Disability Services NMDS 2018–19

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Disability Services NMDS 2018–19

Identifying and definitional attributes

Metadata item type: Data Set Specification

METEOR identifier: 698074

Registration status: Disability, Standard 05/07/2019

DSS type: National Minimum Data Set (NMDS)

Scope: The Disability Services National Minimum Data Set (DS NMDS) is an annual collation of nationally comparable data about disability support services provided under the National Disability Agreement (NDA). Under the NDA, the Disability Administrators in all Australian jurisdictions are responsible for ensuring that DS NMDS information is comparable across all jurisdictions and years.

Services within the scope of the collection are those for which funding has been provided during the reporting period by a government organisation operating under the NDA. If funding was not received for the provision of NDA services during the financial year (i.e. its NDA funding dollars for the reporting period are zero), then details should not be included in the data collection.

Funded agencies that deliver NDA services collect data against each **service type outlet** they are funded for. Most funded agencies are asked to provide detailed information, over a specified reporting period, about:

- each of the service type outlets they are funded for
- each **service user** who received support
- the service type(s) each service user received.

However, the level of information a funded agency is asked to provide varies according to the particular service type classification (see Table 1 for more information).

Table 1: Information requested according to DS NMDS service type

Service type classification	Service type outlet—details required[(a)]	Service user—details required[(a)]	Services received by each service user in the reporting period—details required[(a)]
Accommodation support			
1.01 Large residential/institution (>20 people)—24 hour care	All	All	All—except for Client—amount of assistance, total hours NNN (items 17e–17f on the collection form)
1.02 Small residential/institution (7–20 people)—24 hour care	All	All	All—except for Client—amount of assistance, total hours NNN (items 17e–17f on the collection form)
1.03 Hostels—generally not 24 hour care	All	All	All—except for Client—amount of assistance, total hours NNN (items 17e–17f on the collection form)

1.04 Group homes (< 7 people)	All	All	All—except for Client—amount of assistance, total hours NNN (items 17e–17f on the collection form)
1.05 Attendant care/personal care	All	All	All
1.06 In-home accommodation support	All	All	All
1.07 Alternative family placement	All	All	All
1.08 Other accommodation support	All	All	All—except for Client—amount of assistance, total hours NNN (items 17e–17f on the collection form)
Community support			
2.01 Therapy support for individuals	All	All	All—except for Client—amount of assistance, total hours NNN (items 17e–f on the collection form)
2.02 Early childhood intervention	All	All	All—except for Client—amount of assistance, total hours NNN (items 17e–17f on the collection form)
2.03 Behaviour/specialist intervention	All	All	All—except for Client—amount of assistance, total hours NNN (items 17e–17f on the collection form)
2.04 Counselling (individual/family/group)	All	All	All—except for Client—amount of assistance, total hours NNN (items 17e–17f on the collection form)
2.05 Regional resource and support teams	All	All	All—except for Client—amount of assistance, total hours NNN (items 17e–17f on the collection form)
2.06 Case management, local coordination and development	All	All	All
2.07 Other community support	All	All	All—except for Client—amount of assistance, total hours NNN (items 17e–17f on the collection form)
Community access			

3.01 Learning and life skills development	All	All	All
3.02 Recreation/holiday programs	All	Statistical Linkage Key data elements only (items 2a–2e on the collection form)	Service episode—episode start date, DDMMYYYY and Service event—last service provision date, DDMMYYYY (items 17a–17b on the collection form)
3.03 Other community access	All	All	All
Respite			
4.01 Own home respite	All	All	All
4.02 Centre-based respite/respite homes	All	All	All
4.03 Host family respite/peer support respite	All	All	All
4.04 Flexible respite	All	All	All
4.05 Other respite	All	All	All
Employment			
5.01 Open employment	All	All—except for Informal carer—primary carer indicator, code N, Informal carer—co-residency indicator, code N, and Informal carer—age range, NDA code N (items 12b, 12c and 12e on the collection form)	All—except for Client—amount of assistance, total hours NNN (items 17e–17f on the collection form)

5.02 Supported employment	All	All—except for Informal carer—primary carer indicator, code N, Informal carer—co-residency indicator, code N, and Informal carer—age range, NDA code N (items 12b, 12c and 12e on the collection form)	All—except for Client—amount of assistance, total hours NNN (items 17e–17f on the collection form)
Advocacy, information and alternative forms of communication			
6.01 Advocacy	All	None	None
6.02 Information/referral	All	None	None
6.03 Combined information/advocacy	All	None	None
6.04 Mutual support/self-help groups	All	None	None
6.05 Alternative formats of communication	All	None	None
Other support			
7.01 Research and evaluation	All—except Service type outlet—number of clients, total people N[NNNN] (item 7 on the collection form)	None	None
7.02 Training and development	All—except Service type outlet—number of clients, total people N[NNNN] (item 7 on the collection form)	None	None
7.03 Peak bodies	All—except Service type outlet—number of clients, total people N[NNNN] (item 7 on the collection form)	None	None

7.04 Other support services	All—except Service type outlet—number of clients, total people N[NNNN] (item 7 on the collection form)	None	None

(a) Refer to the DS NMDS data guide for additional information.

