information about formatting and value requirements, definitions and quality checks to be applied to each data item.

Data items must be provided in the order in which they are presented in the CSV file (see [Appendix A](#)).

Only provide one record for each household for each assistance type regardless of when the assistance commenced.

The HPA_DATE data item is the *first date* the household received assistance even if it was in an earlier data collection period.

For the data item HPA_AMOUNT, only include assistance provided in the 2016–17 financial year.

Use of Validata is not a substitute for the data quality checks outlined in [Appendix A](#).

States and territories continue to upload and validate files until all errors are corrected or explanations have been provided for outstanding errors.

STEP 2: Format the CSV file

Validata requires the file to be in comma-separated values (CSV) format. If the file uploaded is incorrectly formatted it will result in a 'Can't load' error message. Ensure that you have performed the steps below before uploading the data in Validata.

For definitions of each data item and allowable values and formats refer to [Appendix A](#).

CSV file formatting checklist:

- **Delete blank rows**
- **Leave unknown values blank**
- **Remove all commas from the data.**

This is most quickly done by using the 'Find and Replace' function in Excel (the shortcut to the 'Find and Replace' function is 'Ctrl' and 'H'):

- in the 'Find what' box enter a comma (,)
 - leave the 'Replace with' box empty
 - click 'Replace All'.
- **Remove spaces from blank cells and any trailing (hidden) spaces from populated cells.** To complete this process you will need to:
 - highlight the columns that should not have any spaces in them
 - use the 'Find and Replace' function ('Ctrl + H')
 - enter a space in the 'Find what' box
 - leave the 'Replace with' box empty
 - click 'Replace All'.
 - **Remove carriage returns.** These often occur in address fields.
 - **Advise AIHW if you are unable to supply a variable.**
 - **Format the data items 'ICH_GH' and 'HPA_AMOUT' to 2 decimal places.**
 - **Remove dashes from variables which are not identifiers.** For example if a dash has been used in the currency fields replace it with a decimal place if appropriate.
 - **Ensure all variables are in the appropriate format** by highlighting a column and selecting 'Format / Cells' (by default cells will have a 'General' format before data is entered into the CSV file):
 - Ensure all number fields are not formatted to separate 1000's by a comma
 - Ensure all date variables (e.g. HPA_DATE and DOB) take on the 'DD/MM/YYYY' format. This can be done by creating and applying a custom format.

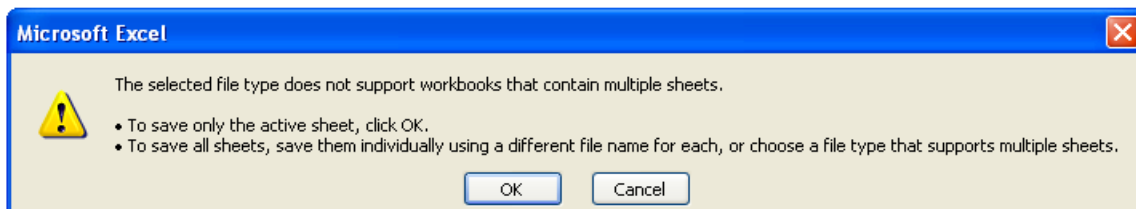
For definitions of each data item and allowable values and formats refer to [Appendix A](#).

Once formatting checks have been performed, save the CSV file and upload it to the Validata for validation (error checks) and submission.

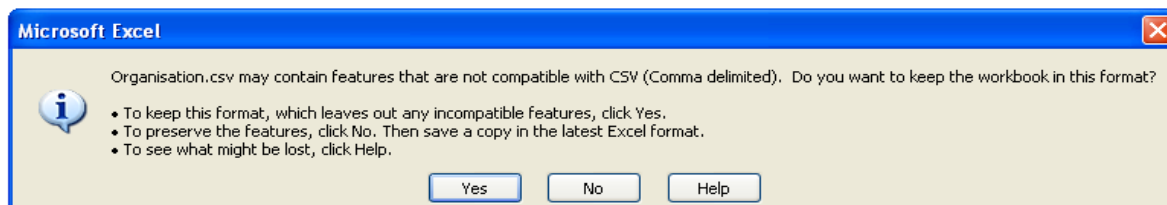
If you reopen a CSV file in Excel, any formatting that has been applied will be lost. You will need to reapply the formats. Alternatively, if you need to make minor changes to the CSV file, you can open it in an application such as Notepad++ without changing the underlying formatting.

