Home Purchase Assistance
data collection

Processing and data manual

2017–18

Cover art by Kate Payne

Contents

Abbreviations

AIHW   Australian Institute of Health and Welfare

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 2017–18 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 reflects decisions made by the Housing and Homelessness Data Network (HHDN).

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

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 2018 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?

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.

Since 1997–98, the AIHW has compiled HPA data from states and territories on an annual basis. These data help to describe the performance of the current National Affordale Housing Agreement which commenced on 1 January 2009 and the former Commonwealth-State Housing Agreement.

The HPA data are used for a variety of purposes including to

- describe the social housing system in AIHW reports such as *Housing assistance in Australia* and *Australia's welfare*, and

- provide statistical information to third parties via the AIHW's data on request service.

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

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 **2017–18 financial year**, that is, the period from **1 July 2017 to 30 June 2018**.

1.2.3 Scope

The scope of the HPA data collection for the 2017–18 financial year includes:

- All households that commenced receiving assistance in the 2017–18 financial year regardless of whether the assistance is one-off or ongoing.
- All households that commenced receiving ongoing assistance prior to 1 July 2017 and continued to receive assistance in the 2017–18 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 2017–18 financial year (that is, 1 July 2017).

> **The amount of HPA should only include the value of assistance provided in the 2017–18 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. Instance of assistance refers to whether the initial assistance consisted of one ('one-off') or multiple ('ongoing') 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 2017–18 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 2017–18 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 web portal that allows states and territories to upload and validate (i.e. check for errors) their data prior to submission to the AIHW. Validation results are generated each time a data file is uploaded.

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

The AIHW has created a new (2018) verson of Validata™ to replace the former one. Refer to the *Validata™ guide* for information on how to perform all the validation tasks in the new system.

In Validata™, states and territories can:

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

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 2017–18 HPA data are detailed below:

AIHW:

- emails the qualitative workbook to the state/territory to review and update where necessary.
- uploads data collection documentation to the Validata™:
  - *Processing and data manual 2017–18* (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.
- upload the CSV file to the Validata™.
- validate the file in Validata™ as many times as necessary until the data quality is satisfactory.
- send the final validated CSV file to be reviewed in Validata™.
- upload data quality information to the Validata™:
  - data quality information form
  - error explanations
  - descriptor comments.

AIHW:

- conducts data quality assurance processes
- prepares summary information and data quality responses for approval and reporting
- approves the data.

States and territories will be consulted by the AIHW if issues concerning quality assurance are identified.

States and territories submit the data**.**

This signifies the relevant state or territory authority authorises and acknowledges that the data, descriptors and data quality information are approved for release.

3.2 Timeline

The timeline below was agreed to by the HHDN.

Table 3.1: Timeline

Date	Task
1 Jun 2018	AIHW to upload collection documentation to the Validata™ and notify states and territories.
2 July 2018	Earliest date states and territories can commence uploading to and validating data in Validata™: • data • qualitative workbook • data quality information form.

2 Jul–17 Nov 2018	States and territories continue to upload and validate files in Validata™. The following information will be generated after each file is uploaded:
	• validation results (error reports)
	• descriptor report, containing:
	  – descriptors
	  – performance indicators
	  – 3 year comparison
	States and territories continue to upload and validate files until all edits are corrected or explanations are provided for outstanding errors.
	When satisfied with the uploaded results, states and territories send their validated file for review by the AIHW in Validata™.

16 Nov 2018	Final date for states and territories to: • send files for review in Validata™ • supply data quality information to the AIHW.
1 Dec 2018	Final date for AIHW to approve data in Validata™.
14 Dec 2018	Final date for state and territory data custodians to submit data.

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.

The AIHW will upload the following files to the Validata™:

- *Processing and data manual 2017–18* (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)**.**

Refer to the *Validata™ guide* for information on how to access these files.

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

5.1 Prepare, upload and send the data for review

5.2 Prepare and upload data quality information

5.1 Prepare, upload and send data for review

States and territories are responsible for collecting data for the HPA data collection. A single comma delimited (CSV) file has been has been uploaded to 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 Summary'**
>
> ➢ **STEP 6: Send the CSV file for review**

➤ 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 2017–18 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.

Validata™ requires the file to be in comma-separated values (CSV) format. 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 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**.

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**

Once formatting checks have been performed, 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.
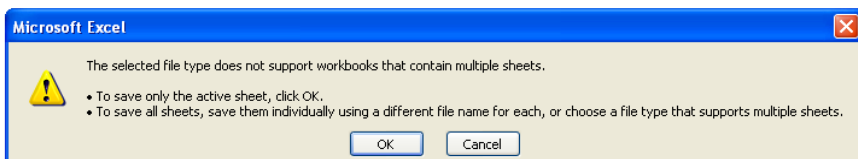
Once you click *'OK'*, the following dialogue box will appear if the worksheet contains features that are not compatible with the CSV format. If this is the format you want to keep, click *'Yes'* to save. Click *'No'* to preserve the features or *'Help'* to find out what might be lost.
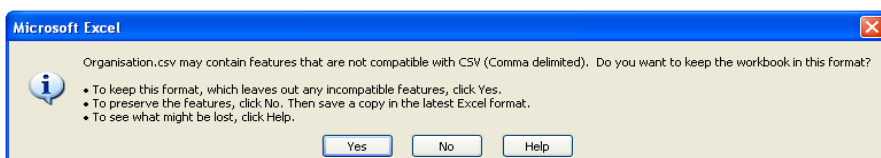
> ➢ **STEP 4: Upload the CSV file in Validata™**

A user can then upload the CSV file to the HPA collection in Validata™.