A funded agency may receive funding from multiple sources. Where a funded agency is unable to differentiate service users and/or staff according to funding source (i.e. NDA or other), they are asked to provide details of all service users and staff.

Where services are provided to groups or families (for example, service types 2.02, 2.04, or 2.05), details are only requested about the service users who are eligible for services, not their family or other group members.

Collection and usage attributes

Statistical unit: **Service user**, **service type outlet**, **funded agency**.

Data are collected, usually by agencies, for each service type outlet they operate. These data are turned into estimated counts of service users by using a statistical linkage key.

Collection methods: Reporting period—for the DS NMDS, the reporting period is the financial year. Funded agencies are asked to record key information about service users on an ongoing basis, so that they can transmit the required information to their jurisdiction. Most jurisdictions require information to be transmitted at the end of each financial year quarter. Some only require information to be transmitted at the end of the financial year. At the end of the financial year, each jurisdiction is required to provide collated data to the Australian Institute of Health and Welfare.

Reference week—some data elements are only collected during the reference week. For most jurisdictions, the annual reference week is the 7-day week preceding the end of the financial year (i.e. 24 June to 30 June):

- For Victoria, the annual reference week is the 7-day week preceding the end of May (i.e. 25 May to 31 May).
- For Western Australia, the annual reference week is the 7-day week beginning 21 May (i.e. 21 May to 27 May).

Privacy—DS NMDS collections conducted in each jurisdiction must comply with Commonwealth privacy legislation, relevant state and territory privacy legislation, and established privacy and data principles.

Implementation start date: 01/07/2018

Implementation end date: 30/06/2019

Comments: Glossary terms that are relevant to this data set specification include:

- **Disability**
- **Funded agency under the National Disability Agreement (NDA)**
- **Informal carer**
- **NDA service type outlet**
- **NDA service user**

Source and reference attributes

Submitting organisation: National Disability Data Network (NDDN)

Origin: Disability Research and Data Working Group (RDWG)

Reference documents: Australian Institute of Health and Welfare 2016. Disability Services National Minimum Data Set: data guide, July 2016. Cat. no. DAT 4. Canberra: AIHW.

Relational attributes

Related metadata references:

Supersedes Disability Services NMDS 2017–18 Disability, Superseded 05/07/2019

See also Aged Care National Minimum Data Set 2023-24 Aged Care, Standard 30/06/2023

Metadata items in this Data Set Specification

Seq No.	Metadata item	Obligation	Max occurs
-	Activity and participation need for assistance cluster	Mandatory	1

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), the two data elements forming this cluster are collected under one question on 'support needs'. This question records information about a person's need for help or supervision in their overall life and, as such, may not be directly relevant to the service being provided.

The need for help or supervision must be due to the person's disability, and should be ongoing (have lasted or be expected to last for 6 months or more). It must relate to the extent of a person's need over and above that which would usually be expected due to their age, i.e. it should be evaluated in relation to a person of the same age without a disability.

Where support needs vary markedly over time, for example episodic psychiatric disability, record the level of support needed during the reference week.

Mapping of the Disability Services NMDS to International Classification of Functioning, Disability and Health (ICF) codes

DS NMDS	ICF
a) Self-care	Self-care (d510-d599)
b) Mobility	Mobility (d410-d499)
c) Communication	Communication (d310-d399)
d) Interpersonal interactions and relationships	Interpersonal interactions and relationships (d710-d799)
e) Learning, applying knowledge and general tasks and demands	Learning and applying knowledge (d110-d199) and General tasks and demands (d210-d299)
f) Education	Education (d810-d839)
g) Community (civic) and economic life	Community, social and civic life (d910-d999)
h) Domestic life	Domestic life (d610-699)
i) Working	Work and employment (d840-859)

-	Person—activity and participation life area, disability code N	Mandatory	9
-	Person—need for assistance with activities in a life area, disability code N	Mandatory	9
-	Agency sector cluster	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
-	Service provider organisation—income tax exempt indicator, code N	Conditional	1
	Conditional obligation: Only organisations in the non-government sector are required to provide a response to this data element.		
-	Service provider organisation—level of government, code N	Conditional	1
	Conditional obligation: Only organisations in the government sector are required to provide a response to this data element.		
-	Service provider organisation—sector, code N	Mandatory	1
-	Funding jurisdiction cluster	Mandatory	1
-	Address—Australian state/territory identifier, code AA[A]	Mandatory	1
-	Service type outlet—funding source, level of government code N	Mandatory	1
-	Statistical linkage key 581 cluster	Mandatory	1
	DSS specific information: For the Disability Services National Minimum Data Set (DS NMDS) the following rules also apply. **Date of birth** In the DS NMDS, if the age of the person is known, the age of the person should be used to derive the person's year of birth. If the person's age is not known, an estimate of the person's age should be used to calculate an estimated year of birth. An actual or estimated year of birth should then be converted to an estimated date of birth according to the following convention: 01/01/estimated year of birth. Where the date of birth is estimated, this should be indicated when the data is submitted using the date of birth estimated indicator. It is important that **service type outlets** do not record estimated dates of birth by using '00' for the day, month or year as this would not be considered a valid date by the system processing the data. **Date of birth estimated** For the DS NMDS, a date of birth estimate flag is collected in place of the 'Date—accuracy indicator, code AAA'. 1='Yes' (date of birth estimated). **Sex** Code 3 Intersex or indeterminate is not used in the DS NMDS collection.		
1	Person—letters of family name, text XXX	Mandatory	1
2	Person—letters of given name, text XX	Mandatory	1
3	Person—date of birth, DDMMYYYY	Mandatory	1
4	Person—sex, code N	Mandatory	1
5	Record—linkage key, code 581 XXXXXDDMMYYYYN	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
6	Date—accuracy indicator, code AAA	Conditional	1

