



Australian Government

**Australian Institute of
Health and Welfare**

*Authoritative information and statistics
to promote better health and wellbeing*

Public rental housing and SOMIH national data collection

Processing manual

2014–15

Australian Institute of Health and Welfare
Canberra

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The contact for queries or comments:

Housing and Homelessness Collection Processing Unit

Email: housing@aihw.gov.au

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1 Introduction

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

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

These manuals, along with the Public rental housing data set specification (<http://meteor.aihw.gov.au/content/index.phtml/itemId/595530>) and the SOMIH data set specification (<http://meteor.aihw.gov.au/content/index.phtml/itemId/596082>) provide standard concepts, definitions and procedures to enable the collection and reporting of performance data that are comparable across states/territories.

2 Data requirements

2.1 Data definitions

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

2.2 Scope and coverage of the manual

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

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

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

Dwellings no longer under the administration of the property manager/agency at 30 June 2015 (including dwellings demolished, sold or disposed of) and dwellings not yet available to the property manager/agency at 30 June 2015 (such as those still under construction or being purchased) are excluded.

This combined manual should be used as follows:

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

2.3 Timetable for processing

Date	Task
11 June	AIHW to circulate process documentation to states/territories
1 Jul	Earliest date States/territories can commence uploading and validating all data to Validata website
1 Jul–31 Jul	<p>States/territories continue to upload and validate files with Validata generating the following reports after each file is uploaded:</p> <ul style="list-style-type: none"> • Validation reports, <p>When satisfied with upload results, States/territories are to “Submit” their validated data to AIHW in Validata.</p>
1 Jul–31 Jul	<p>When states/territories have “Submitted” their validated data to AIHW, the following reports will be generated by AIHW and distributed via Validata for states/territories to view:</p> <ul style="list-style-type: none"> • Descriptors report <ul style="list-style-type: none"> ○ descriptors ○ performance Indicators ○ comparison
31 Jul	Latest date, files to be “Submitted” in Validata by States/territories including the supply of footnotes and data quality information to AIHW
14 Aug	AIHW latest date to “Approved” data in Validata and send data quality statements for comments
21 Aug	States/territories latest date to “Signed-off” data in Validata and data quality statements
27 Sep	AIHW to send data and data quality statements to the productivity commission
Jan 2016	RoGS 2016 released

2.4 Changes to the 2014-15 Processing manual

Due to the introduction of the AIHW Validata, there are some major changes to the contents and structure of this manual.

- Combined the pre-dispatch edits and AIHW edits into one:
 - Removal/combine repeat edits (AIHW edits/pre-dispatch edits):
ED36E/ED04E, ED55E/ED08E, ED62E/ED11E, EH39E/EH11E, EH40E/EH12E, EH44E/EH16E, EH45E/EH17E, EH66E/EH21E, EH70E/EH22E, EH71E/EH23E, EH75E/EH25E, EH80E/EH26E, EP20E/EP03E, EP81E/EP12E, EI45E/EI06E and EI47E/EI47E
 - Rename of edit: EH12E (AIHW edit) to EH28E
 - Edits abolished: EH46E, EP60E, EP61E, EW47E, EW48E, EW50E, EHW41E,
 - New edits: ED12E, EV10E, EV11E, EH30E, EH31E, EH32E, EH33E, EH34E, EH35E, EH36E, EH37E, EH38E, EH39E, EH53E, EP16E, EP18E, EI07E, EI08E, EW10E, EW11E and EW12E
The majority of new edits are checking for incorrect format for date and dollars variables as Validata has a very strict requirement for correct formatting.
 - EH64E and EH65E: instead of using state 'peppercorn_rent' (minimum rent charged) now use \$20.00 as a benchmark for all the states/territories.
- Add four new standard variables: CRA, RNT_CRA, INC_CRA (Household file); PDT_END (Person file)
- Sections and appendix removed:
AIHW importing and edits process
Instructions for data validator
Instructions for the AIHW Secure Messenger (ASM) system
- Rename of Sections:
Data extraction
Data validation

3 Data extraction

General notes on data extraction

To be able to successfully have your data uploaded to the AIHW Validata for validation, it is important to meet the strict requirements for the raw data file:

- The order of the variables **MUST MATCH** with the order listed in this section for each data file. If a variable is not applicable to your jurisdiction, the variable still needs to be included in the data set but left empty for all records.
- **DO NOT** include any variables that are not listed as standard variables.
- Format all variables relating to dollars as **DDDDD.cc** (with 2 decimal places). No rounding should be applied to income amounts. **DO NOT** use the thousand separators ',' and **DO NOT** include the dollar symbol '\$'. The decimal formatting is not always visible in csv file, so please double check in Notepad before uploading the data.
- Dates to be formatted as **dd/mm/yyyy** (with slash in between).
- Blank fields to be coded as unknown or left empty in the csv files.
- Point-in-time 30 June household indicator - includes those ongoing plus those ending on 30 June 2015.
- Please advise if unable to populate a variable. If this is the case the variable is to be included in the data set but left empty for all records
- Please check for blank unit identifiers (i.e. dwelling, waitlist, household, person and income unit IDs).
- SOMIH program is not applicable to Vic, WA, ACT and NT.

Updates to be provided by states/territories for the financial year:

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

These updates will be requested by AIHW in the 'Processing parameters' spreadsheet, which should be returned by the **31st of July**.

3.1 Dwelling File

The dwelling file contains all occupied and vacant dwellings that are managed by the public rental housing and SOMIH programs at 30 June 2015. One record should be provided for each dwelling.

Records requested:

Include:

Dwellings headleased from private market or other programs (see NHADDv3 p320 for details: <http://meteor.aihw.gov.au/content/index.phtml/itemId/236882>) and managed by your jurisdiction.

Exclude:

- Dwellings no longer under the administration of the property manager/agent at 30 June 2015.
- Dwellings not yet available to the property manager/agency at 30 June 2015, such as those still under construction or being purchased.
- Dwellings owned but not administered by your jurisdiction (e.g. leased to other program areas and not administered by state housing authority).

Data qualifications:

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

Dwelling data set — formats and values:

AIHW variable	Description	Format	METeOR reference	AIHW values
STATE	State/territory identifier	Numeric 3	302044	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	459031	1. Public rental housing 3. SOMIH
DWELID	Dwelling identifier	Alphanumeric 15	302656	
DWELTYPE	Dwelling structure	Numeric 2	270125	1. Separate house 2. Semi-detached, row or terrace house, townhouse, etc. 3. Flat, unit or apartment 4. Caravan, tent, cabin etc. in caravan park, houseboat in marina, etc. 5. Caravan not in caravan park, houseboat not in marina, etc. 6. Improvised home, tent, campers out 7. House or flat attached to a shop, office, etc. 8. Boarding/rooming house unit 9. Other 99. Not stated/inadequately described
NBEDROOM	Number of bedrooms	Numeric 3	479778	Bed-sits should be counted as a 1 bedroom dwelling.
POSTCODE	Dwelling postcode	Numeric 4	429894	
RNT_MRKT	Market rent value of dwelling (weekly amount at 30/6)	DDDDD.cc	444432	
TENSTAT	Dwelling status indicator (at 30/6)	Numeric 1	302930	1. Tenatable 2. Untenatable 9. Not stated/inadequately described
OCCSTAT	Dwelling occupancy indicator (at 30/6)	Numeric 1	607865	1. Yes 2. No 9. Not stated/inadequately described
DEVSTAT	Dwelling major redevelopment indicator (at 30/6)	Numeric 1	459053	1. Yes 2. No 9. Not stated/inadequately described

3.2 Dwelling History File

The dwelling history file contains one record for each vacancy episode during the financial year for dwellings that are occupied or vacant at 30 June 2015, and are managed by the public rental housing and SOMIH programs.

Records requested:

Include:

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

Exclude:

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

Data qualifications:

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

Dwelling history data set — formats and values:

AIHW variable	Description	Format	METeOR reference	AIHW values
STATE	State/territory identifier	Numeric 3	302044	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	459031	1. Public rental housing 3. SOMIH
DWELID	Dwelling identifier	Alphanumeric 16	302656	
VACSTART	Vacancy start date	dd/mm/yyyy	607870	
VACEND	Vacancy end date	dd/mm/yyyy	607868	
VACDAYS	Number of days vacant	Numeric 4	608070	
VAC_DDV	Reason code for vacancy	Alphanumeric 5	478921	1.1 dwellings that are available to rent through normal processes (including dwellings that are undergoing normal maintenance) 1.2 dwellings that are newly constructed or purchased from when the certificate of occupancy was completed or the keys were received 1.3 dwellings that have undergone major redevelopment work from when the certificate of occupancy was completed or the keys were received 1.4 dwellings that are considered hard-to-let 1.5 dwellings that is vacant because of other or unknown reasons 2.1 dwellings newly constructed or purchased prior to the issue of the certificate of occupancy or the receipt of keys 2.2 dwellings undergoing major redevelopment work prior to the certificate of occupancy being completed or the keys being received (e.g. the time during which redevelopment work occurred) 2.3 dwellings that are offline or not available to rent through normal processes due to dwelling condition (e.g. uninhabitable condition and still waiting for repair)

(continued)

Dwelling history data set — formats and values (continued):

AIHW variable	Description	Format	METeOR reference	AIHW values
			2.4	dwellings that are offline or not available to rent through normal processes due to dwelling management (e.g. hold for sale, transfer or other management purpose)
			2.5	dwellings for which there is no suitable applicant
			2.6	dwellings that are excluded because of other or unknown reasons

3.3 Household File

The household file contains one record for all households assisted during the financial year, irrespective of whether they are ongoing at 30 June 2015 or ceased assistance before 1 July 2015.

Records requested:

Include:

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

Exclude:

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

Data qualifications:

- All newly allocated households should have a WAITID and application date if they were waitlisted (i.e., not directly tenanted).
- See the public rental housing and SOMIH data manual for Greatest Need indicator and reason.
- INDIG_H and DIS_H should be coded as per its status on the date the household's tenancy is ended or at 30 June, whichever is earlier.
- End date should be blank for any household who ceased assistance after 30 June 2015 or for any household who is still receiving assistance at point of extraction.
- Descriptors at 30 June include those households with an end date of 30 June 2015 and those with a blank end date.
- Any missing values in the file should appear as a blank in the csv file (that is no character or space between the relevant commas in the csv file).

Household data set — formats and values:

AIHW variable	Description	Format	METeOR reference	AIHW values
STATE	State/territory identifier	Numeric 3	302044	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	459031	1. Public rental housing 3. SOMIH
DWELID	Dwelling identifier	Alphanumeric 16	302656	
HOUSEID	Household identifier	Alphanumeric 15	607886	
DT_START	Date assistance commenced	dd/mm/yyyy	474692	
DT_END	Date assistance completed	dd/mm/yyyy	498318	
NEWALLOC	New allocation indicator (financial year)	Numeric 1	607890	1. Yes 2. No 9. Not stated/inadequately described
TRANSFER	Transfer indicator (financial year)	Numeric 1	608149	1. Yes 2. No 9. Not stated/inadequately described
INDIG_H	Indigenous household (see data qualification)	Numeric 1	607888	1. Yes 2. No 9. Not stated/inadequately described
DIS_H	Disability indicator (see data qualification)	Numeric 1	607876	1. Yes 2. No 9. Not stated/inadequately described
RNT_CHRG	Rent charged (weekly amount at 30/6)	DDDDD.cc	607894	
RNT_MRKT	Market rent value of dwelling (weekly amount at 30/6)	DDDDD.cc	444432	
REBATE	Rebated household indicator (at 30/6)	Numeric 1	607892	1. Yes 2. No 9. Not stated/inadequately described
REBATAMT	Rebate amount of assistance (weekly amount at 30/6)	DDDDD.cc	607896	Generally the positive difference between market rent of dwelling and rent charged
INC_GH	Income—gross (household weekly amount at 30/6)	DDDDD.cc	595883	
INC_AH	Income—assessable (household weekly amount at 30/6)	DDDDD.cc	595877	
WAITID	Waitlist identifier	Alphanumeric 15	607898	

(continued)

Household data set — formats and values (continued):

AIHW variable	Description	Format	METeOR reference	AIHW values
APP_DATE	Waitlist application date for household	dd/mm/yyyy	607872	
GRT_NEED	Greatest need indicator	Numeric 1	608411	1. Yes 2. No 9. Not stated/inadequately described
GRT_RSN	Greatest need reason	Numeric 1	607878	1. Homeless 2. Life or safety at risk in accommodation 3. Health condition aggravated by housing 4. Housing inappropriate to needs 5. Very high housing costs 6. Other 9. Not stated/inadequately described <i>Note: Value 6 Other is in addition to the value domain specified in the NHADDv3.</i>
GRT_DATE	Date when Greatest need applied	dd/mm/yyyy	605815	
OCCS	Number of occupants in household (at 30/6)	Numeric 2	479783	
CRA	Commonwealth Rent Assistance (household weekly amount at 30/6)	DDDDD.cc	270141	
RNT_CRA	Indicate whether CRA is included in rent charged	Numeric 1	610149*	1. Yes 2. No 9. Not stated/inadequately described
INC_CRA	Indicate whether CRA is included in household income	Numeric 1	610156**	1. Yes 2. No 9. Not stated/inadequately described

* Please refer to Appendix 5 as this data item will not appear in METeOR until the 2014-15 DSS is approved by HHDN

** Please refer to Appendix 6 as this data item will not appear in METeOR until the 2014-15 DSS is approved by HHDN

3.4 Person File

The person file contains details of persons who:

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

Records requested:

Include:

- 1 record for each person in each HOUSEID (i.e. where persons are attached to 2 households then there should be 2 records for that individual).
- Persons in dwellings headleased from private market or other programs (see NHADDv3 p320 for details: <http://meteor.aihw.gov.au/content/index.phtml/itemId/236882>) and managed by your jurisdiction.