➤ STEP 3: Save the CSV file

When saving the CSV file, the following dialogue box may appear. Click 'OK' to save only the active sheet. Click 'Cancel' to save individual sheets.



Once you click 'OK', the following dialogue box will appear if the worksheet contains features that are not compatible with the CSV format. If this is the format you want to keep, click 'Yes' to save. Click 'No' to preserve the features or 'Help' to find out what might be lost.



➤ STEP 4: Upload the CSV file in Validata

In Validata, choose the collection by clicking on 'HPA', then click 'HPA files', check the data collection period is correct and then click 'Browse' to upload the data file (CSV). Refer to the *Validata guide* for more detailed information on how to use Validata to upload data.

Before uploading the CSV file in Validata, ensure that you have performed the steps described above.

➤ STEP 5: Resolve errors shown in the 'Validation Results' report

[Table 5.1](#) outlines the possible validation errors identified in Validata and presented in the 'Validation Results' report after uploading a CSV file. A user can:

- view the 'Results Summary' (a listing of the edit rules that failed and the number of records effected) in Validata, or
- 'Download Full Results', which downloads an Excel file containing full details of the records that failed each edit rule.

States and territories continue to upload and validate files until all errors are corrected or an explanation is provided for those errors that cannot be resolved.

A 'Descriptors' report is available in the Validata under 'Reports About Your Data'. This report is updated each time a CSV file is uploaded in Validata.

Refer to the *Validata guide* for more information on how to view the reports produced in Validata.

Table 5.1: 'Validation Results' errors

Code	Error Message	Data item
A01	Invalid type of assistance received (i.e. not 1, 2, 3, 4 or 99)	HPA_TYPE
A02	Invalid payment type (i.e. not 1, 2, 3 or 4)	HPA_PAYMENT
A03	Missing type of assistance received	HPA_TYPE
A04	Missing payment type	HPA_PAYMENT
A05	Missing date assistance received	HPA_DATE
A06	Assistance amount is reported on a payment date before the collection period commenced and payment type is not reported as ongoing	HPA_AMOUNT, HPA_DATE, HPA_PAYMENT
A07	Missing amount of assistance received and date assistance received is within the collection year	HPA_AMOUNT, HPA_DATE
A08	Date assistance received is after the collection year	HPA_DATE
A09	Invalid format for date assistance received (i.e. not DD/MM/YYYY)	HPA_DATE
A10	Invalid format for amount of assistance received	HPA_AMOUNT
A12	Type of assistance reported as 'Direct lending assistance' and payment type is reported as non-repayable	HPA_PAYMENT, HPA_TYPE
H01	Invalid Indigenous status of household (i.e. not 1, 2 or 9)	INDIG
H02	Missing household ID	HOUSEHOLDID
H03	Missing date of birth of main applicant	DOB
H04	Missing Indigenous status of household	INDIG
H05	Missing gross weekly income of household	INC_GH
H06	Age of main applicant is greater than 100 years	DOB, AGE
H07	Age of main applicant is less than 16 years	DOB, AGE
H08	Gross weekly income of household is high (i.e. > \$1,500)	INC_GH
H09	Gross weekly income of household is low (i.e. < \$150)	INC_GH
H10	Duplicate record	HOUSEHOLDID, HPA_TYPE
H11	Invalid format for date of birth	DOB
H12	Invalid format for gross weekly income	INC_GH
P01	Invalid postcode	STATE, POSTCODE
P02	Missing suburb/town/locality name	SUBURB
P03	Missing postcode	POSTCODE
P04	Missing state	STATE
P05	Invalid format for state (i.e. not NSW, VIC, QLD, WA, SA, TAS, ACT or NT)	STATE
P06	Incorrect state	STATE

➤ **STEP 6: Submit the CSV file**

When satisfied with the quality of the data file, states and territories 'submit' the file in Validata. Click the 'Submit' button on the 'Dataset Dashboard' under 'Submission Summary' and 'Available Actions'.

Refer to the *Validata guide* for more information on how to submit data using Validata.

5.2 Prepare and upload data quality information

5.2.1 Qualitative workbook

An Excel spreadsheet is emailed to help update information about in-scope programs. It includes the following fields:

- name of the program
- description of the program
- eligibility criteria of the program.

The qualitative workbook can be uploaded in Validata by clicking 'Leave a comment' and 'Browse' on the 'Dataset Dashboard' under 'Submission Discussion'.

Refer to the *Validata guide* for more information on how to upload the qualitative workbook to the Validata.