Conditional obligation:

Where a date of birth is estimated the date accuracy indicator should be used

-	Address—Australian postcode, code (Postcode datafile) NNNN	Mandatory	2

Conditional obligation:

Person—residential setting, accommodation type (NDA) code N[N]

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this data element is collected twice.

The first occurrence refers to the postcode of the location of the **service type outlet** address and not the postal address. If the service type outlet is provided in the person's home, the postcode of the service base from which the provider operates is to be entered, not that of the person. If recreation services are provided in various locations, the postcode of the service base from which the provider operates is to be entered.

The second occurrence refers to the postcode of a **service user's** usual residence ('usual' means 4 or more days per week on average). This is intended to capture the postcode of the 'geographic location' of a person, not their postal address postcode. The service user's postcode must relate to their selected 'residential setting' (as captured in 'Person—residential setting, accommodation type (NDA) code N[N]').

Seq No.	Metadata item	Obligation	Max occurs
-	Client—amount of assistance, total hours NNN	Mandatory	2

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this data element refers to the number of hours of support received by the **service user** for the National Disability Agreement (NDA) service type (see 'Service type outlet—service activity type, NDA service type code N.NN' for a list of service types). It is collected twice within the DS NMDS:

1. the number of hours of support received by a service user for a service type in the 7-day **reference** week (i.e. for the week preceding the end of the reporting period); and
2. the number of hours of support received by a service user for a service type for a **typical** 7-day week.

This data element is only collected for service type activity codes of 1.05-1.07, 2.06, 3.01, 3.03 and 4.01-4.05.

The total hours reported should be rounded up to the nearest whole hour.

Where less than one hour was received, agencies may record '900'.

If a **service type outlet** is funded to provide service type 2.06 Case management, local coordination and development, the following rules apply for calculating Hours of assistance:

- hours of assistance received by service users in terms of time spent on their behalf coordinating, managing or arranging brokerage of other services for service users should be reported;
- hours of assistance received by service users in terms of actual services delivered, that have been arranged, purchased or brokered by a service type outlet (as part of providing service type 2.06) should not be reported.

If a service type outlet sub-contracts the provision of part or all of a service type (other than 2.06) it is funded to provide to another agency, then it is responsible for providing relevant details about the sub-contracted activity (for example, in-home accommodation support provider sub-contracting the provision of some in-home accommodation support to another agency, which may or may not be funded under the NDA). Hours of assistance received that are sub-contracted to another agency should be included by the service type outlet that has done the sub-contracting, and should not be reported by the agency that has been sub-contracted (to deliver the services) by the service type outlet.

Note: The concept of a typical week may not apply to some service users. In these cases service type outlets may calculate this data element as an average of the actual hours received by the service user over the reporting period. This data element may be collected in one of two ways:

- as an average of the actual hours received by this service user in a typical week (over the reporting period). That is, it is derived from the 'total hours received during the reporting period'; or
- the service user's usual or typical weekly pattern of support while receiving your service in the reporting period. This enables service type outlets to indicate whether or not the reference week was typical.

-	Informal carer—age range, NDA code N	Conditional	1

Conditional obligation:

In the Disability Services National Minimum Data Set (DS NMDS), this data element should only be reported in relation to **service users** that have an **informal carer** (Person—informal carer existence indicator, yes/no/not stated/inadequately described code N), with a value of 1).

Seq No.	Metadata item	Obligation	Max occurs
-	Informal carer—co-residency indicator, code N	Conditional	1

Conditional obligation:

In the Disability Services National Minimum Data Set (DS NMDS), this data element should only be reported in relation to **service users** that have an **informal carer** (Person—informal carer existence indicator, yes/no/not stated/inadequately described code N), with a value of 1).

DSS specific information:

In the DS NMDS, this data element refers to the person's main **informal carer**—the person who provides the most significant care and assistance related to the **service user's** capacity to remain living in their current environment. It is recognised that two or more people may equally share the caring role (for example, mother and father) however, for the purposes of this collection, characteristics are only requested for one of these carers.

A carer is considered to be co-resident if they usually live in the same household: 'usually' being 4 or more days per week on average.

-	Informal carer—primary carer indicator, code N	Conditional	1

Conditional obligation:

In the Disability Services National Minimum Data Set (DS NMDS), this data element should only be reported in relation to service users that have an informal carer (Person—informal carer existence indicator, code N, with a value of 1)).

Seq No.	Metadata item	Obligation	Max occurs
-	Informal carer—relationship to care recipient, interpersonal code N[N]	Conditional	1

Conditional obligation:

In the Disability Services National Minimum Data Set (DS NMDS), this data element should only be reported in relation to **service users** that have an **informal carer** (Person—informal carer existence indicator, code N, with a value of 1).