Exclude:

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

Data qualification:

- INDIG_P and DIS_P should be coded as per the member's status on the date the household's tenancy is ended or at 30 June, whichever is earlier.
- Any missing values in the file should appear as a blank in the csv file (that is no character or space between the relevant commas in the csv file).
- The scope of these collections remains unchanged. PDT_END needs only to be provided if jurisdictions wish to include person records in Person file for out of scope individuals. (These records should not be included in the Person income file). We will assume that if PDT_END is blank for all Person file records then you have not included any out of scope records, otherwise PDT_END should be recorded as:
 - Ongoing household: tenancy ended on 30 June (household dt_end = 30 June):
 - for a person who was still a member of the household at the end of the tenancy, pdt_end = 30 June (same as dt_end in Household file);
 - for a person who left before 30 June, pdt_end = the date the person left (Not in scope of this collection);
 - Ongoing household: tenancy continues after 30 June (household dt_end = . (blank):
 - for person who didn't leave during the reference year, pdt_end = . (blank)
 - for person who left on 30 June, pdt_end = 30 June;
 - for person who left before 30 June, pdt_end = the date the person left (Not in scope of this collection);
 - Non-ongoing household: tenancy ended before 30 June (household dt_end = tenancy ended date):
 - for person who left on the same date as household tenancy ended, pdt_end = dt_end (Household file);

- for person who left before the household tenancy ended, pdt_end = the date the person left (Not in scope of this collection)

Person data set — formats and values:

AIHW variable	Description	Format	METeOR reference	AIHW values
STATE	State/territory identifier	Numeric 3	302044	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	459031	1. Public rental housing 3. SOMIH
HOUSEID	Household identifier	Alphanumeric 15	607886	
INCOMEID	Income unit identifier	Alphanumeric 15	607900	
PERSONID	Person identifier	Alphanumeric 15	608082	
SEX	Sex	Numeric 1	287316	1. Male 2. Female 3. Intersex or indeterminate 9. Not stated/inadequately described
DOB	Date of birth	dd/mm/yyyy	287007	
DIS_P	Disability indicator (see data qualification)	Numeric 1	608048	1. Yes 2. No 9. Not stated/inadequately described
INDIG_P	Indigenous status indicator (see data qualification)	Numeric 1	291036	1. Indigenous (not further defined) 2. Neither Aboriginal or Torres Strait Islander 9. Not stated/inadequately described
REL_I	Relationship within income unit	Numeric 1	609056	1. Reference person/tenant 2. Spouse/partner 3. Dependant under 16 years 4. Dependant 16 years and over 9. Not stated/inadequately described
REL_H	Relationship to reference person	Numeric 1	609147	1. Reference person/tenant 2. Spouse/partner 3. Son/daughter (or step son/daughter) aged less than 16 years 4. Son/daughter (or step son/daughter) aged 16 years and over 5. Resident aged less than 16 years 6. Resident aged 16 years and over 9. Not stated/inadequately described Resident includes relatives other than son/daughter, non-related carer, and other non-related members.
SNG_CPL	single/couple code	Numeric 1	608109	1. Single status OR couple relationship with non-household member 2. Couple relationship with another household member (de facto or married) 9. Not stated/inadequately described

(continued)

Person data set — formats and values (continued):

AIHW variable	Description	Format	METeOR reference	AIHW values
PDT_END	Date of a person who left (see data qualification)	dd/mm/yyyy	610244*	

* Please refer to Appendix 7 as this data item will not appear in METeOR until the 2014-15 DSS is approved by HHDN

3.5 Person Income File

The person income file contains income records for week ending 30 June, for all persons in households ongoing at 30 June 2015 and whose details are provided on the Person file.

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

Records requested:

Include:

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

Exclude:

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

Data qualifications:

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

Person income data set — formats and values:

AIHW variable	Description	Format	METeOR reference	AIHW values
STATE	State/territory identifier	Numeric 3	302044	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	459031	1. Public rental housing 3. SOMIH
HOUSEID	Household identifier	Alphanumeric 15	607886	
INCOMEID	Income unit identifier	Alphanumeric 15	607900	
PERSONID	Person identifier	Alphanumeric 15	608082	
INC_GP	Income—gross (person)	DDDDD.cc	595887	Weekly gross income at 30 June for tenant for given income code
INC_AP	Income—assessable (person)	DDDDD.cc	302218	Weekly assessable income at 30 June for tenant for given income code
INCS_DDV3	Income source	Alphanumeric 7	608085	1 Employee cash income 2 Unincorporated business income 3.1.1 Youth allowance 3.1.2 Newstart allowance 3.1.3 Other allowances for students and the unemployed 3.2.1 Age pension 3.2.2 Disability support pension 3.2.3 Other Centrelink pensions/allowances for the aged and people with a disability 3.3.1 Family Tax Benefit (Parts A and B) 3.3.2.1 Parenting Payment - partnered 3.3.2.2 Parenting Payment - single 3.3.3 Double Orphan Pension 3.3.4 Wife Pension 3.3.5 Widow B Pension 3.3.6 Bereavement Allowance 3.3.7 [Void] 3.3.8 Carer Payment 3.3.9 Carer Allowance 3.3.10 Carer Supplement 3.3.11 Partner Allowance 3.3.12 Widow Allowance 3.3.13 CDEP Participant Supplement

AIHW variable	Description	Format	METeOR reference	AIHW values
				3.3.14 Special Benefit
				3.3.15 Service pension (DVA)
				3.3.16 Disability pension (DVA)
				3.3.17 War widow's pension (DVA)
				3.3.18 Pensions and allowances from overseas governments
				3.3.19 Other government cash pensions and allowances
			4	Other cash income (e.g. superannuation, compensation)
			5	Nil Income
			9	Not stated/inadequately described
				<i>Note:</i> Value 5 (Nil income) and 3.3.1 – 3.3.19 are in addition to the value domain specified in the NHADDv3.

3.6 Waitlist File

The waitlist file contains all households who were on the public rental housing and SOMIH waitlist during the financial year, either as a transfer applicant or new applicant. This includes households who are still waiting at 30 June 2015 or were first housed during the financial year.

Records requested:

Include:

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

Exclude:

- Mutual exchanges, and
- Same address transfers.

Data qualifications:

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

Waitlist data set — formats and values:

AIHW variable	Description	Format	METeOR reference	AIHW values
STATE	State/territory identifier	Numeric 3	302044	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	459031	1. Public rental housing 3. SOMIH
WAITID	Waitlist identifier	Alphanumeric 15	607898	
APP_DATE	Date of application	dd/mm/yyyy	607872	
APP_TYPE	Waitlist applicant type	Numeric 1	607906	1. New application 2. Transfer application 3. Other 9. Not stated/inadequately described
APP_STAT	Current status of application (at 30/6)	Alphanumeric 1	607904	A. Allocated W. Waiting U. Unknown
GRT_NEED	Greatest need indicator	Numeric 1	608411	1. Yes 2. No 9. Not stated/inadequately described
GRT_RSN	Greatest need reason	Numeric 1	607878	1. Homeless 2. Life or safety at risk in accommodation 3. Health condition aggravated by housing 4. Housing inappropriate to needs 5. Very high housing costs 6. Other 9. Not stated/inadequately described <i>Note:</i> Value 6 Other is in addition to the value domain specified in the NHADDv3.
GRT_DATE	Date when Greatest need applied	dd/mm/yyyy	605815	

4 Data validation

This section outlines the edits that are to be performed by states/territories before the data is submitted to the AIHW.

Visual guides are also supplied in section 4.5 to assist states/territories when amending and deleting records on any of the six files, at any stage during the process.

For the 2014-15 PH and SOMIH data collections, the AIHW Validata system will be used for data validation and submission. The descriptors and performance indicators will be calculated externally but can be viewed within the Validata.

4.1 The AIHW Validata tool

What is Validata?

From the 2013-14 collection for all other housing collections, states/territories have been using *Validata*, commencing this year, 2014-15 the PH/SOMIH collection will be undertaken using *Validata*:

- *Validata* is a secure website that allows states/territories to upload and validate (i.e check for errors) their data files prior to final submission to the AIHW.
- Validation results are available to users shortly after data is uploaded (i.e. 5 minutes on average), for each data upload, and on the *Validata* website. Subsequent quality assurance processes are undertaken by the AIHW.

In summary, on the *Validata* website, states/territories can:

- Upload data
- view error results / validation reports;
- submit data to the AIHW;
- preview descriptors;
- submit other files such as files containing data quality information;
- discuss issues with the AIHW via the *Validata* website (this replaces emails and discussion within the Excel-based processing workbooks);
- sign-off the data (this replaces the manual sign-off forms).

These changes are significant and streamline data processing in a number of ways. This includes:

- Improving data processing efficiencies by providing users with more timely and detailed validation results for their jurisdiction without AIHW intervention.
- Improving record-keeping by providing a dedicated and secure website that holds all records relating to each jurisdiction's annual data collection (i.e. complete audit trail of all submissions and results, questions asked, and advice provided).

- Improving the quality assurance and data sign-off processes by providing states/territories with more detailed reports.

This system replicates the validation rules that were applied in previous collections.

To log on to the system, click on the following link, or enter the address into your web browser: <https://validata.aihw.gov.au>

4.2 Single file edits

The edit identifiers (Edit ID) associated with the edit conditions detailed below have the following components:

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

Thus the edit identifier EH15E is immediately identified as an edit involving the Household file which points to a likely error condition. The edit identifier EHW15E is identified as an edit involving the Household and Waitlist files which points to a likely error condition.

Table 4.2.1: Dwelling file edits

Edit ID	Variables	Description
ED01E	program	Dwelling records with missing or non PH or SOMIH program code (program)
ED02E	state, program, dwelid	Dwelling records with duplicate keys (STATE, PROGRAM, DWELID)
ED03E	dwelid	Dwelling records with dwelling identifier missing or zero (dwelid)
ED04E	postcode	Dwelling records with missing postcodes (postcode)
ED05E	dweltype	Dwelling records with missing or undefined value for dwelling type (dweltype) (not 1, 2, 3, 4, 5, 6, 7, 8, 9 or 99)
ED06E	tenstat	Dwelling records with missing or undefined value for dwelling status (TENSTAT) (not 1, 2 or 9)
ED07E	occstat	Dwelling records with missing or undefined value for occupied indicator (OCCSTAT) (not 1, 2 or 9)
ED08E	nbedroom	Dwelling records with missing value for number of bedrooms (nbedroom)
ED09E	nbedroom	Dwelling records with number of bedrooms equal to zero (nbedroom)
ED10E	nbedroom	Dwelling records with number of bedrooms less than zero or more than 10 (nbedroom)
ED11E	rnt_mrkt	Dwelling records with questionable full market rent (rnt_mrkt) (missing, zero or over \$1,500)
ED12E	rnt_mrkt	Weekly market rent value at 30 June not formatted as DDDDD.cc (with two decimal places) (rnt_mrkt)
ED43E	devstat	Dwelling records with missing or undefined value of development indicator (devstat) (missing or not 1, 2 or 9)

(continued)

Table 4.2.1 (continued): Dwelling file edits

Edit ID	Variables	Description
ED50A	occstat, tenstat	Dwellings with occupancy indicator (occstat) recorded as 'Yes' (1) but tenantability status (tenstat) shown as untenantable 'No' (2)
ED51E	devstat, tenstat	Dwellings with major development (devstats) recorded as 'Yes' (1) but the dwelling status indicator (tenstat) shown as 'tenantable' (1)
ED52E	devstat, occstat	Dwellings with major development (devstats) recorded as 'Yes' (1) but dwelling occupancy indicator (occstat) shown as 'Yes' (1)
ED70A	postcode, state	Postcodes not mapped to area codes due to missing or invalid postcode or postcode combination not in concordance (postcode)