5.2.2 Data quality information form

A Word document is provided to help collate data quality information:

- about the overall quality of the data:
 - deviations from the scope of the collection
 - changes in scope over time
 - changes in collection methodology
 - collection systems changes
 - policy changes that have impacted on the data collection
 - any other factors that may have resulted in a change in the data quality.
- against each data item including:
 - any deviation from the data item specifications outlined in [Appendix A](#)
 - data item changes over time
 - the time period the data item refers to if not specified in the data item specifications.

The AIHW will use this information to aid interpretation of the data, compile data quality statements and inform footnotes.

The data quality information form can be uploaded in Validata by clicking 'Leave a comment' and 'Browse' on the 'Dataset Dashboard' under 'Submission Discussion'.

Refer to the *Validata guide* for more information on how to upload the data quality information form to the Validata.

Section 6 – What happens after the data is submitted?

6.1 Error explanations and descriptor comments

6.2 AIHW approves the data

6.3 Data authoriser sign off

6.1 Error explanations and descriptor comments

After states and territories submit their data in Validata, the AIHW will check for any further validation issues and contact the states and territories requesting they explain remaining errors and comment on changes in the descriptors over time.

The error and descriptor files can be uploaded in Validata by clicking *'Leave a comment'* and *'Browse'* on the *'Dataset Dashboard'* under *'Submission Discussion'*.

Refer to the *Validata guide* for more information on how to upload the error explanations and descriptor comments in Validata.

See [Appendix B](#) for more details about the descriptors that are calculated in Validata. Derivations are also available at [Appendix C](#).

States and territories address any issues raised by the AIHW. If the state or territory needs to resubmit the CSV file they can request that the AIHW decline the file so that the data can be resubmitted.

6.2 AIHW approves the data

Once the AIHW is satisfied with the quality of the following information provided by the state or territory:

- data,
- data quality information form,
- qualitative workbook,
- error explanations, and
- descriptor comments,

the AIHW will approve the data in Validata.

6.3 Data authoriser sign off

Once AIHW has approved the data, the Data Authoriser for the relevant state or territory will receive an email to alert them that the data is ready to sign off. The Data Authoriser reviews the *'Descriptor'* report and when they are satisfied with the quality, sign off the data and descriptors in Validata.

To sign off the data in Validata, click the *'Sign Off'* button on the *'Dataset Dashboard'* under *'Submission Summary'* and *'Available Actions'*.

Refer to the *Validata guide* for more information on how to sign off data using Validata.

Section 7 – Who can you contact for further information?

For Validata logon support and queries about uploading or submitting data, contact the AIHW at: housing@aihw.gov.au.

For correspondence with the AIHW about the data collection, data quality or descriptors click 'Leave a comment' on the 'Submission Discussion' on the 'Dataset Dashboard' of the HPA data collection in Validata. Refer to the *Validata guide* for more information on how to leave comments in Validata.

Appendix A – List of data items: formatting and value requirements

This document provides detailed information about:

- formatting,
- value requirements,
- definitions, and
- data quality checks

to be applied to each data item included in the HPA data collection. If these guidelines are followed when inputting data into the CSV file it will prevent issues later in the validation process.

Table A1 lists the data items to be reported by states and territories for the 2016–17 HPA data collection and the **order in which the data items are to be provided**.

Table A1: Data items for 2016–17 HPA data collection

Household data items
Household identifier
Main applicant identifier
Date of birth of main applicant
Indigenous status of household
Gross weekly household income
Dwelling data items
Suburb/town/locality name
State
Postcode
Assistance data items
Type of assistance received
Payment type
Date assistance received
Amount of assistance received

Table A2 displays the applicable values, format, definition and quality check for each data item. Notation is to be interpreted as follow:

- Numeric *n* specifies a string of up to 'n' digits.
- Alphanumeric *n* specifies a string of any combination of digits and characters up to a length of 'n'.
- Alphabetic *n* specifies a string of up to 'n' characters.
- DD/MM/YYYY specifies any date formatted as shown e.g. 05/08/2006.