Refer to the *Validata™ guide* for information on how to use Validata™.

> **Before using Validata™, ensure you have prepared the CSV files by according to the steps described in STEP 2.**

> ➢ **STEP 5: Resolve errors shown in the 'Validation Summary'**

Table 5.1 outlines the possible validation errors identified in Validata™ and presented in the 'Validation Summary' after uploading a CSV file.

A user can:

- view the ' Validation Summary' (a listing of the edit rules that failed and the number of records effected) in Validata™, or
- '*Download summary validation results*', which downloads an Excel file containing the summary results, or
- '*Download detailed validation 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.

Descriptors Report:

This report allows states and territories to preview the descriptors and performance indicators.

All reports are updated each time a CSV file is uploaded to the Validata™. Refer to the *Validata™ guide* for 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. greater than $1,500)	INC_GH
H09	Gross weekly income of household is low (i.e. less than $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
H13	Invalid household identifier (length is greater than 50 characters)	HOUSEHOLDID
H14	Invalid main applicant identifier (length is greater than 15 characters)	APPLICANTID
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
P07	Invalid suburb (length is greater than 46 characters)	SUBURB

When satisfied with the quality of the data file, states and territories send the file for review (previously 'submit') in Validata™.

Refer to the *Validata™ guide* for information on how to send a file for review in 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.

Refer to the *Validata™ guide* for 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.

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

Section 6 – What happens after the data are sent for review?

> **6.1 Error explanations and descriptor comments**
>
> **6.2 AIHW approves the data**
>
> **6.3 Data submission**

6.1 Error explanations and descriptor comments

After states and territories send their file for review 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.

States and territories address any issues raised by the AIHW. If the state or territory needs to upload a new CSV file they can cancel the review.

Refer to the *Validata™ guide* for information on how to upload the error explanations and descriptor comments to the Validata™ or cancel the review process.

See **Appendix B** for more details about the descriptors that are calculated in Validata™. Derivations are also available at **Appendix C**.

6.2 AIHW approves the data

Once the AIHW is satisfied with the quality of the following information provided by the state or territory, they will approve the data in Validata™:

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

6.3 Data submission

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 are ready to submit (previously 'sign off'). The Data Authoriser should review the descriptors report associated data quality information and when they are satisfied with the quality, submit the relevant data file in Validata™. The submission function may be delegated to another Validata™ user.

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

Section 7 – Privacy

7.1 Data privacy at the AIHW

The data submitted to the AIHW through the Validata™ are held in a secure manner. The AIHW has put in place a number of safeguards to ensure the privacy of the data is maintained. For example:

- the AIHW maintains a secure physical and computer environment,
- all AIHW staff and contractors must sign confidentiality agreements before they can access any data held at the AIHW,
- staff and contractors are only granted access to the data needed to perform their work, and
- if required, data are confidentialised before release outside the AIHW.

The AIHW's privacy policy is available from our website.

7.1.1 AIHW release of data

Data will be released by the AIHW in accordance with legislative, ethical and data provider requirements. Procedures for the release of data are governed by the AIHW's *Data Governance Framework* and supporting policies and process documents.

7.2 State/territory role in maintaining data privacy

States and territories are responsible for maintainng the privacy of data within departmental information systems in accordance with state legislative and departmental requirements. These requirements affect how data are compiled and managed by states and territories.

States and territories are also responsible for ensuring that their clients have been advised that de-identified data are being provided to the AIHW; and may be provided to third-parties in accordance with release procedures.

Section 8 – Who can you contact for further information?

For help with any aspect of the Home Purchase Assistance data collection, contact the AIHW by either emailing housing@aihw.gov.au or leaving a comment on the Validata™. Refer to the *Validata™ guide* for 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 2017–18 HPA data collection and the **order in which the data items are to be provided**.