Table 4.2.2: Dwelling History (Vacancy) file edits

Edit ID	Variables	Description
EV01E	program	Dwelling history records with missing or non PH or SOMIH program code (program)
EV02E	dwelid	Dwelling history records with dwelling identifier missing or zero (dwelid)
EV03E	state, program, dwelid; vacstart	Dwelling history records with duplicate keys (STATE, PROGRAM, DWELID, VACSTART)
EV04E	vac_ddv	Dwelling history records with missing or undefined value for vacancy reason (vac_ddv) (missing or not '1.1', '1.2', '1.3', '1.4', '1.5', '2.1', '2.2', '2.3', '2.4', '2.5' or '2.6')
EV05E	vacstart	Vacancy start date is missing (vacstart)
EV06E	vacstart	Vacancy start date is after the end of the collection year (vacstart)
EV07E	vacend, vacstart	Vacancy start (vacstart) date is later than vacancy end date (vacend)
EV08E	vacend	Vacancy end date is before the start of the collection year (vacend)
EV09E	vacend	Vacancy end date is after the end of the collection year (vacend)
EV10E	vacstart	Vacancy start date not formatted as dd/mm/yyyy (vacstart)
EV11E	vacend	Vacancy end date not formatted as dd/mm/yyyy (vacend)
EV50E	vacdays, vacend, vacstart	Vacancy end date (vacend) is the same as vacancy start date (vacstart) but vacancy days (vacdays) are not zero
EV52E	vacdays, vacend, vacstart	Vacancy days (vacdays) not equal to computed vacancy days (vacend - vacstart)
EV53E	vacdays, vacend	Vacancy unended (vacend) but vacancy days (vacdays) not set to missing
EV54E	vacstart; vacend; vac_ddv	Normal vacancy adjoins a normal vacancy: start of current vacancy is day of or day after the end of the previous vacancy and the previous vacancy was normal (vac_ddv) ('1.1', '1.2', '1.3', '1.4') and the current vacancy is normal (vac_ddv) ('1.1', '1.2', '1.3', '1.4'). They should be recorded as one single vacancy episode.

Table 4.2.3: Household file edits

Edit ID	Variables	Description
EH01E	program	Household records with missing or non PH or SOMIH program code (program)
EH02E	houseid	Household records with household identifier missing or zero (houseid)
EH03E	state, program, houseid	Household records with duplicate keys (STATE, PROGRAM, HOUSEID)
EH04E	dwelid	Household records with dwelling identifier missing or zero (dwelid)
EH05E	newalloc	Household records with missing or undefined value for new allocation flag (newalloc) (missing or not 1, 2 or 9)
EH06E	transfer	Household records with missing or undefined value for transfer flag (transfer) (missing or not 1, 2 or 9)
EH07E	rebate	Household records with missing or undefined value for rebate flag (rebate) (missing or not 1, 2 or 9)
EH08E	grt_need	New households with missing or undefined value for greatest need flag (grt_need) (missing or not 1, 2 or 9)
EH09E	indig_h	Household records with missing or undefined value for indigenous indicator (indig_h) (missing or not 1, 2 or 9)
EH10E	dis_h	Household records with missing or undefined value for disability indicator (dis_h) (missing or not 1, 2 or 9)
EH11E	newalloc, transfer	Households recorded as both new allocation (newalloc) and transfer (transfer)
EH12E	dt_end, dt_start	Households with end date (dt_end) earlier than start date (dt_start)
EH13E	dt_end, dt_start	Households with end date (dt_end) equal to start date (dt_start)
EH14E	dt_start	Households where start date (dt_start) is after the end of the collection year
EH15E	dt_end	Households where end date (dt_end) is before the start of the collection year
EH16E	dt_start	New or transferred households with start date (dt_start) is before the start of the collection year
EH17E	waitid	New or transferred households with waitlist identifier missing or 0 (waitid)
EH18E	dt_start	Newly allocated households where start date is missing (dt_start)
EH19E	rebatamt	Rebated ongoing households with a rebate amount 0 or less (rebatamt)
EH20E	inc_ah, inc_gh	Rebated ongoing households where assessable income (inc_ah) is greater than gross income (inc_gh) (exclude NSW, Qld, SA and WA)
EH21E	inc_ah, inc_gh	Ongoing households where weekly income is above \$2,000 (inc_gh; inc_ah for NSW and SA)
EH22E	inc_ah, inc_gh, rebate, rnt_chrg	Ongoing rebated households where rent charged (rnt_chrg) is greater than income (inc_gh; inc_ah for NSW and SA)
EH23E	rebate, rnt_chrg, rnt_mrkt	Ongoing rebated households where rent charged (rnt_chrg) is greater than or equal to market rent (rnt_mrkt)
EH24E	dt_end, rebate, rnt_mrkt	Ongoing rebated households with unrealistic market rent (rnt_mrkt) (missing, less than or equal to zero or more than \$1,500)
EH25E	rebate, rnt_chrg	Ongoing rebated households with unrealistic rent charged (rnt_chrg) (missing, less than or equal to zero or more than \$930)
EH26E	indig_h	SOMIH household with a non-Indigenous indicator flag (indig_h) (exclude Vic, WA, NT and ACT)
EH28E	app_date, dt_start	Application date (app_date) is later than start date (dt_start)
EH30E	dt_start	Date assistance commenced not formatted as dd/mm/yyyy (dt_start)
EH31E	dt_end	Date assistance completed not formatted as dd/mm/yyyy (dt_end)

(continued)

Table 4.2.3 (continued): Household file edits

Edit ID	Variables	Description
EH32E	rnt_chrg	Weekly rent charged value at 30 June not formatted as DDDDD.cc (with two decimal places) (rnt_chrg)
EH32E	rnt_chrg	Weekly rent charged value at 30 June not formatted as DDDDD.cc (with two decimal places) (rnt_chrg)
EH33E	rnt_mrkt	Weekly market rent value at 30 June not formatted as DDDDD.cc (with two decimal places) (rnt_mrkt)
EH34E	rebatamt	Household rebated weekly amount at 30 June not formatted as DDDDD.cc (with two decimal places) (rebatamt)
EH35E	inc_gh	Household weekly gross income at 30 June not formatted as DDDDD.cc (with two decimal places) (inc_gh)
EH36E	inc_ah	Household weekly Assessable income at 30 June not formatted as DDDDD.cc (with two decimal places) (inc_ah)
EH37E	app_date	Waitlist application date for household not formatted as dd/mm/yyyy (app_date)
EH38E	grt_date	Date when greatest need applied not formatted as dd/mm/yyyy (grt_date)
EH39E	cra	CRA not formatted as DDDDD.cc (with two decimal places)
EH47E	app_date, waitid	Waitlist identifier supplied but application date is missing (app_date)
EH51E	grt_date	Newly allocated greatest need households where greatest need date is missing (grt_date)
EH52E	dt_start, grt_date	Newly allocated greatest need households where greatest need date (grt_date) is later than start date (dt_start)
EH53E	app_date, grt_date	Newly allocated greatest need households where greatest need date (grt_date) is earlier than application date (app_date)
EH57E	grt_rsn	Newly allocated greatest need households where greatest need reason code is missing (grt_rsn) (excludes NT)
EH60E	rebatamt, rebate	Ongoing households with a calculated rebate amount (rebatamt) but rebate flag is not set (rebate)
EH64E	inc_gh, rnt_chrg	Ongoing rebated households with gross income (inc_gh) missing, negative or zero and rent charged (rnt_chrg) above \$20.00 (exclude NSW and SA)
EH65E	inc_ah, rnt_chrg	Ongoing rebated households with assessable income (inc_ah) missing, negative or zero and rent charged (rnt_chrg) above minimum rent (\$20.00) (excludes WA)
EH76A	occs	Ongoing household with zero number of occupants (occs)
EH81E	dwelid, program	Multiple ongoing households within a dwelling (dwelid)
EH82A	dt_start, newalloc, transfer	Household with a start date (dt_start) during the current financial year but the household is not flagged as a transfer (transfer) or new allocation (newalloc)

Table 4.2.4: Person file edits

Edit ID	Variables	Description
EP01E	program	Person records with missing or non PH or SOMIH program code (program)
EP02E	houseid	Person records with household identifier missing or zero (houseid)
EP03E	state, program, houseid, personid,	Person records with duplicate keys (STATE PROGRAM HOUSEID PERSONID)
EP04E	personid	Person records with person identifier missing or zero (personid)
EP05E	incomeid	Person records with income unit identifier missing or zero (incomeid) (only for Vic, Qld, SA and ACT)
EP06E	sex	Person records with missing or undefined value for sex (sex) (missing or not 1, 2, 3 or 9)
EP07E	dis_p	Person records with missing or undefined value for disability indicator (dis_p) (missing or not 1, 2 or 9)
EP08E	indig_p	Person records with missing or undefined value for indigenous status (indig_p) (missing or not 1, 2 or 9)
EP09E	rel_h	Person records with missing or undefined value for relationship within household (rel_h) (missing or not 1, 2, 3, 4, 5, 6 or 9)
EP10E	rel_i	Person records with missing or undefined value for relationship within income unit (rel_i) (missing or not 1, 2, 3, 4 or 9) (only for Vic, Qld and SA)
EP11E	dob	Person records with date of birth (dob) is after the end of the collection year
EP12E	dob	Person records with missing value for date of birth (dob)
EP13E	sng_cpl	Person records with missing or undefined value for single/couple code (sng_cpl) (missing or not 1, 2 or 9)
EP14E	age, sng_cpl	Person records with single/couple code (sng_cpl) does not indicate single and age is less than 16 (age)
EP16E	dob	Date of birth not formatted as dd/mm/yyyy (dob)
EP18E	pdt_end	Date of a person who left before 30 June or before the household tenancy ceased birth not formatted as dd/mm/yyyy (pdt_end)
EP50E	age, rel_h	Person records where age and relationship within household are inconsistent (rel_h)
EP51E	age, rel_i	Person records where age and relationship within income unit are inconsistent (rel_i) (exclude NSW, WA, Tas and NT)
EP71E	dob	Person records where date of birth appears to be system date (dob)
EP82E	sng_cpl	Relationship status (sng_cpl) has been recorded as 'couple' but total number of person records that are members of a couple is not even.

Table 4.2.5: Person Income file edits

Edit ID	Variables	Description
EI01E	program	Income records with missing or non PH or SOMIH program code (program)
EI02E	houseid	Income records with household identifier missing or zero (houseid)
EI03E	personid	Income records with person identifier missing or zero (personid)
EI04E	ncomeid	Income records with income unit identifier missing or zero (incomeid) (only for Vic, Qld, WA, SA and ACT)
EI05E	incs_ddv3	Income records with missing or undefined income code (incs_ddv3) (not '1', '2', '3.1.1', '3.1.2', '3.1.3', '3.2.1', '3.2.2', '3.2.3', '3.3.1', '3.3.2.1', '3.3.2.2', '3.3.3', '3.3.4', '3.3.5', '3.3.6', '3.3.8', '3.3.9', '3.3.10', '3.3.11', '3.3.12', '3.3.13', '3.3.14', '3.3.15', '3.3.16', '3.3.17', '3.3.18', '3.3.19', '4', '5' or '9')
EI06E	inc_ap, inc_gp, incs_ddv3	Income records where income amount (inc_gp; inc_ap for NSW and SA) greater than zero and income code indicates no income (incs_ddv3) (value equal to 5)
EI07E	inc_gp	Weekly gross income at 30 June (person) not formatted as DDDDD.cc (with two decimal places) (inc_gp)
EI08E	inc_ap	Weekly Assessable income at 30 June (person) not formatted as DDDDD.cc (with two decimal places) (inc_ap)
EI20E	houseid, inc_ap, inc_gp, incs_ddv3, personid, program, state	Income records with duplicate keys (STATE, PROGRAM, HOUSEID, PERSONID, INCS_DDV3, INC_GP (INC_AP for NSW and SA))
EI43E	inc_ap	Income records where assessable weekly income is less than zero or more than \$2,000 (inc_ap) (exclude Qld and WA)
EI44E	inc_gp	Income records where gross weekly income is less than zero or more than \$2,000 (inc_gp) (exclude NSW and SA)
EI46E	inc_ap, inc_gp, incs_ddv3	Income records with zero income amount (inc_gp; inc_ap for NSW and SA) and income code indicates an amount greater than zero (incs_ddv3) (not 5 or 9)
EI47E	inc_ap, inc_gp, incs_ddv3	Income records with missing income (inc_gp; inc_ap for NSW and SA) and income code does not indicate same (incs_ddv3) (not 9)
EI48E	inc_ap, inc_gp, incs_ddv3	Income records with a positive income amount (inc_gp; inc_ap for NSW and SA) and income code indicates not stated or inadequately described (incs_ddv3) (value equal to 9)