Data items

Table A2: Data Items – format, values, definitions and data quality checks

Data item	Description	Format	AHW values	METeOR reference	Definition	Data quality check
HOUSEHOLDID	Unique household identifier	Alphanumeric 15		607886	<p>Household identifier</p> <p>A unique identifier for a household. If household identifiers are not assigned as part of general management processes, a collection-specific unique household identifier may be assigned by states and territories by prefixing the assistance agency's unique household identifier with a unique agency identifier.</p>	Must be completed for all household records and must be unique for each household.
APPLICANTID	Unique main tenant identifier	Alphanumeric 15		608082	<p>Main applicant identifier</p> <p>A unique identifier for the person or principal person whose name appears first on the home purchase assistance application form. Where this is not clear it should be the person who is responsible for mortgage repayments.</p> <p>This identifier should be the same person identifier that is used by the social housing authority across different housing programs. This field may be used to link home purchase assistance records with corresponding public rental housing, state owned and managed Indigenous housing, and/or private rent assistance records.</p> <p>If a consistent social housing authority identifier is not available, leave this field blank.</p>	<p>Must be completed for all household records where a consistent social housing authority person identifier that can be used for data linkage exists.</p> <p>Must be left blank for all household records where a consistent social housing authority person identifier does not exist.</p>
DOB	Date of birth of main applicant	DD/MM/YYYY		287007	<p>Date of birth of main applicant</p> <p>The date of birth of the person or principal person whose name appears first on the home purchase assistance application form. Where this is not clear, it should be the person who is responsible for mortgage repayments</p>	Record in the DD/MM/YYYY format and leave blank if unknown.

Data item	Description	Format	AIHW values	METeOR reference	Definition	Data quality check
INDIG	Indigenous status of household	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described	607888	Indigenous status of household A household that contains one or more person(s) who identify as being of Aboriginal or Torres Strait Islander origin.	Only valid codes are accepted (that is, 1, 2 or 9). Must be completed for all household records.
INC_GH	Gross weekly household income	Numeric 8		607882	Gross weekly household income The value of weekly income from all sources before any deductions such as income tax, superannuation, etc. for all household members. Gross income is regarded as all receipts that are received regularly and are of a recurrent nature. Certain receipts such as lump sum receipts, windfall gains and withdrawals from savings are not considered to conform to these criteria and are not included as income.	Check records where weekly income is above \$1,500 or below \$150. Report to 2 decimal places and leave blank if unknown .
SUBURB	Suburb/town/locality name	Alphanumeric 46		429889	Suburb/town/locality name of dwelling The suburb/town/locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community where the dwelling for which assistance was provided is located.	Must be completed for all household records.
STATE	State	Alphabetic 3	NSW VIC QLD WA SA TAS ACT NT	302044	State The state in which the dwelling is located.	Must be completed for all household records.
POSTCODE	Postcode	Numeric 4		429894	Postcode of dwelling The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a dwelling.	Enter a valid 4-digit Australian postcode. Must be completed for all household records.

Data item	Description	Format	AIHW values	METeOR reference	Definition	Data quality check
HPA_TYPE	Type of assistance received	Numeric 2	1. Direct lending 2. Deposit assistance 3. Interest rate assistance 4. Mortgage relief 99. Other	387643	Type of assistance received Details of the type of financial assistance provided to the household.	Only valid codes are accepted (that is, 1, 2, 3, 4 or 99). Must be completed for all household records.
HPA_PAYMENT	Payment type	Numeric 1	1. One-off repayable 2. One-off non-repayable 3. Ongoing repayable 4. Ongoing non-repayable	611709	Payment type For the purpose of this collection, 'one-off' denotes assistance consisting of a single transfer to a household, while 'ongoing' denotes assistance that comprises multiple transfers to a household at different points in time. Thus, 'ongoing repayable' assistance is where repayable assistance consists of multiple repayable transfers to a household that occur at different points in time, whereas an instance of 'one-off repayable assistance' consists of a single repayable transfer to a household. 1. One-off repayable: refers to assistance to meet a specific event, such as direct lending or deposit assistance for the purchase of a home. The assistance is repayable when the client has an obligation to repay, in part or full, the value of assistance provided. The repaying of assistance can be delayed for a period of time (e.g. 12 months after the loan was provided) or returned depending on the client's income situation. 2. One-off non repayable: refers to assistance to meet a specific event, such as direct lending or deposit assistance for the purchase of a home, which the client has no obligation to repay. 3. Ongoing repayable: refers to assistance that covers a specific length of time, such as interest rate assistance provided for a 6 month	Only valid codes are accepted (that is, 1, 2, 3 or 4). Must be completed for all household records.