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this data element refers to the **service user's** main **informal carer**—the person who provides the most significant care and assistance related to the service user's capacity to remain living in their current environment. It is recognised that two or more people may equally share the caring role (for example, mother and father) however, for the purposes of this collection, characteristics are only requested for one of these carers.

If a person has more than one carer (for example, a spouse and a son), the coding response to carer relationship should relate to the carer who provides the most significant care and assistance related to the person's capacity to remain living in their current environment (i.e. the main carer). The expressed views of the service user and/or their carer or significant other should be considered to be the primary or principal carer in this regard.

Code 9 (other female relative), allows for the wide range of family members who may be involved in a caring role with the service user. This code therefore includes the female family members not listed in the codes elsewhere (for example, aunts, nieces, female cousins, grandmothers, step mother, step daughters and so on).

Similarly, code 10 (other male relative) covers the range of male family members who may act as carers. This code includes the male family members not listed in the codes elsewhere (for example, uncles, nephews, male cousins, grandfathers, male grandchildren, step father, step sons and so on).

-	Parent/guardian—receipt of Carer Allowance (Child) indicator, yes/no/unknown/not stated/inadequately described code N	Mandatory	1

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), Code 3 'Unknown' refers to 'Not known'. Code 3 should only be recorded when it has not been possible for the service user or their carer/family/advocate to provide the information (i.e. they have been asked but do not know).

-	Person—co-existing disability group, code N(N)	Conditional	12

Conditional obligation:

In the Disability Services National Minimum Data Set (DS NMDS), this data element is only answered if the **service user** has another disability in addition to their 'primary disability' (as captured in 'Person—primary disability group, code N[N]').

Seq No.	Metadata item	Obligation	Max occurs
-	Person—communication method, code N	Mandatory	1

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this data element is used in conjunction with 'Person—effective communication indicator, code N'.

In the DS NMDS, the method of communication along with how effective it is are collected in one question using the following codes:

1 Spoken language (effective)

2 Sign language (effective)

3 Other effective non-spoken communication (e.g. Canon Communicator, Compic)

4 Little, or no effective communication

5 Child aged under 5 years (not applicable)

If the communication method varies over time and it is difficult to say what the usual method is, report the most effective method during the reference week.

-	Person—country of birth, code (SACC 2016) NNNN	Mandatory	1
-	Person—effective communication indicator, code N	Mandatory	1

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this data element is used in conjunction with 'Person—communication method, code N'.

In the DS NMDS, the method of communication along with how effective it is are collected in one question using the following codes:

1 Spoken language (effective)

2 Sign language (effective)

3 Other effective non-spoken communication (e.g. Canon Communicator, Compic)

4 Little, or no effective communication

5 Child aged under 5 years (not applicable)

If the communication method varies over time and it is difficult to say what the usual method is, report the most effective method during the reference week.

Seq No.	Metadata item	Obligation	Max occurs
-	Person—funding indicator, yes/no/unknown/not stated/inadequately described code N	Mandatory	1

DSS specific information:

For the purposes of the Disability Services National Minimum Data Set (DS NMDS), all employment services provided by the Australian Government through 'case-based funding' are considered to be provided on an individualised funding basis. Code 1 'Yes' for this data element if the **service type outlet** is providing service type (Service type outlet—service activity type, NDA service type code N.NN) values of '5.01—Open employment' or '5.02 —Supported employment'.

If a service user receives multiple services from a **funded agency**, and is funded to receive these services from an individual funding package as well as another funding mechanism (for example, block funding) then code 1 'Yes' should be recorded for this data element.

Examples of individualised funding include:

- Western Australia—Intensive Family Support funding
- Queensland—Adult Lifestyle Support Packages, family support programs and post-school programs
- Australian Government-funded programs—Case Based Funding (CBF) and Futures for Young Adults (FFYA)
- Australian Capital Territory—Individual Support Packages
- Victoria—Futures for Young Adults (FFYA), Individual Support Packages (ISP)
- Tasmania—Individual Support Program (ISP) and Supporting Individual Pathways
- Northern Territory—Client Focussed Funding (CFF).

In the DS NMDS, Code 3 'Unknown' refers to 'Not known'. Code 3 should only be recorded when it has not been possible for the service user or their carer/family/advocate to provide the information (i.e. they have been asked but do not know).

-	Person—Indigenous status, code N	Mandatory	1

DSS specific information:

The term 'Indigenous status' does not include 'South Sea Islander origin'. People of 'South Sea Islander origin' should be recorded as code 4 ('Neither Aboriginal origin nor Torres Strait Islander origin').

Seq No.	Metadata item	Obligation	Max occurs
-	Person—informal carer existence indicator, yes/no/not stated/inadequately described code N	Mandatory	1

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this data element refers to whether someone, such as a family member, friend or neighbour, has been identified as providing regular and sustained care and assistance to the **service user**.

Informal carers include those people who receive a pension or benefit for their caring role but do not include paid or volunteer carers organised by formal services. This includes a host family or foster care situation where the family is paid to care for a service user.

A carer is someone who provides a significant amount of care and/or assistance to the person on a regular and sustained basis. 'Regular' and 'sustained' in this instance means that care or assistance has to be ongoing, or likely to be ongoing for at least 6 months.