Table 4.2.6: Waitlist file edits

Edit ID	Variables	Description
EW01E	program	Waitlist records with missing or non PH or SOMIH program code (program)
EW02E	waitid	Waitlist records with waitlist identifier missing or zero (waitid)
EW03E	program, state, waitid	Waitlist records with duplicate keys (STATE, PROGRAM, WAITID)
EW04E	app_type	Waitlist records with missing or undefined application type (app_type) (not 1, 2, 3 or 9)
EW05E	grt_need	Waitlist records with missing or undefined greatest need indicator (grt_need) (not 1, 2 or 9)
EW06E	app_stat	Waitlist records with missing or undefined application status (app_stat) (not A, W or U)
EW07E	app_date	Waitlist records with application date is after the end of the collection year (app_date)
EW08E	grt_date	Waitlist records with greatest need date is after the end of the collection year (grt_date)
EW09E	grt_need, grt_rsn	Waitlist records with greatest need (grt_need) set but greatest need reason code (grt_rsn) is missing or undefined (missing or not 1, 2, 3, 4, 5, 6 or 9) (excludes NT)
EW10E	app_date	Waitlist application date for household not formatted as dd/mm/yyyy (app_date)
EW11E	grt_date	Date when greatest need applied not formatted as dd/mm/yyyy (grt_date)
EW12E	app_date, grt_date, grt_need	Waitlist records with greatest need date (grt_date) earlier than application date (app_date)
EW46E	grt_date, grt_need	Waitlist records with greatest need date (grt_date) set but greatest need not flagged (grt_need) (not 1)

4.3 Cross-file edits

Table 4.3.1: Dwelling and Dwelling History (Vacancy) edits

Edit ID	Variables	Description
EDV32E	dwelid; tenstat, vac_ddv	Untenantable dwelling (tenstat = 2) with an inconsistent vacancy reason code (vac_ddv as normal vacancy) dwelid; tenstat, vac_ddv

Table 4.3.2: Dwelling and Household edits

Edit ID	Variables	Description
EDH10E	dwelid, occstat; houseid	Occupied dwelling (occstat = 1) has no household record in Household file
EDH20E	dwelid; houseid	Ongoing household with no dwelling record in Dwelling file
EDH30E	dwelid, occstat; houseid, dt_end	Finished household with occupied dwelling status (occstat = 1)
EDH40E	dwelid, occstat; houseid, dt_end	Ongoing household with vacant status (occstat = 2)
EDH50E	dwelid, rnt_mrkt; houseid, rnt_mrkt	Market rent on dwelling record not equal to market rent on ongoing household record (rnt_mrkt) (mismatch between Dwelling file and Household file)

Table 4.3.3: Household and Dwelling History (Vacancy) edits

Edit ID	Variables	Description
EHV20E	dwelid, vacstart, vacend; houseid, dt_start, dt_end	Vacancy start date is not the day after the end date of the last household (vacstart not equal to dt_end + 1)
EHV21E	dwelid, vacstart, vacend; houseid, dt_start, dt_end	Vacancy end date is not the same as the start date of the next household (vacend not equal to dt_start)

Table 4.3.4: Household and Income edits

Edit ID	Variables	Description
EHI10E	houseid, dt_end; personid	Ongoing household without income records in Person income file (excludes NSW)
EHI20E	houseid, inc_gh; sumincgp	Household with income records where gross income (inc_gh) does not match sum of person gross income (sumincgp) (exclude NSW and SA)
EHI21E	houseid, inc_ah; sumincap	Household with income records where assessable income (inc_ah) does not match sum of person assessable income (sumincap) (exclude NSW, Qld and WA)
EHI23E	houseid, inc_ah; sumincap	Rebated household with income records where assessable income (inc_ah) does not match sum of person assessable income (sumincap) (only for NSW)
EHI40E	houseid; incomeid, personid	Households with income unit ID (incomeid) attached to more than 1 ongoing household (houseid) (only for Vic, Qld and ACT)

Table 4.3.5: Household and Person edits

Edit ID	Variables	Description
EHP10E	houseid; personid, rel_h	Ongoing households with person records but no household relationship of main tenant or spouse (rel_h) (no person within a household has rel_h = 1 or rel_h = 2)
EHP11A	houseid; personid, rel_h	Ongoing households with person records and number with household relationship main tenant or spouse > two (rel_h) (more than two persons within a household have rel_h = 1 or rel_h = 2) (excludes Qld)
EHP12E	houseid; personid, rel_h	New and closed households with person records but no household relationship of main tenant or spouse (rel_h) (no person within a household has rel_h = 1 or rel_h = 2)
EHP13E	houseid; personid, rel_h	New and closed households with person records and number with household relationship main tenant or spouse > two (rel_h) (more than two persons within a household have rel_h = 1 or rel_h = 2)
EHP20E	houseid, indig_h; personid, indig_p	Ongoing households with person records where household Indigenous indicator (indig_h) does not match that on person records (indig_p)
EHP21E	houseid, dis_h; personid, dis_p	Ongoing households with person records where household disability indicator (dis_h) does not match that on person records (dis_p)
EHP23E	houseid, indig_h; personid, indig_p	New and closed households with person records where household Indigenous indicator (indig_h) does not match person records (indig_p)
EHP24E	houseid, dis_h; personid, dis_p	New and closed households with person records where household disability indicator (dis_h) does not match person records (dis_p)
EHP30E	houseid; personid, age	Persons aged 16 and over attached to multiple ongoing households
EHP40E	houseid, newalloc; personid	Newly allocated households with no person records in Person file
EHP41E	houseid; personid	Ongoing households with no person records in Person file
EHP50E	houseid; personid	Person records with no household records in Household file

Table 4.3.6: Household and Waitlist edits

Edit ID	Variables	Description
EHW11E	houseid, waitid, newalloc; app_stat, app_type	New allocation household record without a matching allocated new applicant waitlist record (app_stat not 'A' and app_type not '1')
EHW12E	houseid, waitid, newalloc; app_stat, app_type	Allocated new applicant waitlist record without a matching new allocation household record (newalloc not '1')
EHW13E	houseid, waitid, transfer; app_stat, app_type	Transfer household record without a matching allocated transfer applicant waitlist record (app_stat not 'A' and app_type not '2')
EHW14E	houseid, waitid, transfer; app_stat, app_type	Allocated transfer applicant waitlist record without a matching transfer household record (transfer not '1')
EHW15E	houseid, waitid; app_stat	Still waiting waitlist record with a matching household record (app_stat not 'A')
EHW40E	houseid, waitid, grt_need, grt_date	Inconsistencies between greatest need variables in Waitlist and Household files (new allocations) (Value of 'grt_need' and 'grt_date' mismatch between Household file and Waitlist file)
EHW42E	houseid, waitid, app_date	Inconsistencies between application date in Waitlist and Household files (new allocations) (Value of 'app_date' mismatch between Household file and Waitlist file)
EHW43E	houseid, waitid, grt_rsn	Inconsistencies between greatest need reason codes in Waitlist and Household files (new allocations) (Value of 'grt_rsn' mismatch between Household file and Waitlist file)

Table 4.3.7: Person and Income edits

Edit ID	Variables	Description
EPI10E	houseid, personid	Records in income file with no person records in Person file
EPI81E	houseid; personid, age, rel_h	Persons (rel_h = 4) 25 years or over in ongoing household with no income records in Person income file

4.4 Other AIHW processing

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

4.5 Guides for data editing

This section provides guides to assist with data editing.

These guides should be used by states/territories to ensure editing is as clean as possible and does not result in further data problems. The data relationships map (see Appendix 8) should also be referred to when data editing. Separate guides are provided for deleting and amending records on all six files.