Table A1: Data items for 2017–18 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	AIHW values	METeOR reference	Definition	Data quality check
HOUSEHOLDID	Unique household identifier	Alphanumeric 15		607886	**Household identifier** 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.	Must be completed for **all** household records and must be unique for each household.
APPLICANTID	Unique main tenant identifier	Alphanumeric 15		665514	**Main applicant identifier** 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. 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. **If a consistent social housing authority identifier is not available, leave this field blank.**	Must be completed for **all** household records where a consistent social housing authority person identifier that can be used for data linkage exists. Must be **left blank** for **all** household records where a consistent social housing authority person identifier **does not** exist.
DOB	Date of birth of main applicant	DD/MM/YYYY		287007	**Date of birth of main applicant** 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	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	**611726**	**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	664782	**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
					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). 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.	
HPA_DATE	Date assistance received	DD/MM/YYYY		**270042**	**Date assistance received** The date on which assistance was provided to the household. For households who commenced receiving ongoing assistance prior to 01/07/2017 and continued to receive this assistance, this should be the date the household first received the assistance.	Record in the DD/MM/YYYY format.
HPA_AMOUNT	Amount of assistance received	Numeric 8		**608508**	**Amount of assistance received** The dollar value of assistance provided to households. Only assistance provided between 01/07/2017 and 30/06/2018 should be included. **Assistance before or after this date should be excluded.** *Include:* The value of assistance provided to a household during the 2017–18 financial year for: — all households who commenced receiving assistance for the year ending 30 June 2018 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** receive further assistance in the 2017–18 financial year.

Data item	Description	Format	AIHW values	METeOR reference	Definition	Data quality check
					(i.e. prior to 1 July 2017) and continued to receive this assistance during the 2017–18 financial year.	
					Exclude:	
					– Related administrative and operational costs associated with providing the home purchase assistance.	
					– The value of assistance provided to a household prior to 1 July 2017).	
					– The value of outstanding repayable monies where a repayable form of assistance was provided prior to 1 July 2017 and outstanding monies had not been repaid by COB of 30 June 2018.	
					– For those households that had monies outstanding on repayable assistance provided in a previous financial year but **did not** receive further assistance in the 2017–18 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
HP01	Total number of households assisted for year ending 30 June
HP02	Total number of Indigenous households assisted for year ending 30 June
HP03	Total number of instances of assistance provided to households in *Major cities* for year ending 30 June
HP04	Total number of instances of assistance provided to households in *Inner regional* areas for year ending 30 June
HP05	Total number of instances of assistance provided to households in *Outer regional* areas for year ending 30 June
HP06	Total number of instances of assistance provided to households in *Remote areas* for year ending 30 June
HP07	Total number of instances of assistance provided to households in *Very remote* areas for year ending 30 June
HP08	Total number of households receiving direct lending for year ending 30 June
HP09	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 2017–18 HPA data collection

Data item	Description	Calculation
HP01	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*
HP02	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)*
HP03	Total number of instances of assistance provided to households in *Major cities* 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 *Major cities*, *Inner regional*, *Outer regional*, *Remote* and *Very remote* areas. Where postcodes are missing a remoteness area is not allocated. **Data items used:** *- HOUSEHOLDID* *- State* *- postcode*
HP04	Total number of instances of assistance provided to households in *Inner regional* areas for year ending 30 June	
HP05	Total number of instances of assistance provided to households in *Outer regional* areas for year ending 30 June	
HP06	Total number of instances of assistance provided to households in *Remote areas* for year ending 30 June	
HP07	Total number of instances of assistance provided to households in *Very remote* areas for year ending 30 June	
HP08	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)*
HP09	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 :** **- HOUSEHOLDID** **-HPA_Type (value = 99)**
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 households receiving direct lending. ~~count in the data item HP08.~~ **Data items used:** **-HPA_Amount** **- HPA_Type (value = 1)**
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 households receiving deposit assistance. ~~count in the data item HP09.~~ **Data items used:** **-HPA_Amount** **- HPA_Type (value = 2)**
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 households receiving interest rate assistance. ~~count in the data item HP10.~~ **Data items used:** **-HPA_Amount** **- HPA_Type (value = 3)**
HP16	Total value of assistance to households receiving mortgage relief for year ending 30 June	This is the sum of HPA_Amount for the households receiving mortgage relief. ~~count in the data item HP11.~~ **Data items used:** **-HPA_Amount** **- HPA_Type (value = 4)**
HP17	Total value of assistance to households receiving other assistance for year ending 30 June	This is the sum of HPA_Amount for the households receiving other assistance. ~~count in the data item HP12.~~ **Data items used:** **-HPA_Amount** **- HPA_Type (value = 99)**
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:** **-HOUSEHOLDID,** **-HPA_Date (value < 01July (current financial year))** **-HPA_Type (value = 1)** **-HPA_Payment (value = 1 or 3)** **- HPA_Amount (value = 'missing')**
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:** **-HOUSEHOLDID** **-HPA_Date (value >= 01July and <= 30 June(current financial year))** **-HPA_Type (value = 1)**
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:** **-HOUSEHOLDID** **-HPA_Date (value= 'missing')** **-HPA_Type (value= 1)**

Commented [WC1]: Changing the wording of the calculation because SAS code uses all households, rather than unique households by HPA type which is used for HP8-12.

Commented [WC2]: According to the code it's not for 'new' households but for all households receiving that assistance.

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 assistance to a household. This is distinct from the date on which the household was assessed for eligibility or applied for assistance.
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	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.
income — gross	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.
	The main components of gross income are:
	• 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).
	Commonwealth Rent Assistance is included as gross income.
	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.
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	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.
	Households with equivalised gross income falling below the relevant cut off point are considered to be a low income household.
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).