Excluded from the definition of carers are paid workers or volunteers organised by formal services (including paid staff in funded group homes).

It is recognised that two or more people may equally share the caring role (for example, mother and father) however, for the purposes of this collection, characteristics are only requested for one of these carers.

It is also recognised that the roles of parent and carer, particularly in the case of children, are difficult to distinguish. Carers of children may consider they are a carer (as well as a parent) if they provide more care to their child than would be typical of the care provided to a child of the same age without a disability.

This data element is purely descriptive of a service user's circumstances. It is not intended to reflect whether the carer is considered by the **funded agency** capable of undertaking the caring role.

In line with this, the expressed views of the service user and/or their carer should be used as the basis of determining whether the service user is recorded as having a carer or not.

When asking a service user about the availability of a carer, it is important to recognise that a carer does not always live with the person for whom they care. That is, a person providing significant care and assistance to the person may not live with the person in order to be called a carer.

Seq No.	Metadata item	Obligation	Max occurs
-	Person—interpreter service required indicator, yes/no/not stated/inadequately described code N	Mandatory	1

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this data element is used in conjunction with 'Person—type of interpreter service required, spoken language/non-spoken communication code N'.

In the DS NMDS, the need for interpreter services, along with the type of the service required by the **service user**, is collected in one question using the following codes:

1 Yes—for spoken language other than English

2 Yes—for non-spoken communication

3 No

9 Not stated

If a person communicates with the assistance of a signer (i.e. not necessarily arranged by your agency) they should be recorded as 2 'Yes – for non-spoken communication'.

The data element 'Person—communication method, code N', provides the opportunity to indicate the use of sign language and the level of effective communication of the service user.

-	Person—labour force status, code N	Mandatory	1

DSS specific information:

For the Disability Service National Minimum Data Set (DS NMDS) the reference period for labour force status is the week preceding the end of the reporting period.

Seq No.	Metadata item	Obligation	Max occurs
-	Person—living arrangement, code N	Mandatory	1

DSS specific information:

The Disability Services National Minimum Data Set (DS NMDS) defines ‘usual’ as where the person resides for four or more days per week on average. If it is difficult to determine the person’s ‘usual’ residential setting for the reporting period, the setting the person resided in during the reference week, and their living arrangements in that setting, should be reported.

The **service user's** living arrangements must relate to the same place described in the service user postcode ('Address—Australian postcode, code (Postcode datafile) NNNN') and 'Person—residential setting, accommodation type (NDA) code N[N]'.

People living in residential settings such as group homes and hostels may consider that they live alone or live with others. The expressed views of the service user should be used to determine whether they live alone or with others.

Code 2 'Lives with family' includes living with parents, a partner (married, de facto and same sex relationships), male relatives (sons, brothers, uncles, nephews, male cousins, grandfathers, male grandchildren, step sons and so on), female relatives (daughters, sisters, aunts, nieces, female cousins, grandmothers, female grandchildren, step daughters and so on) and foster family.

Code 3 'Lives with others' includes sharing with friends or a carer (where the carer is not a family member).

-	Person—main source of income, NDA code N	Mandatory	1
-	Person—primary disability group, code N[N]	Mandatory	1
-	Person—residential setting, accommodation type (NDA) code N[N]	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
-	Person—type of interpreter service required, spoken language/non-spoken communication code N	Conditional	1

Conditional obligation:

In the Disability Services National Minimum Data Set (DS NMDS), this data element must be completed if a response of 'yes' is recorded in response to 'Person—interpreter service required indicator, yes/no/not stated/inadequately described code N.'

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this data element is used in conjunction with 'Person—interpreter service required indicator, yes/no/not stated/inadequately described code N'.

In the DS NMDS, the need for interpreter services along with the type of the service required by the **service user** is collected in one question using the following codes:

1 Yes—for spoken language other than English

2 Yes—for non-spoken communication

3 No

9 Not stated

If a person communicated with the assistance of a signer (i.e. not necessarily arranged by the agency/service provider) they should be recorded as code 2 'Yes—for non-spoken communication'.

The data element 'Person—communication method, code N', provides the opportunity to indicate the use of sign language and the level of effective communication of the service user.

-	Record—National Disability Agreement service user identifier, NNNNN[NNN]	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
-	Service episode—episode end date, DDMMYYYY	Conditional	1

Conditional obligation:

In the Disability Services National Minimum Data Set (DS NMDS), this data element is only answered for **service users** who have stopped receiving services from the **service type outlet**. Otherwise it is left blank.

DSS specific information:

In the DS NMDS, this refers to the date on which the person ceased to be a **service user** of the **service type outlet**. It is only reported for service users who have ceased receiving services from the service type outlet, otherwise it is left blank.

The service episode end date must relate to the service type outlet ID (Service type outlet—outlet identifier, XX[X(26)]) and associated service type (Service type outlet—service activity type, NDA service type code N.NN).

A service user is considered to leave a service when either:

- the service user ends the support relationship with the service type outlet; or
- the service type outlet ends the support relationship with the service user.

The 'Service episode—service cessation reason, NDA code' and 'Service event—last service provision date, DDMMYYYY' should also be completed for service users who have exited.