Data item	Description	Format	AIHW values	METeOR reference	Definition	Data quality check
					<p>period. The assistance is repayable when the client has an obligation to repay, in part or full, the value of assistance provided. The repaying of assistance can be delayed for a period of time (e.g. 12 months after the loan was provided).</p> <p>4. Ongoing non-repayable: Refers to assistance that covers a specific length of time, such as interest rate assistance provided for a 6 month period, which the client has no obligation to pay.</p>	
HPA_DATE	Date assistance received	DD/MM/YYYY		270042	<p>Date assistance received</p> <p>The date on which assistance was provided to the household. For households who commenced receiving ongoing assistance prior to 01/07/2016 and continued to receive this assistance, this should be the date the household first received the assistance.</p>	Record in the DD/MM/YYYY format.
HPA_AMOUNT	Amount of assistance received	Numeric 8		608508	<p>Amount of assistance received</p> <p>The dollar value of assistance provided to households. Only assistance provided between 01/07/2016 and 30/06/2017 should be included. Assistance before or after this date should be excluded.</p> <p>Include:</p> <p>The value of assistance provided to a household during the 2016–17 financial year for:</p> <ul style="list-style-type: none"> – all households who commenced receiving assistance for the year ending 30 June 2017 regardless of the form of assistance (i.e. whether assistance is one-off, ongoing, repayable or non-repayable); and – all households who commenced receiving an ongoing form of assistance in a previous financial year 	Report to 2 decimal places. Leave blank if the household has repayable monies outstanding for assistance provided in a previous financial year but did not received further assistance in the 2016–17 financial year.

Data item	Description	Format	AIHW values	METeOR reference	Definition	Data quality check
					<p>(i.e. prior to 1 July 2016) and continued to receive this assistance during the 2016–17 financial year.</p> <p>Exclude:</p> <ul style="list-style-type: none"> – Related administrative and operational costs associated with providing the home purchase assistance. – The value of assistance provided to a household prior to 1 July 2016). – The value of outstanding repayable monies where a repayable form of assistance was provided prior to 1 July 2016 and outstanding monies had not been repaid by COB of 30 June 2016. – For those households that had monies outstanding on repayable assistance provided in a previous financial year but did not receive further assistance in the 2016–17 financial year, leave HPA_AMOUNT blank. 	

Appendix B – List of descriptors

Once the state or territory has uploaded the data, descriptors are available in Validata for comment. The following table provides details of the descriptors that will be calculated in Validata based on the household, dwelling and assistance data items reported by states and territories.

Table B1: List of descriptors

Code	Description
HP1	Total number of households assisted for year ending 30 June
HP2	Total number of Indigenous households assisted for year ending 30 June
HP3	Total number of instances of assistance provided to households in <i>Major cities</i> for year ending 30 June
HP4	Total number of instances of assistance provided to households in <i>Inner regional</i> areas for year ending 30 June
HP5	Total number of instances of assistance provided to households in <i>Outer regional</i> areas for year ending 30 June
HP6	Total number of instances of assistance provided to households in <i>Remote areas</i> for year ending 30 June
HP7	Total number of instances of assistance provided to households in <i>Very remote</i> areas for year ending 30 June
HP8	Total number of households receiving direct lending for year ending 30 June
HP9	Total number of households receiving deposit assistance for year ending 30 June
HP10	Total number of households receiving interest rate assistance for year ending 30 June
HP11	Total number of households receiving mortgage relief for year ending 30 June
HP12	Total number of households receiving other assistance for year ending 30 June
HP13	Total value of new assistance to households receiving direct lending for year ending 30 June
HP14	Total value of new assistance to households receiving deposit assistance for year ending 30 June
HP15	Total value of new assistance to households receiving interest rate assistance for year ending 30 June
HP16	Total value of new assistance to households receiving mortgage relief for year ending 30 June
HP17	Total value of new assistance to households receiving other assistance for year ending 30 June
HP18	Total number of instances of direct lending assistance provided in a previous financial year for which repayables remain outstanding at 30 June
HP19	Total number of instances of new direct lending assistance provided in the year ending 30 June
HP20	Total number of instances of direct lending assistance for which the date of assistance provision is missing
HP21	Total number of instances of deposit assistance provided in a previous financial year for which repayables remain outstanding at 30 June
HP22	Total number of instances of new deposit assistance provided in the year ending 30 June
HP23	Total number of instances of deposit assistance for which the date of assistance provision is missing
HP24	Total number of instances of interest rate assistance provided in a previous financial year for which repayables remain outstanding at 30 June
HP25	Total number of instances of new interest rate assistance provided in the year ending 30 June
HP26	Total number of instances of interest rate assistance for which the date of assistance provision is missing
HP27	Total number of instances of mortgage relief provided in a previous financial year for which repayables remain outstanding at 30 June
HP28	Total number of instances of new mortgage relief provided in the year ending 30 June
HP29	Total number of instances of mortgage relief for which the date of assistance provision is missing
HP30	Total number of instances of other assistance provided in a previous financial year for which repayables remain outstanding at 30 June
HP31	Total number of instances of new other assistance provided in the year ending 30 June
HP32	Total number of instances of other assistance for which the date of assistance provision is missing