Figure 4.1: Deleting household records

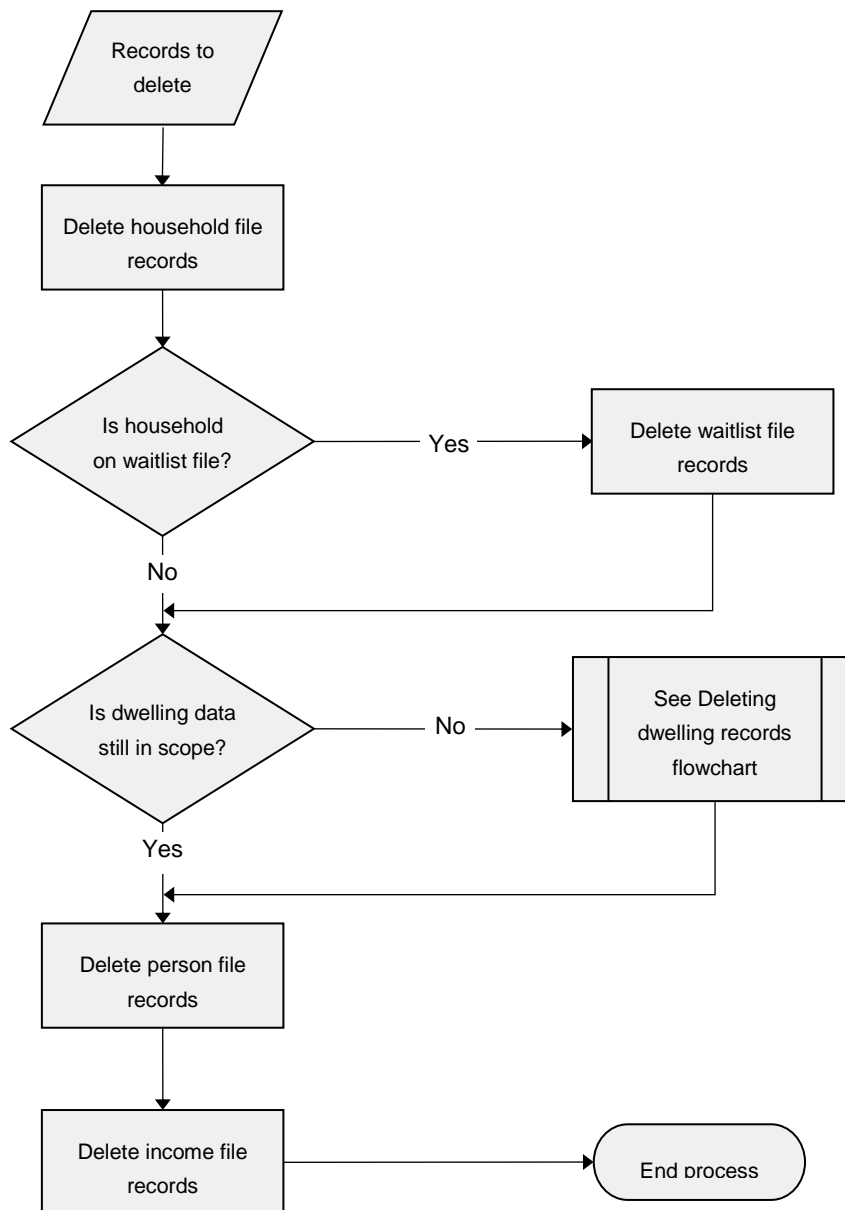


Figure 4.2: Deleting person records

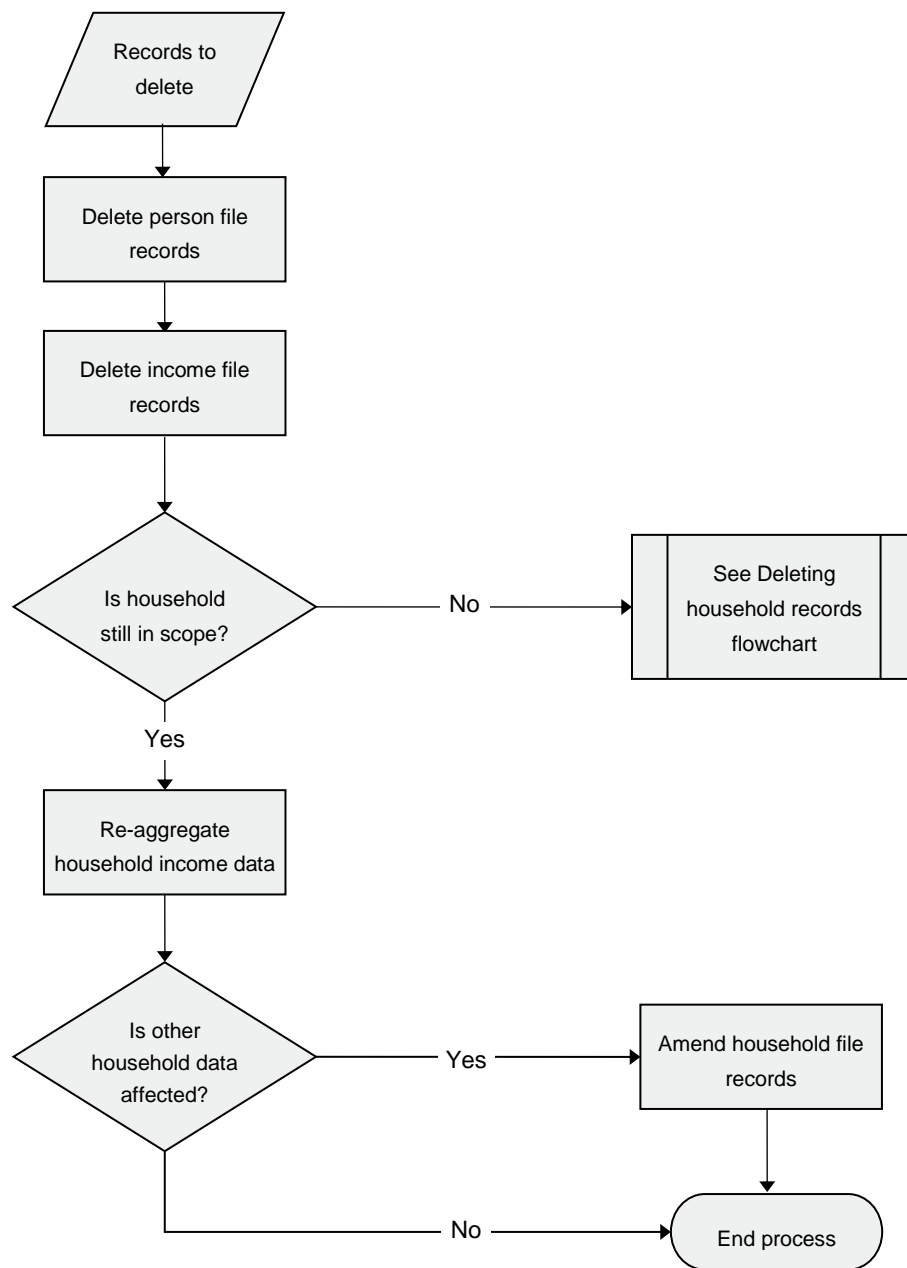


Figure 4.3: Deleting income records

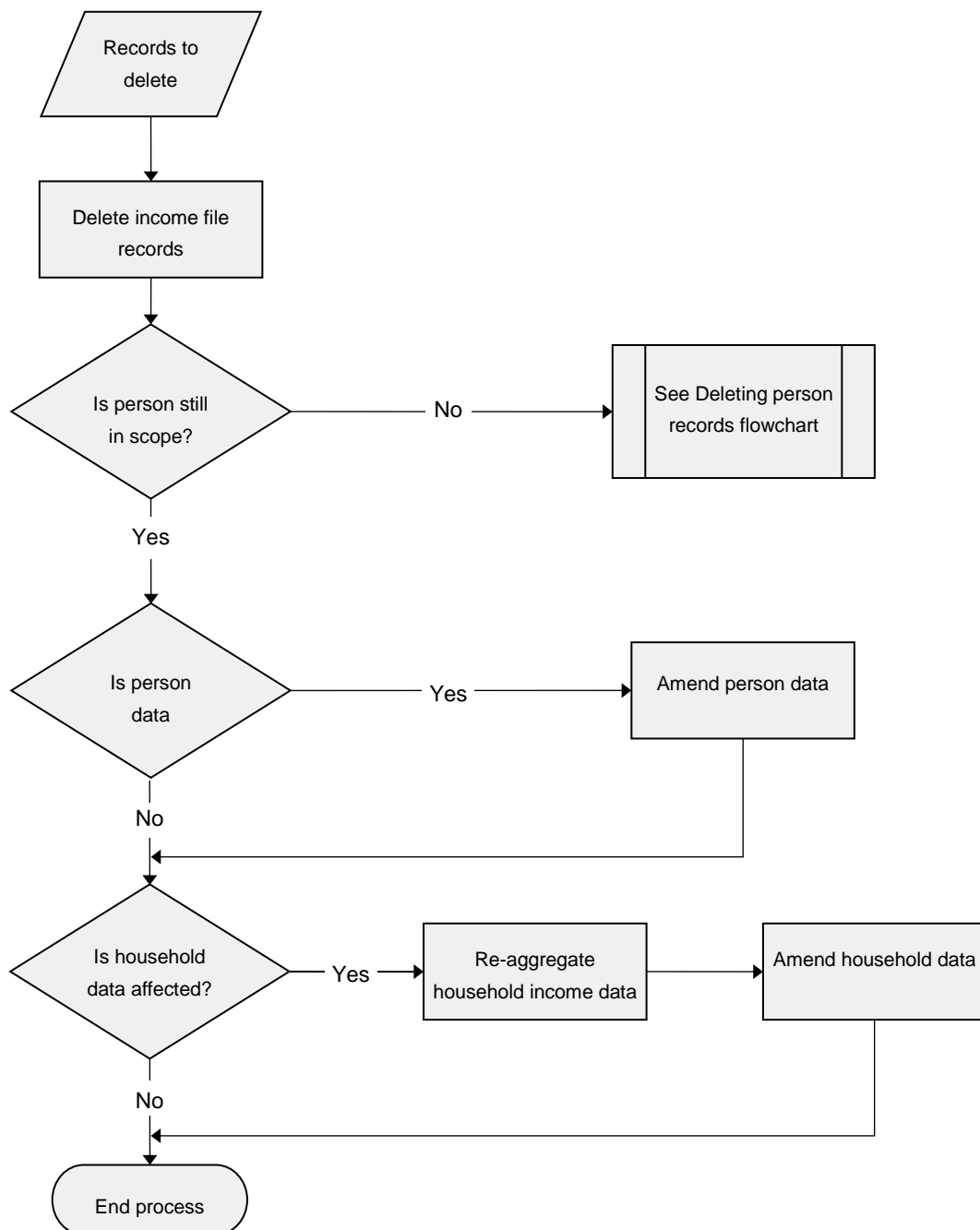


Figure 4.4: Deleting dwelling records

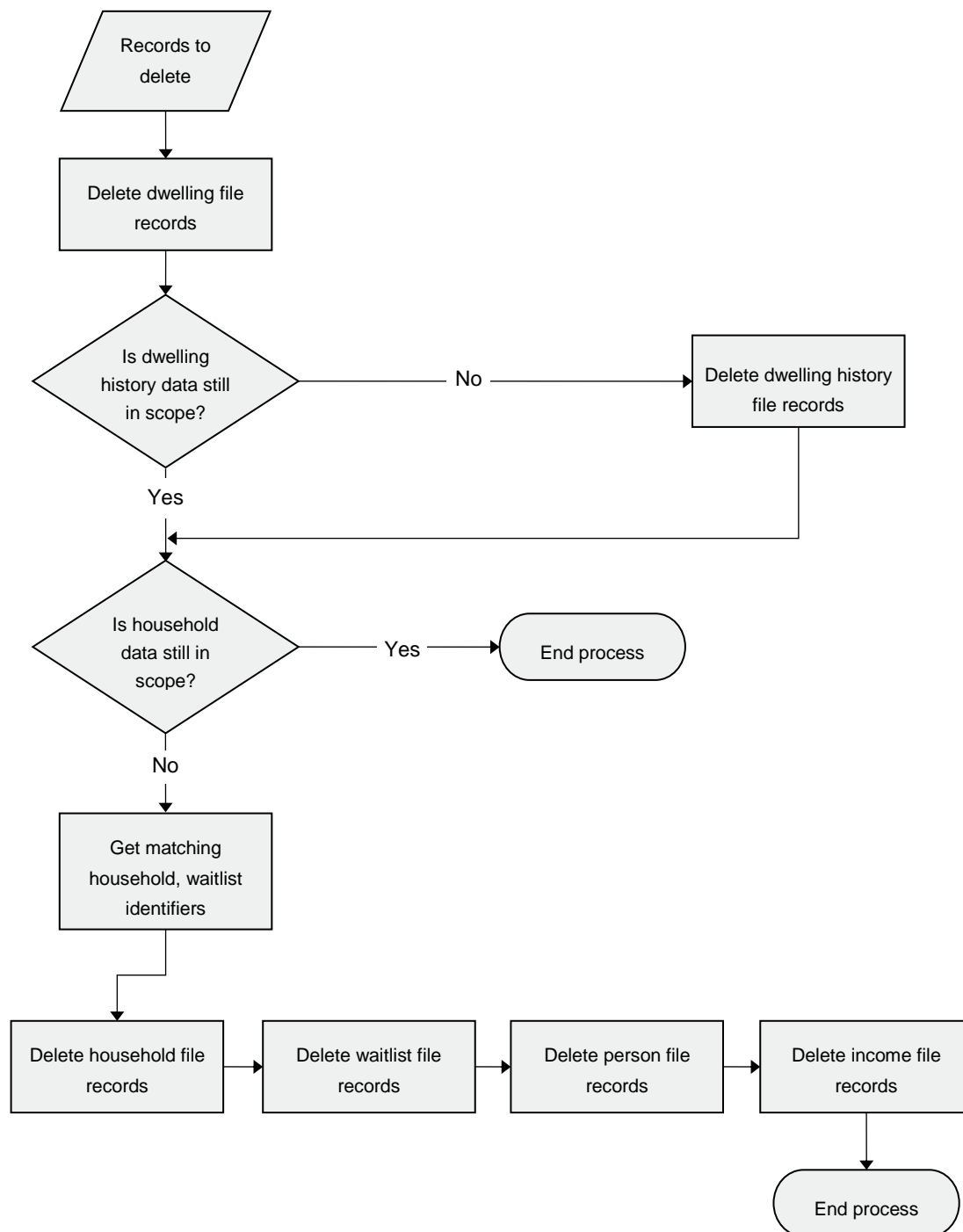


Figure 4.5: Deleting dwelling history records

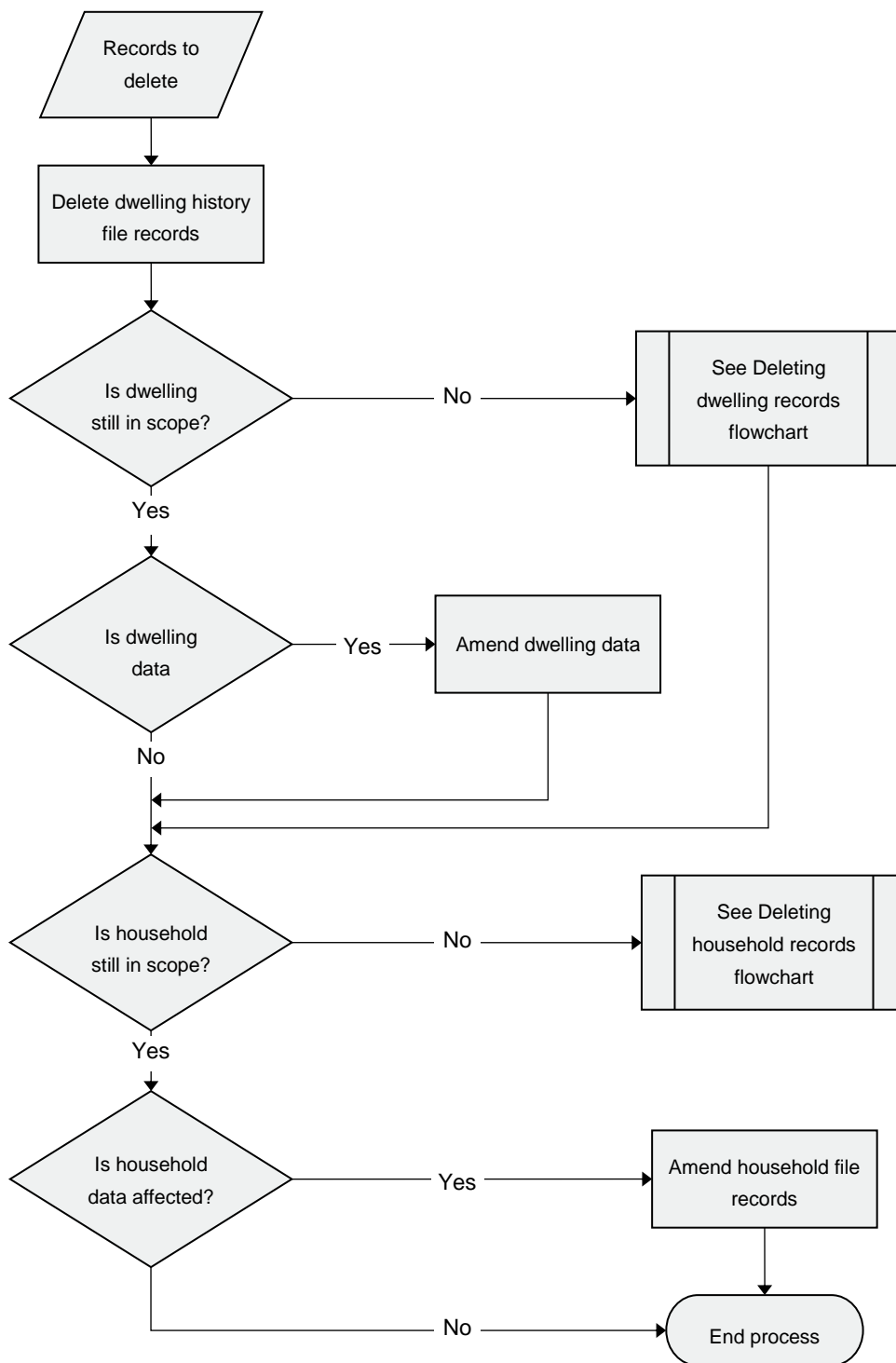