Seq No.	Metadata item	Obligation	Max occurs
-	Service episode—episode start date, DDMMYYYY	Mandatory	1

Conditional obligation:

In the Disability Services National Minimum Data Set (DS NMDS), this refers to the date on which a person began to receive support from a **service type outlet**.

A service is a support activity delivered to a person, in accord with the National Disability Agreement (NDA). Services within the scope of the collection are those for which funding has been provided, during the specified period, by a government organisation operating under the NDA.

A **service user** is considered to have started receiving a NDA service type (Service type outlet—service activity type, NDA service type code N.NN) once they have been judged as eligible for the service type and have actually received support within that service type. Support may include assessment processes once the service user has been accepted as eligible for the service type. However it does not include assessment where assessment is for eligibility or for a place on a waiting list. Support does not generally include requests for information or phone queries.

At times, an outlet may only provide the service user with one-off assistance. For example, a service user may only require respite care on one occasion. Where this assistance is funded under the NDA, the general rule is that all service users details should be recorded as required for that service type. If the service user is not expected to use the service outlet again, an exit date and appropriate main reason for service cessation should be reported.

Service users who commenced services after 1 October 2002, should have their actual commencement date recorded (i.e. the date this service type was first received by the service user from the service type outlet).

Service users who commenced services prior to October 2002 should either be recorded as commencing the service type on:

- their known service start date, for example, a service user starting on 2 September 2002 may be recorded as 02092002;
- an estimate of their service start date by recording '0101' for the day and month and estimating the year. For example, if a service user has been receiving support from a service type outlet for about 5 years, the outlet would record the Service start date as 01011997'; or
- on 1 October 2002 (i.e. 01102002). This option is used if the start date is unknown or cannot be recorded for some other reason.

The service episode start date must relate to the service type outlet ID (Service type outlet—outlet identifier, XX[X(26)]) and associated service type (Service type outlet—service activity type, NDA service type code N.NN).

If a service user formally exits a service and then 're-enters' a service at a later date, a new period of service should be reported.

Seq No.	Metadata item	Obligation	Max occurs
-	Service episode—service cessation reason, NDA code N[N]	Conditional	1

Conditional obligation:

In the Disability Services National Minimum Data Set (DS NMDS), this data element is only answered for **service users** who have stopped receiving services from the **service type outlet**. Otherwise it is left blank.

DSS specific information:

The 'Service episode—episode end date, DDMMYYYY' and 'Service event—last service provision date, DDMMYYYY' should also be completed for service users who have exited.

-	Service event—last service provision date, DDMMYYYY	Mandatory	1

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this refers to the date the person last received a service from the **service type outlet** during the reporting period. It does not indicate the date that they exited the service, or the date in which the service user's form was completed.

A service is a support activity delivered to a person, in accordance with the National Disability Agreement (NDA). Services within the scope of the collection are those for which funding has been provided, during the specified period, by a government organisation operating under the NDA. Support does not generally include requests for information or phone queries.

This data element may be used as an indicator of the 'active' or 'inactive' status of **service users**, for a particular reporting period. It can also be used to calculate the length of time service users received a National Disability Agreement (NDA) service type (Service type outlet—service activity type, NDA service type code N.NN) for those who have not exited the program and so not have an exit date (end date).

The last service provision date must relate to the service type outlet ID (Service type outlet—outlet identifier, XX[X(26)]) and associated service type (Service type outlet—service activity type, NDA service type code N.NN).

-	Service provider organisation—organisation identifier, X[X(7)]	Mandatory	1

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this data element refers to the **agency funded** to deliver services under the National Disability Agreement (NDA).

This identifier generally contains a maximum of 8 characters.

This identifier must be included as part of the service type outlet identifier.

-	Service type outlet—full financial year funding indicator, yes/no code N	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
-	Service type outlet—funding allocated, total Australian currency N[N(8)]	Mandatory	1

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this refers to funding provided under the National Disability Agreement (NDA). Funding data should relate to the most recent financial year. This data element needs to be reported for all services funded under the NDA, both those delivered by government and non-government providers. Data provided should be consistent with that provided to the Productivity Commission for the *Report on Government Services*, but should also include expenditure on specialist psychiatric disability services.

Where possible NDA funding data should be linked to service type outlet identification numbers. Where the funding information is not available at the **service type outlet** level, funding departments are requested to allocate the funding information to broad service group level. Administrative expenditure and capital grants are to be provided on separate lines.

For example, funding should be allocated at least against the following:

- Accommodation support (service types 1.01–1.08)
  - Institutional accommodation (service types 1.01–1.03)
  - Group homes (service type 1.04)
  - Other accommodation support (service types 1.05–1.08)
- Community Support (service types 2.01–2.07)
- Community Access (service types 3.01–3.03)
- Respite (service types 4.01–4.05)
- Employment (service types 5.01–5.02)
- Advocacy, information and alternative forms of communication (service types 6.01–6.05)
- Other Support Services (service types 7.01–7.04)
- Administration
- Capital grants to non-government service providers.