Appendix C – Descriptor derivations

Table C1: Derivations for the 2016–17 HPA data collection

Data item	Description	Calculation
HP1	Total number of households assisted for year ending 30 June	This is a unique count of households that received assistance for the current financial year. Any household that has received more than one type of assistance will only be counted once. Data item used: - HOUSEHOLDID
HP2	Total number of Indigenous households assisted for year ending 30 June	This is a unique count of indigenous households. Any household that has received more than one type of assistance will only be counted once. Data items used: - HOUSEHOLDID - Indig_status (value= 1)
HP3	Total number of instances of assistance provided to households in <i>Major cities</i> for year ending 30 June	Postcodes in the data file are merged with the AIHW postcode file which derives a remoteness area. Households are then identified by <i>Major cities, Inner regional, Outer regional, Remote</i> and <i>Very remote</i> areas. Where postcodes are missing a remoteness area is not allocated. Data items used: - HOUSEHOLDID - State - postcode
HP4	Total number of instances of assistance provided to households in <i>Inner regional</i> areas for year ending 30 June	
HP5	Total number of instances of assistance provided to households in <i>Outer regional</i> areas for year ending 30 June	
HP6	Total number of instances of assistance provided to households in <i>Remote areas</i> for year ending 30 June	
HP7	Total number of instances of assistance provided to households in <i>Very remote</i> areas for year ending 30 June	
HP8	Total number of households receiving direct lending for year ending 30 June	This is a unique count of households that received HPA assistance type of "direct lending" for the current financial year. Households that received multiple instances of this assistance will only be counted once. Data item used : - ID - HPA_Type (value = 1)
HP9	Total number of households receiving deposit assistance for year ending 30 June	This is a unique count of households that received HPA assistance type of "deposit assistance" for the current financial year. Households that received multiple instances of this assistance will only be counted once. Data item used : - HOUSEHOLDID - HPA_Type (value = 2)
HP10	Total number of households receiving interest rate assistance for year ending 30 June	This is a unique count of households that received HPA assistance type of "interest rate assistance" for the current financial year. Households that received multiple instances of this assistance will only be counted once. Data item used : - HOUSEHOLDID - HPA_Type (value = 3)
HP11	Total number of households receiving mortgage relief for year ending 30 June	This is a unique count of households that received HPA assistance type of "mortgage relief" for the current financial year. Households that received multiple instances of this assistance will only be counted once. Data item used : - HOUSEHOLDID - HPA_Type (value = 4)

Data item	Description	Calculation
HP12	Total number of households receiving other assistance for year ending 30 June	This is a unique count of households that received HPA assistance type of "Other" for the current financial year. Households that received multiple instances of this assistance will only be counted once. Data item used : - <i>HOUSEHOLDID</i> - <i>HPA_Type (value = 99)</i>
HP13	Total value of new assistance to households receiving direct lending for year ending 30 June	This is the sum of HPA_Amount for the household count in the data item HP8. Data items used: - <i>HPA_Amount</i> - <i>HPA_Type (value = 1)</i>
HP14	Total value of new assistance to households receiving deposit assistance for year ending 30 June	This is the sum of HPA_Amount for the household count in the data item HP8. Data items used: - <i>HPA_Amount</i> - <i>HPA_Type (value = 2)</i>
HP15	Total value of assistance to households receiving interest rate assistance for year ending 30 June	This is the sum of HPA_Amount for the household count in the data item HP8. Data items used: - <i>HPA_Amount</i> - <i>HPA_Type (value = 3)</i>
HP16	Total value of assistance to households receiving mortgage relief for year ending 30 June	This is the sum of HPA_Amount for the household count in the data item HP8. Data items used: - <i>HPA_Amount</i> - <i>HPA_Type (value = 4)</i>
HP17	Total value of assistance to households receiving other assistance for year ending 30 June	This is the sum of HPA_Amount for the household count in the data item HP8. Data items used: - <i>HPA_Amount</i> - <i>HPA_Type (value = 99)</i>
HP18	Total number of instances of direct lending assistance provided in a previous financial year for which repayables remain outstanding at 30 June	This is the count of instances of direct lending assistance provided in a previous financial year for which repayable monies have not been completely repaid by 30 June (end of the previous financial year). Households that received multiple instances of assistance will also be counted. Data items used: - <i>HOUSEHOLDID</i> , - <i>HPA_Date (value < 01July (current financial year))</i> - <i>HPA_Type (value = 1)</i> - <i>HPA_Payment (value = 1 or 3)</i> - <i>HPA_Amount (value = 'missing')</i>
HP19	Total number of instances of new direct lending assistance provided in the year ending 30 June	This is the count of instances of direct lending assistance provided in the current financial year. Households that received multiple instances of assistance will also be counted. Data items used: - <i>HOUSEHOLDID</i> - <i>HPA_Date (value >= 01July and <= 30 June (current financial year))</i> - <i>HPA_Type (value = 1)</i>
HP20	Total number of instances of direct lending assistance for which the date of assistance provision is missing	This is the count of instances of direct lending assistance provided for which HPA_Date is missing. Data items used: - <i>HOUSEHOLDID</i> - <i>HPA_Date (value = 'missing')</i> - <i>HPA_Type (value = 1)</i>