Figure 4.6: Deleting waitlist records

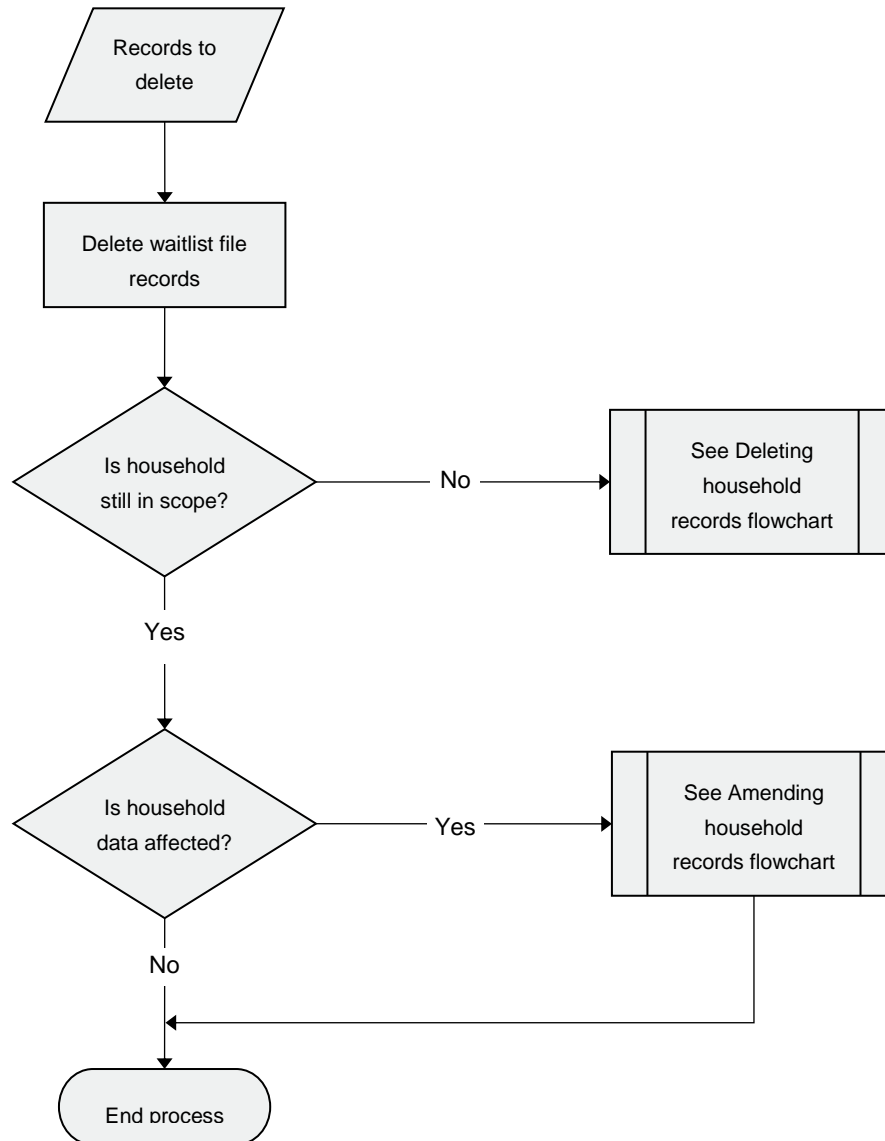


Figure 4.7: Amending household records

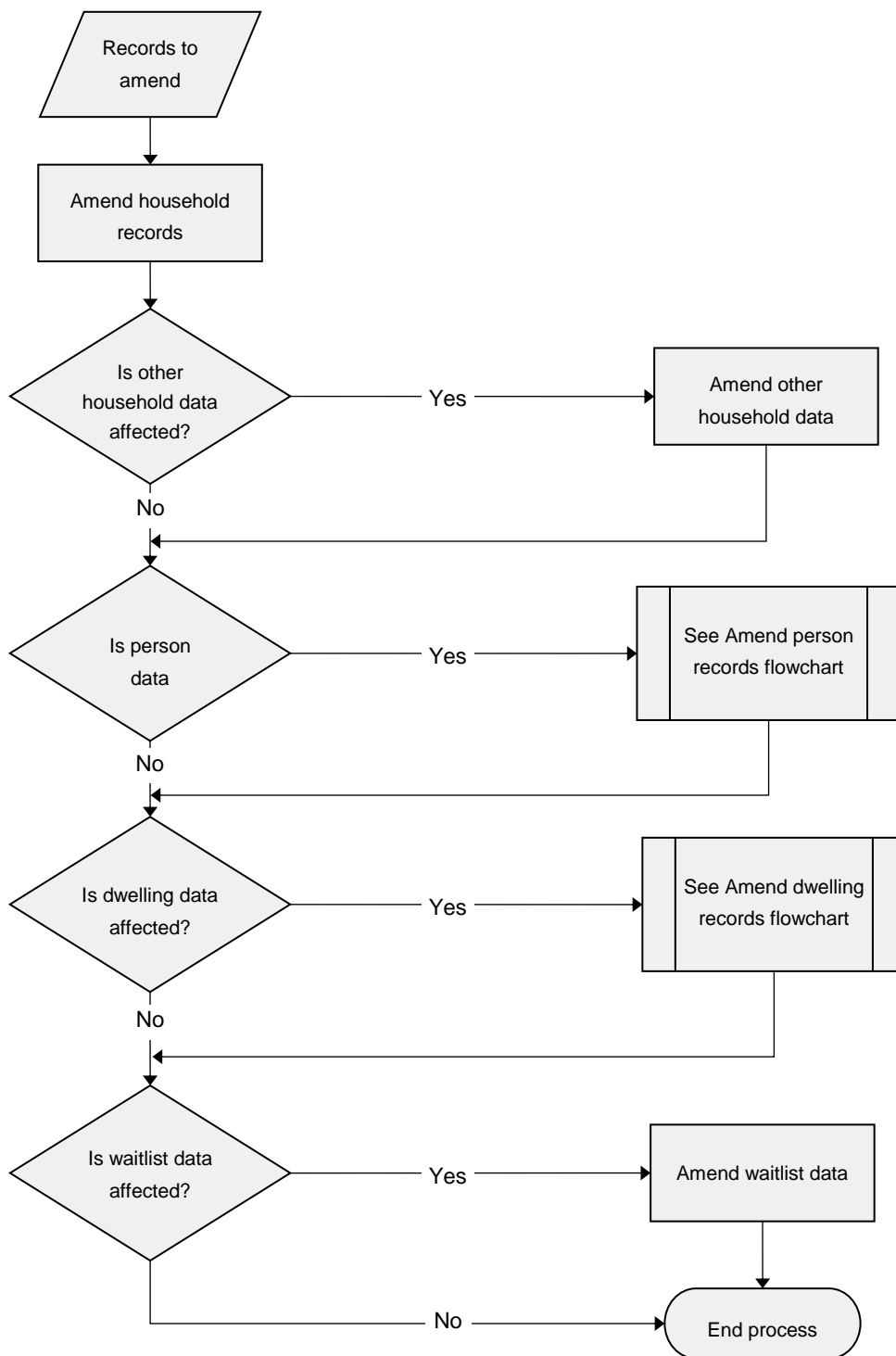


Figure 4.8: Amending person records

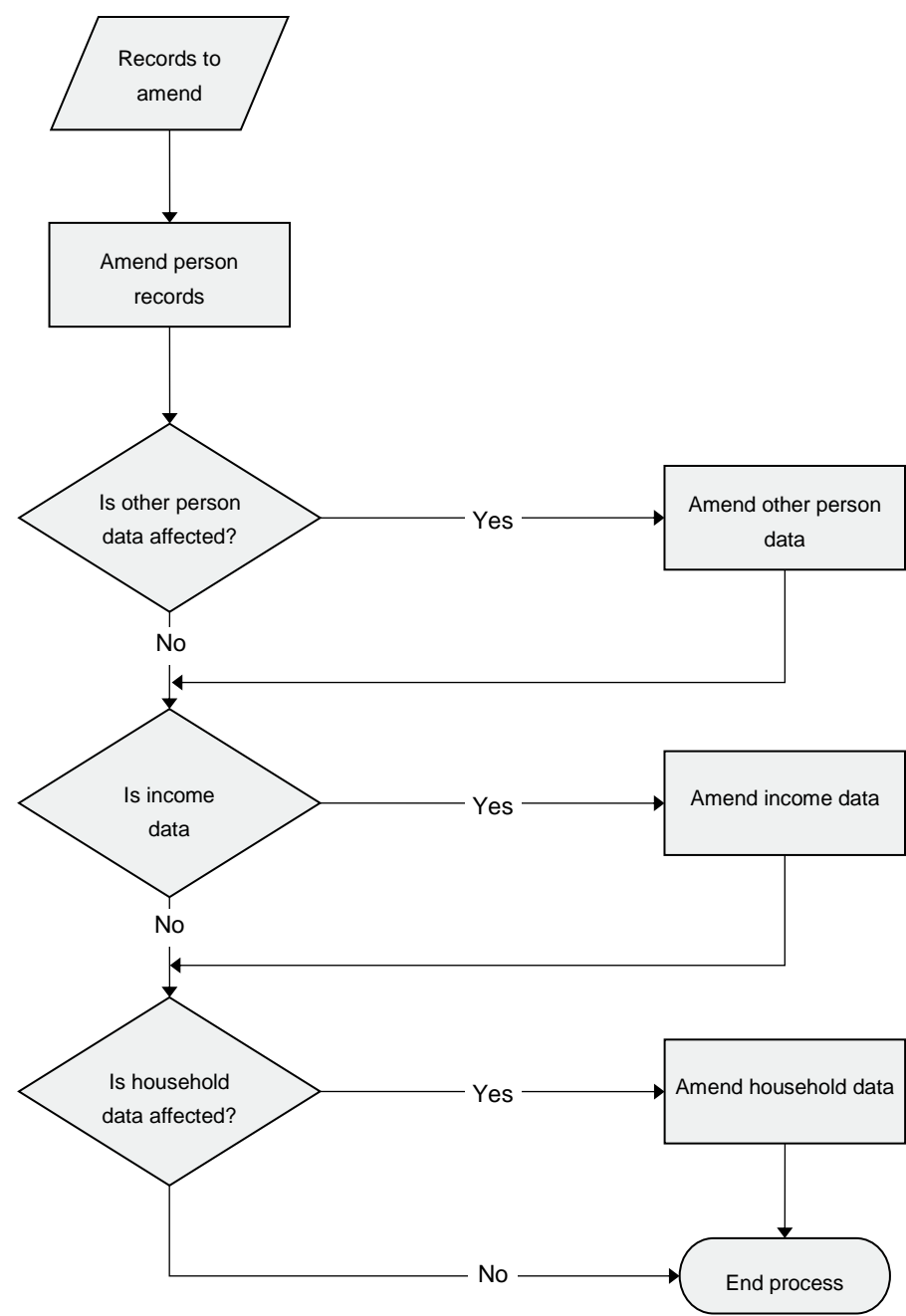


Figure 4.9: Amending income records

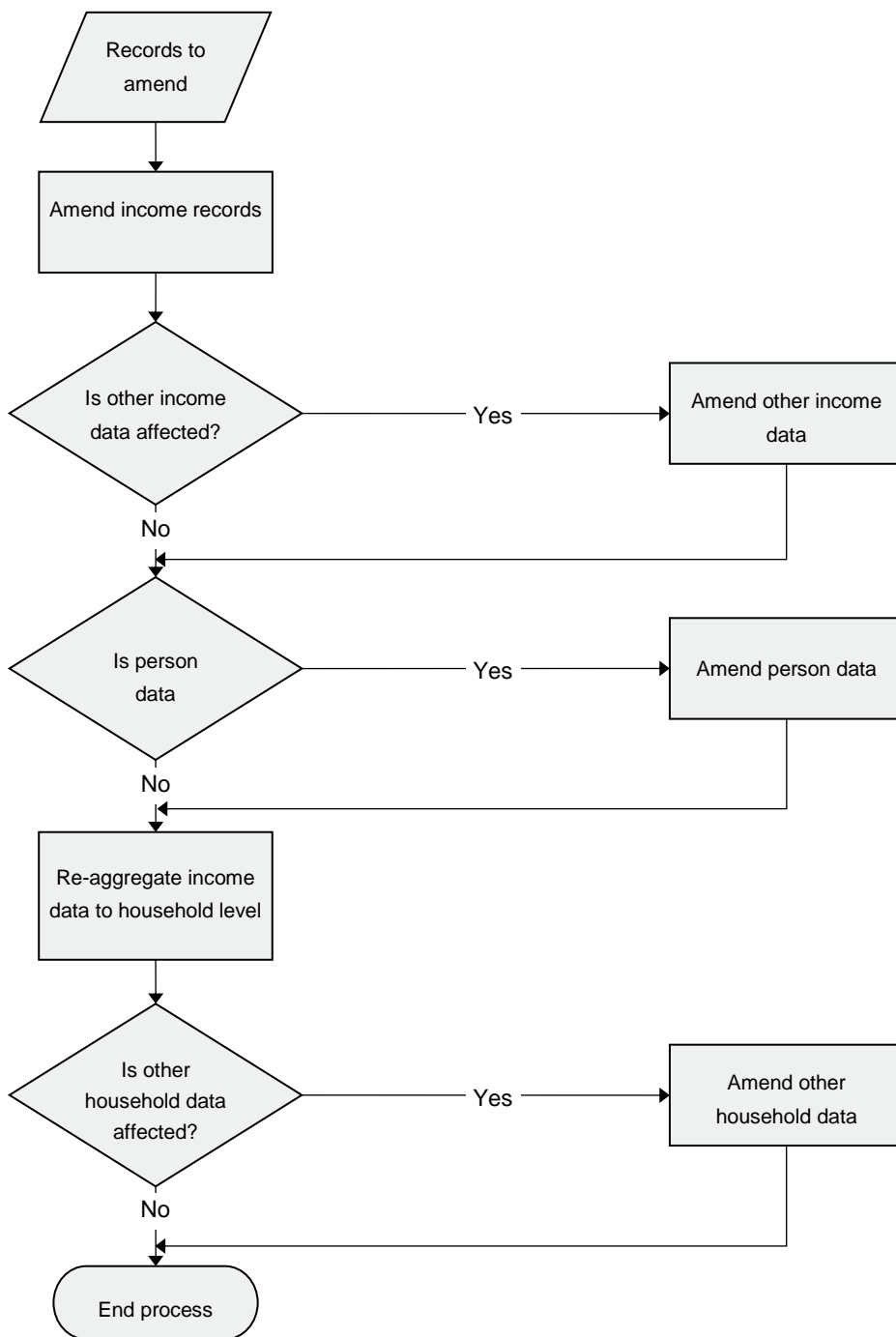


Figure 4.10: Amending dwelling records

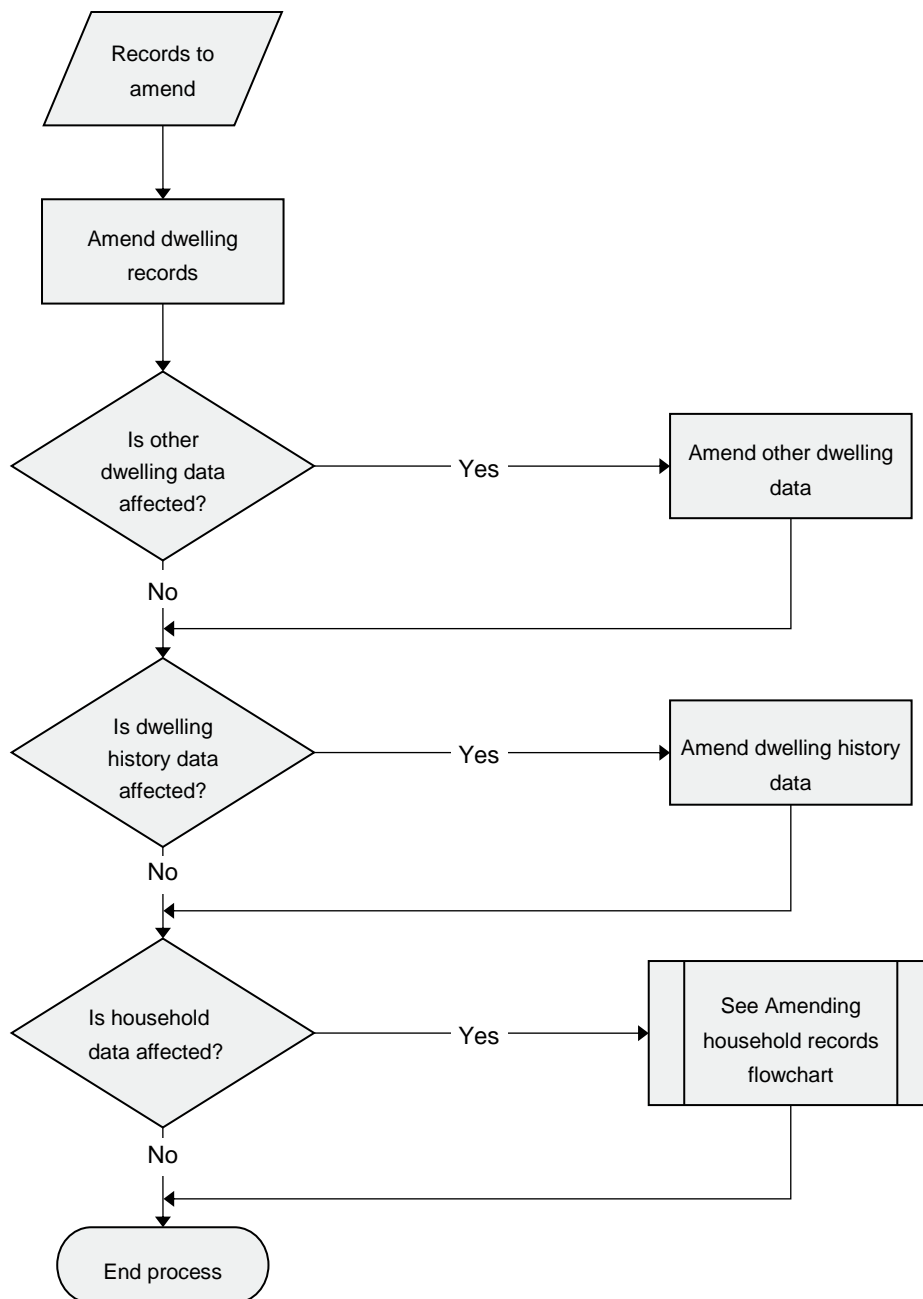


Figure 4.11: Amending dwelling history records