-	Service type outlet—geographic location, code (ASGC 2011) NNNNN	Optional	1

Conditional obligation:

In the Disability Services National Minimum Data Set (DS NMDS), SLA is optionally collected in relation to the **service type outlet**. It refers to a numeric 4- or 5-digit Australian SLA based on the most recent Australian Bureau of Statistics (ABS) classification (Australian Standard Geographical Classification (ASGC) July 2011, ABS cat. no. 1216.0).

Seq No.	Metadata item	Obligation	Max occurs
-	Service type outlet—number of clients, total people N[NNNN]	Mandatory	1

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this data element is collected for each **service type outlet**, except those of service types (Service type outlet—service activity type, NDA service type code N.NN) 7.01–7.04 (other support).

It refers to the number of **service users** receiving services under the National Disability Agreement (NDA) of a particular service type (Service type outlet—service activity type, NDA service type code N.NN). The number of people who received a service during the whole reporting period is required, not just those who received a service in the reference week.

The total number of people receiving the service type indicated in response to this data element will usually be equal to the number of Service User Forms completed by the service type outlet. In some cases 'number of service users' may be greater than the number of Service User Forms. This may be because of service users who have not consented for their information to be transmitted as part of the DS NMDS; they should still be included in the 'number of service users'.

For service type outlets, except service types (Service type outlet—service activity type, NDA service type code N.NN) 6.01–6.05, the service type outlet must have allocated some of its resources (more than 15 minutes) to the person during the reporting period, for instance to a person residing in agency-operated accommodation, attending respite care, or attending a recreation service. Service users should not be counted if they have only made requests for information, minor phone queries etc.

Service types (Service type outlet—service activity type, NDA service type code N.NN) 6.01–6.05 should count the following:

- 6.01 (Advocacy)—number of people who have received advocacy services in the reporting period.
- 6.02 (Information/referral)—number of people making a request for information or referral.
- 6.03 (Combined information/advocacy)—as for 6.01 and 6.02.
- 6.04 (Mutual support/self-help groups)—number of people attending sessions (i.e. if an individual attends a group session every Wednesday in the reporting period, count each person only once over the reporting period).
- 6.05 (Alternative formats of communication)—estimated number of people accessing the output from the service.

It may not always be feasible to count the actual number of service users receiving services from service types (Service type outlet—service activity type, NDA service type code N.NN) 6.01–6.05. Where this is not possible, service type outlets are asked to estimate the number of service users accessing the service. For example, a radio station funded under the NDA (service type 6.05) should estimate the number of people who listen to the radio station. Where there is a number of people potentially receiving a 6.01–6.05 service type simultaneously (for example, an interpreter at a conference), estimate the number of people that are benefiting from the service (for example, how many people actually need the interpreter). If this is not possible, all people present should be counted as service users.

A **funded agency** may receive funding from multiple sources—however for DS NMDS purposes, only those services provided using NDA funds should be recorded. Where a funded agency is unable to differentiate all data according to funding source (i.e. NDA or other), they are asked to provide details of all service users and staff (for each service type). For example, if a service type outlet providing early childhood intervention is partly funded by your agency, through donations or fund raising, and partly by NDA funds, count all service users who receive this service during the reporting period, unless your accounting and staffing methods enable reporting separately.

Seq No.	Metadata item	Obligation	Max occurs
-	Service type outlet—number of service operation days, total N[N]	Mandatory	1

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this data element refers to the number of days per week the **service type outletusually** operates. It is asking about the amount of time the service type outlet is generally open for service provision to **service users**, not about the amount of time a service type outlet is staffed.

Days per week of operation are to be recorded as 1–7 (the actual number of days per week), or as '90' (‘no regular pattern of operation through a day’) if there is no regular pattern.

Service type outlets of service type (Service type outlet—service activity type, NDA service type code N.NN) 7.01–7.04 may record ‘90’ (‘no regular pattern of operation through a day’), or, if possible and they wish to do so, they may record the actual number of days per week of operation.

-	Service type outlet—number of service operation hours, total N[N]	Mandatory	1

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this data element refers to the number of hours per day the **service type outletusually** operates. It is asking about the amount of time the service type outlet is generally open for service provision to **service users**, not about the amount of time a service type outlet is staffed.

A service type outlet is considered to be operating whenever it is open to service users (for example, if the service type outlet is staffed between the hours of 9am–5pm but is only open for service users between 10am–3pm, it is considered to usually operate for 5 hours per day).

Hours per day of operation are to be recorded as 1–24 (the actual number of hours per day), or as '90' (‘no regular pattern of operation through a day’) if there is no regular pattern.

Service type outlets that provide facility-based accommodation (for example, group homes) should record their hours as 24 per day if the service users reside in the facility on an ongoing basis and can access the facility at any time, even though the facility may not be staffed during parts of the day. In contrast, if service users are not able to stay in the residential facility during certain hours, the facility is not considered to be open or operating during these hours.

Service type outlets of service types 7.01–7.04 may record ‘90’ (‘no regular pattern of operation through a day’), or, if possible and they wish to do so, they may record the actual number of days per week of operation.

Seq No.	Metadata item	Obligation	Max occurs
-	Service type outlet—number of service operation weeks, total N[N]	Mandatory	1

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this data element refers to the number of weeks per year the **service type outlet** **usually** operates. It is asking about the amount of time the service type outlet is generally open for service provision to **service users**, not about the amount of time a service type outlet is staffed.