Data item	Description	Calculation
HP21	Total number of instances of deposit assistance provided in a previous financial year for which repayables remain outstanding at 30 June	This is the count of instances of deposit assistance provided in a previous financial year for which repayable monies have not been completely repaid by 30 June (end of the previous financial year). Households that received multiple instances of assistance will also be counted. Data items used: -HOUSEHOLDID -HPA_Date (value < 01July (current financial year)) -HPA_Type (value = 2) -HPA_Payment (value = 1 or 3) -HPA_Amount (value = 'missing')
HP22	Total number of instances of new deposit assistance provided in the year ending 30 June	This is the count of instances of deposit assistance provided in the current financial year. Households that received multiple instances of assistance will also be counted. Data items used: -HOUSEHOLDID -HPA_Date (value >= 01July and <=30 June (current financial year)) - HPA_Type (value = 2)
HP23	Total number of instances of deposit assistance for which the date of assistance provision is missing	This is the count of instances of deposit assistance provided for which HPA_Date is missing. Data items used: -HOUSEHOLDID -HPA_Date (value= 'missing') -HPA_Type (value = 2)
HP24	Total number of instances of interest rate assistance provided in a previous financial year for which repayables remain outstanding at 30 June	This is the count of instances of interest rate assistance provided in a previous financial year for which repayable monies have not been completely repaid by 30 June (end of the previous financial year). Households that received multiple instances of assistance in the previous financial year will also be counted. Data items used: -HOUSEHOLDID -HPA_Date (value < 01July (current financial year)) -HPA_Type (value = 3) -HPA_Payment (value = 1 or 3) -HPA_Amount (value = 'missing')
HP25	Total number of instances of new interest rate assistance provided in the year ending 30 June	This is the count of instances of interest rate assistance provided in the current financial year. Households that received multiple instances of assistance will also be counted. Data items used: -HOUSEHOLDID -HPA_Date (value >= 01July and <= 30 June (current financial year)) -HPA_Type (value = 3)
HP26	Total number of instances of interest rate assistance for which the date of assistance provision is missing	This is the count of instances of interest rate assistance provided for which HPA_Date is missing. Data items used: -HOUSEHOLDID -HPA_Date (value = 'missing') -HPA_Type (value = 3)
HP27	Total number of instances of mortgage relief provided in a previous financial year for which repayables remain outstanding at 30 June	This is the count of instances of mortgage relief assistance provided in a previous financial year for which repayable monies have not been completely repaid by 30 June (end of the previous financial year). Households that received multiple instances of assistance will also be counted. Data items used: -HOUSEHOLDID -HPA_Date (value < 01July (current financial year)) -HPA_Type (value = 4) -HPA_Payment (value = 1 or 3) -HPA_Amount(value = 'missing')