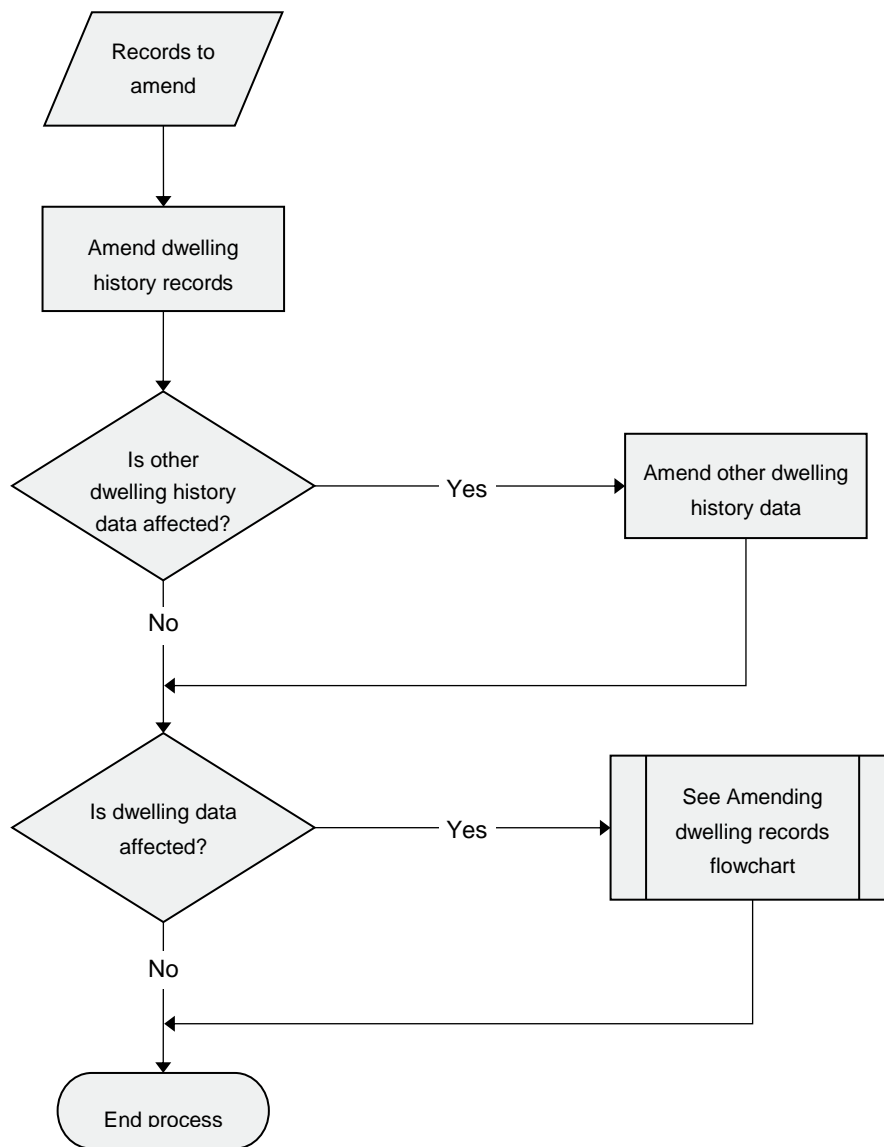
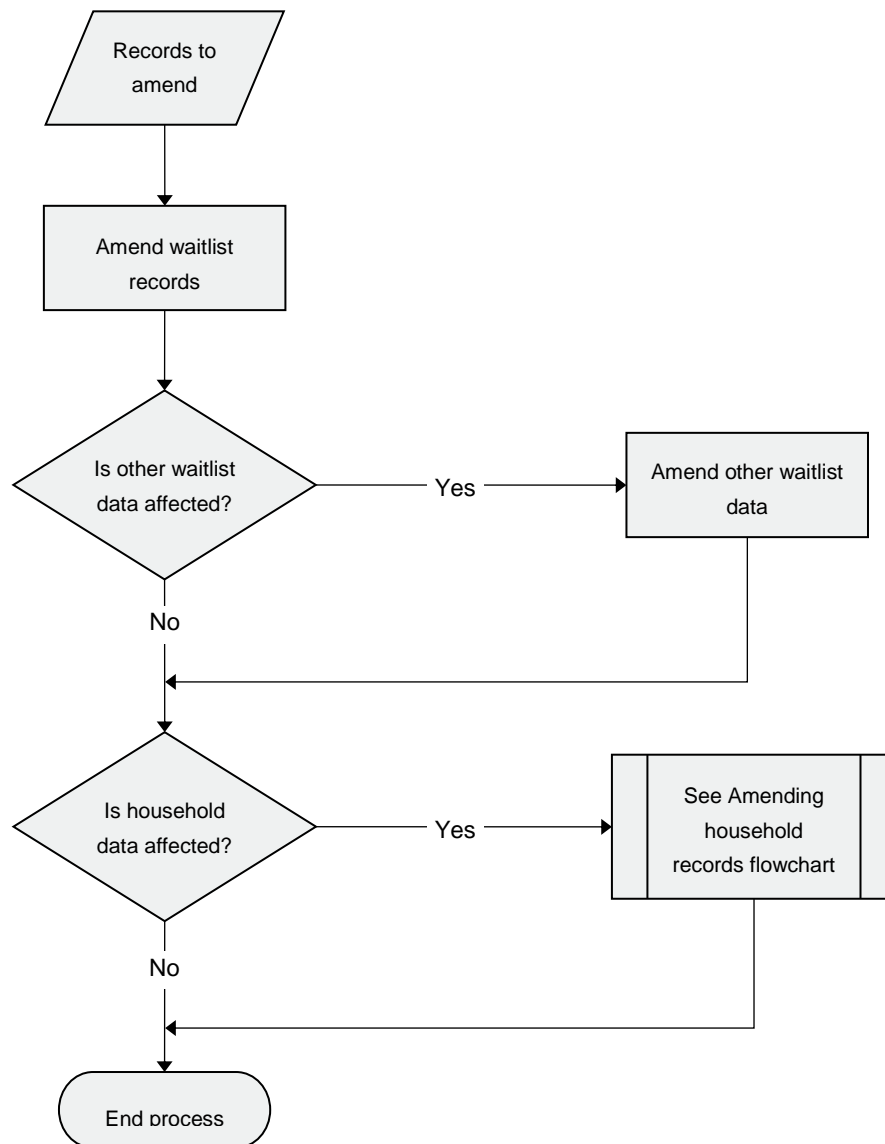


Figure 4.12: Amending waitlist records



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

The list of government payments was updated in April 2015 using the *A guide to Australian Government payments* (Centrelink 2015)¹ and DVA factsheet on pension, benefits and services (Department of Veteran's Affairs).