A service type outlet is considered to be operating whenever it is open to service users. For example, if the service type outlet closes for only 2 weeks over the Christmas period it is considered to usually operate for 50 weeks per year.

Weeks per year of operation are to be recorded as 1–52 (the actual number of weeks per year), or as '90' ('no regular pattern of operation through a year') if there is no regular pattern (for example, a recreation/holiday program which is offered only if there are sufficient numbers (i.e. program offered on demand).

This data element is seeking information about the usual weeks of operation of a service type outlet. For example, if a service type outlet received funding from September but intends to operate for 52 weeks per year, '52' is recorded for this data element, and 'No' is recorded for the 'Service provider organisation—full financial year funding indicator, yes/no code N' data element.

Service type outlets of service types 7.01–7.04 may record '90' ('no regular pattern of operation through a year'), or, if it is possible and they wish to do so, they may record the actual number of weeks of operation.

-	Service type outlet—outlet identifier, XX[X(26)]	Mandatory	1

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), this data element is reported by funding departments in relation to all **service type outlets**. Service type outlets deliver a particular National Disability Agreement (NDA) service type (Service type outlet—service activity type, NDA service type code N.NN) at or from a discrete location.

This identifier generally contains a maximum of 14 characters.

-	Service type outlet—paid staff hours worked, total hours NNNNN	Mandatory	2

DSS specific information:

In the Disability Services National Minimum Data Set (DS NMDS), hours worked by paid staff refers to the actual total hours worked by all paid staff for a **service type outlet**, not full-time equivalents or rostered weekly hours. It includes hours worked by paid staff on behalf of the service type outlet both directly delivered to **service users**, and indirectly to service users (for example, indirect hours such as related committee meetings).

Paid staff are defined as those who are employed on a permanent, part-time or casual basis under an employment or other contract (including contract staff).

This data element is collected twice within the DS NMDS:

- the actual total hours worked by all paid staff for a service type outlet in the 7-day **reference** week (i.e. for the week preceding the end of the reporting period); and
- actual total hours worked by all paid staff for a service type outlet for a **typical** 7-day week.

Staff hours should be rounded up to the nearest whole hour.

Seq No.	Metadata item	Obligation	Max occurs

Inclusions and exclusions for the calculation of staff hours:

- Includes:
  - staff hours worked by administrative staff, managers etc. (i.e. indirect staff relating to this service type outlet)
  - staff hours worked by Board members relating to this service type
  - staff hours worked on committees or at meetings relevant to this service type
  - staff hours worked as paid overtime (to be included with paid staff hours)
  - staff hours worked while staff receive payment for sleepover duties
  - staff hours worked by staff contracted to clean premises.
  - staff hours worked by staff receiving training relevant to this service type
  - staff hours worked while travelling to a location to assist/visit a service user.
- Excludes:
  - staff hours worked as unpaid work by usually paid or contract staff (should be included with unpaid staff hours)
  - staff hours for workers on leave (including public holidays, paid/unpaid sick leave, i.e. this data element relates to staff hours worked, not staff hours paid for)
  - staff hours normally worked in positions that are currently vacant
  - staff hours allocated to non-National Disability Agreement (NDA) service users.

For **funded agencies** with multiple service type outlets (and where staff hours per service type outlet are not known), all staff should be apportioned across service type outlets. To apportion staff across different service type outlets it is recommended that agencies:

- use fortnightly rosters as a starting point
- apportion total staff hours across funded service types
- divide this figure by two to get weekly staff hours for the week preceding the end of the reporting period.

This item is asking for hours worked by staff on behalf of this service type outlet both directly delivered to service users and on behalf of this service type outlet more generally (that is, indirect hours such as related committee meetings).

A funded agency may receive funding from multiple sources, however for DS NMDS purposes, only those services provided using NDA funds should be recorded. Where a funded agency is unable to differentiate all data according to funding source (i.e. NDA or other), they are asked to provide full details (in this case, staff hours) regardless of funding source.

If the service type outlet is funded to provide service type 2.06 *Case management, local coordination and development*, the following rules for calculating staff hours apply:

- record staff hours relating to the case coordination/management/brokerage activities undertaken (including administrative time, board member time etc. as above)
- do not record the staff hours for the agencies who provide any services arranged, purchased or brokered by your service type outlet as part of providing service type 2.06
- see also data elements 17e–f 'hours received' per service user, as similar rules apply to the calculation of hours received by service users.

If the service type outlet sub-contracts the provision of part or all of a service type (other than 2.06) they are funded to provide to another agency:

- the service type outlet who is sub-contracting another agency is responsible for providing relevant details about the sub-contracted activity (for example, in-home accommodation support provider sub-contracting the provision of some in-home accommodation support to another agency, which may or may not be funded under the NDA)
- the service type outlet who is sub-contracting another agency should include an estimate of the staff hours sub-contracted in this way with the staff hours allocation for their service type outlet (and the sub-contractor

Seq No.	Metadata item	Obligation	Max occurs
	outlet should not include these hours in their service type outlet return, if they are also included in the DS NMDS) • see also data elements 17e–f 'hours received' per service user, as similar rules apply to the calculation of hours received by service users.		
-	Service type outlet—service activity type, NDA service type code N.NN	Mandatory	1