Data item	Description	Calculation
HP28	Total number of instances of new mortgage relief provided in the year ending 30 June	This is the count of instances of mortgage relief assistance provided in the current financial year Households that received multiple instances of assistance will also be counted. Data items used: -HOUSEHOLDID -HPA_Date (value >= 01July and <= 30 June (current financial year)) -HPA_Type (value = 4)
HP29	Total number of instances of mortgage relief for which the date of assistance provision is missing	This is the count of instances of mortgage relief assistance provided for which HPA_Date is missing. Data items used: -HOUSEHOLDID -HPA_Date (value= 'missing') -HPA_Type (value = 4)
HP30	Total number of instances of other assistance provided in a previous financial year for which repayables remain outstanding at 30 June	This is the count of instances of other assistance provided in a previous financial year for which repayable monies have not been completely repaid by 30 June (end of the previous financial year). Households that received multiple instances of assistance will also be counted. Data items used: -HOUSEHOLDID -HPA_Date (value < 01July (current financial year)) -HPA_Type (value = 99) -HPA_Amount (value = 'missing') -HPA_Payment (value = 1 or 3)
HP31	Total number of instances of new other assistance provided in the year ending 30 June	This is the count of instances of other assistance provided in the current financial year. Households that received multiple instances of assistance will also be counted. Data items used: -HOUSEHOLDID -HPA_Date (value >= 01July and <= 30 June (current financial year)) -HPA_Type (value = 99)
HP32	Total number of instances of other assistance for which the date of assistance provision is missing	This is the count of instances of other assistance provided for which HPA_Date is missing. Data items used: -HOUSEHOLDID -HPA_Date (value = 'missing') -HPA_Type (value = 99)

Glossary

date assistance commenced	The date on which an agency first provided housing assistance to a household. This is distinct from the date on which the household was assessed for eligibility or applied for housing assistance and was entered on a waiting list.
direct lending	Includes government loans, shared equity loans and bridging loans.
dwelling	A unit of accommodation in which a household resides. Note that this definition is different to that used in other housing collections.
Home Purchase Assistance	Financial assistance provided by states and territories to low income households to improve their access to home ownership. The program assists households with direct lending (including government loans, shared equity loans and bridging loans), deposit assistance, interest rate assistance, mortgage relief and other assistance grants.
household	<p>A group of two or more related or unrelated people who usually reside in the same dwelling and who make common provision for food or other essentials for living; or</p> <p>A single person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.</p>
housing assistance	<p>The Australian governments and community-based organisations assist eligible households finding it difficult to meet housing costs. Assistance is provided through a range of programs, collectively referred to as housing assistance.</p> <p>Housing assistance includes:</p> <ul style="list-style-type: none">• provision of housing (social housing) with government-subsidised rent• affordable rental housing, with rents lower than market rates for moderate income earners• assistance with rent in the private rental market• provision of services to assist in obtaining accommodation or sustaining tenancies.

income – gross	<p>The value of income from all sources before any deductions such as income tax and superannuation for all household members. Gross income is regarded as all receipts that are received regularly and are of a recurrent nature.</p> <p>Assessable income does not include Commonwealth Rent Assistance (CRA).</p> <p>The main components of assessable income are:</p> <ul style="list-style-type: none"> • wages and salary • income derived from self-employment • government pensions, benefits and allowances • other income comprising investments (including interest, dividends, royalties and rent) and other regular income (including superannuation, private scholarships received in cash, workers' compensation, accident compensation, maintenance or alimony, and any other allowances regularly received). <p>Certain receipts such as lump sum receipts, windfall gains and withdrawals from savings are not considered to conform to these criteria and are not included as income.</p>
Indigenous household	A household which contains one or more persons who identifies as being of Aboriginal or Torres Strait Islander origin.
instances of assistance	The number of times a household receives a one-off assistance grant or receives assistance through an 'ongoing' assistance type, such as a loan. 'Ongoing' assistance is counted as one instance of assistance in the financial year for each program type where assistance is provided.
low income household	<p>Low income households are considered to be those in the bottom two quintiles of equivalised gross household income. Different low income cut off limits are applied depending on the location of a household (based on dwelling postcode). Generally, different limits apply to capital cities and the remainder of the state/territory for each jurisdiction.</p> <p>Households with equivalised gross income falling below the relevant cut off point are considered to be a low income household.</p>
main applicant	The person whose name appears first on the application for assistance. Where this is not clear, it should be the person who is responsible for mortgage repayments.
mortgage relief	Short-term assistance with meeting loan repayments for those experiencing difficulty as a result of unforeseen change in circumstances.
one-off assistance	Monies provided at a single point in time.
ongoing assistance	Monies provided at multiple points in time.

outstanding monies	Monies provided before the start of the financial year with an obligation to be repaid that have not been repaid, regardless of whether there has been a breach of repayment terms (for example, whether the client has defaulted on repayments).
principal source of income	The source from which a household derives the greatest proportion of its cash income.
weekly rent charged	The weekly amount of money a household is charged.