Please note that some of the government payments listed in Table A1.1 can no longer be claimed from Centrelink. However as states/territories may still have these payments recorded in their system, the following income source codes will still be included in the 2014–15 collection:

- Baby Bonus
- Clean Energy Advance
- Disability Wage Supplement
- Incentive Allowance
- Maternity Immunisation Allowance
- Mature Age Allowance (MAA).

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

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

(continued)

1 For the period of 20 March to 30 June 2015.

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

Centrelink payments	Standard income code
Disability Support Pension (DSP)	3.2.2
Double Orphan Pension (DOP)	3.3.3
Education Entry Payment	3.1.3
Energy Supplement	3.3.19
Essential Medical Equipment Payment	3.3.19
Exceptional Circumstances Relief Payment	3.3.19
Family Tax Benefit Part A (including Rent Assistance for families with children, Multiple Birth Allowance)	3.3.1
Family Tax Benefit Part B	3.3.1
Fares Allowance	3.3.19
Farm Household Allowance	3.3.19
Income Support Bonus (ISB)	3.3.19
Incentive Allowance	3.3.19
Jobs Education and Training Child Care fee assistance (JETCCFA)	3.3.19
Large Family Supplement	3.3.19
Low Income Supplement	3.3.19
Maternity Immunisation Allowance	3.3.19
Mature Age Allowance (MAA)	3.1.3
Mobility Allowance (MOB)	3.2.3
Newstart Allowance (NSA)	3.1.2
Paid Parental Leave scheme (Parental Leave Pay/Dad and Partner Pay)	3.3.19
Parenting Payment – partnered	3.3.2.1
Parenting Payment – single	3.3.2.2
Partner Allowance (PA)	3.3.11
Pension Bonus Scheme	3.2.3
Pension Loans Scheme	3.3.19
Pension Supplement	3.3.19
Pension Supplement Basic Amount (former GST Supplement)	3.3.19
Pensioner Education Supplement (PES)	3.3.19
Pharmaceutical Allowance (PhA)	3.3.19
Remote Area Allowance (RAA)	3.3.19
Rent Assistance	3.3.19
Schoolkids Bonus	3.3.19
Seniors Supplement	3.3.19
Sickness Allowance (SA)	3.1.3
Single Income Family Supplement (SIFS)	3.3.19
Special Benefit (SpB)	3.3.14
Stillborn Baby Payment	3.3.19
Student Financial Supplement Scheme	3.1.3

(continued)

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

Centrelink payments	Standard income code
Telephone allowance (TAL)	3.3.19
Utilities Allowance (UA)	3.3.19
Widow Allowance (WA)	3.3.12
Widow B Pension	3.3.5
Wife Pension	3.3.4
Youth Allowance (YA)	3.1.1
Youth Disability Supplement	3.2.3

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

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

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

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

Appendix 2: Defining a low income household

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

ABS will be providing to AIHW tables of gross equivalised income by jurisdiction and capital city / balance of state calculated from the Survey of Income and Housing. Households that fall in the bottom two quintiles (that is, the bottom 40%) of gross equivalised income limits provided in these tables will be classified as low income households.

The Survey of Income and Housing is conducted every two years which means that cut-offs are not updated each financial year. The 30 June 2012 cut-offs will be used for the 2014-15 processing until the 30 June 2014 cut-offs are released (likely in time for the 2015-16 processing).

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

Appendix 3: ASGS remoteness structure

When deriving remoteness, the AIHW uses the Australian Statistical Geography Standard (ASGS). This is the Australian Bureau of Statistics' geographical framework which has been in effect from July 2011. The ASGS replaces the Australian Standard Geographical Classification (ASGC).

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

(<http://www.abs.gov.au/geography>)

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

Table A3.1: ASGS remoteness structure

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

A list of remoteness area classification of postcodes² for each jurisdiction can be obtained from AIHW on request.

If states/territories intend to analyse their own data then for postcodes that cover more than one remoteness area, states/territories will need to proportionally weight the location of dwellings across remoteness areas using the weighting provided in the tables.

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

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

Appendix 4: Canadian National Occupancy Standard (CNOS)

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

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

Appendix 5: RNT_CRA

Household—Commonwealth Rent Assistance rent inclusion indicator, Yes/No code N

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Short name:</i>	Commonwealth Rent Assistance rent inclusion indicator, Yes/No
<i>Synonymous names:</i>	CRA rent inclusion indicator
<i>METeOR identifier:</i>	610149
<i>Registration status:</i>	No registration status
<i>Definition:</i>	An indicator of whether Commonwealth Rent Assistance is included in total amount of rent charged to the household , as indicated by a code.
<i>Data Element Concept:</i>	Household – Commonwealth Rent Assistance rent inclusion indicator

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code						
<i>Data type:</i>	Number						
<i>Format:</i>	N						
<i>Maximum character length:</i>	1						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No
Value	Meaning						
1	Yes						
2	No						
<i>Supplementary values:</i>	<table><tbody><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	9	Not stated/inadequately described				
9	Not stated/inadequately described						

Collection and usage attributes

<i>Guide for use:</i>	CODE 9 Not stated/inadequately described This code is not for use in primary data collections.
-----------------------	---

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	CODE 1 Yes: Record if Commonwealth Rent Assistance is included in the amount of rent charged. CODE 2 No: Record if Commonwealth Rent Assistance is not included in the amount of rent
<i>Comments:</i>	Public rental housing tenants are not eligible for Commonwealth Rent Assistance.

Source and reference attributes

<i>Submitting organisation:</i>	Housing and Homelessness Data Network
<i>Origin:</i>	Public rental housing and SOMIH national data collection processing manual, 2014–15

Appendix 6: INC_CRA

Household—Commonwealth Rent Assistance income inclusion indicator, Yes/No code N

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Short name:</i>	Commonwealth Rent Assistance income inclusion indicator, Yes/No
<i>Synonymous names:</i>	CRA household income inclusion indicator
<i>METeOR identifier:</i>	610156
<i>Registration status:</i>	No registration status
<i>Definition:</i>	An indicator of whether funds received as Commonwealth Rent Assistance are included in the total household income.
<i>Data Element Concept:</i>	Household – Commonwealth Rent Assistance income inclusion indicator

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code						
<i>Data type:</i>	Number						
<i>Format:</i>	N						
<i>Maximum character length:</i>	1						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No
Value	Meaning						
1	Yes						
2	No						
<i>Supplementary values:</i>	<table><tbody><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>	9	Not stated/inadequately described				
9	Not stated/inadequately described						

Collection and usage attributes

<i>Guide for use:</i>	CODE 9 Not stated/inadequately described This code is not for use in primary data collections.
-----------------------	---

Data element attributes

Collection and usage attributes

<i>Guide for use:</i>	CODE 1 Yes: Record if funds recieved as Commonwealth Rent Assistance are included in the total household income. CODE 2 No: Record if funds recieved as Commonwealth Rent Assistance are not included in the total household income.
<i>Comments:</i>	Public rental housing tenants are not eligible for Commonwealth Rent Assistance.

Source and reference attributes

<i>Submitting organisation:</i>	Housing and Homelessness Data Network
<i>Origin:</i>	Public rental housing and SOMIH national data collection processing manual, 2014–15

Appendix 7: PDT_END

Person—Date of leaving household, Date DDMMYYYY

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Short name:</i>	Leaving date
<i>Synonymous names:</i>	Date of leaving household
<i>METeOR identifier:</i>	610244
<i>Registration status:</i>	No registration status
<i>Definition:</i>	The date a person leaves a household , expressed as DDMMYYYY.
<i>Data Element Concept:</i>	Person—Date of leaving household

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data element attributes

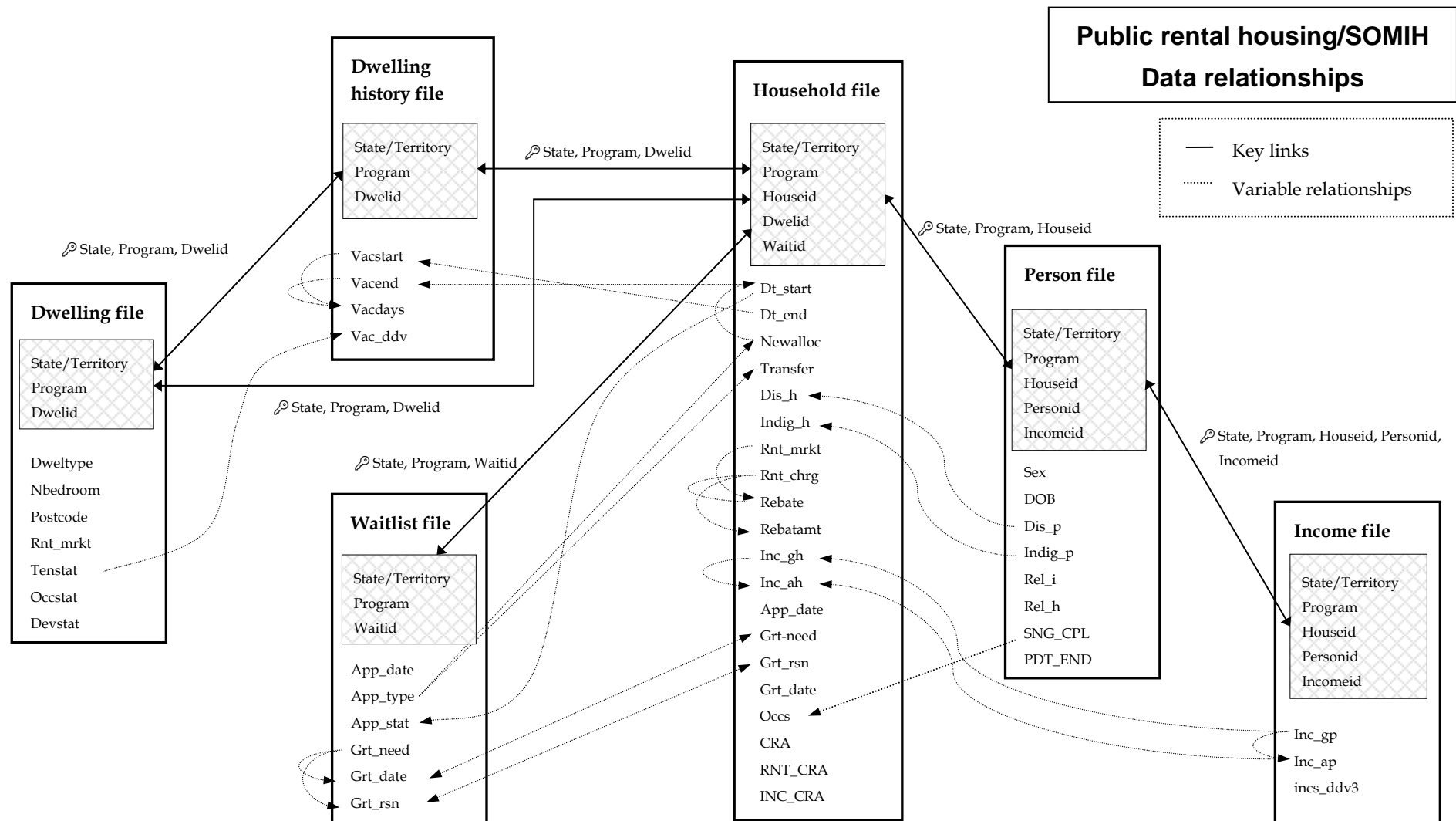
Collection and usage attributes

<i>Guide for use:</i>	This data element is collected if jurisdictions wish to include person records in Person file for out of scope individuals who leave a household before the household tenancy ceases, or before 30 June in the reference period.
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Source and reference attributes

<i>Submitting organisation:</i>	Housing and Homelessness Data Network
<i>Origin:</i>	Public rental housing and SOMIH national data collection processing manual, 2014–15

Appendix 8: Data relationships map



References

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

AIHW 2013. Public rental and state owned and managed Indigenous housing data manual
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AIHW 2014a. Public rental housing data set specification 2013-14.
<http://meteor.aihw.gov.au/content/index.phtml/itemId/595530>

AIHW 2014b. State owned and managed Indigenous housing data set specification 2013-14.
<http://meteor.aihw.gov.au/content/index.phtml/itemId/596082>

Centrelink 2015. A guide to Australian Government payments – 20 March to 30 June 2015.
Centrelink.