Australian Government

**Australian Institute of
Health and Welfare**

*Better information and statistics
for better health and wellbeing*

2011–12 Private rent assistance
data collection

Revised
Jurisdiction data manual

22 June 2012

Australian Institute of Health and Welfare

Canberra

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Revised Data Manual 2012

Contents

1 Introduction

This data manual has been developed by the Australian Institute of Health and Welfare (AIHW) to assist jurisdictions with the collection and reporting of data for private rent assistance (PRA). This manual provides the standard concepts, definitions and procedures to ensure data that is comparable across jurisdictions.

The manual describes:

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

2   Process overview

The processes for the 2011–12 private rent assistance national data collection are illustrated in Table 2.1. There are three steps in the process:

- Step 1— The AIHW sends data collection documentation to jurisdictions.
- Step 2—Jurisdictions compile data (both quantitative and qualitative), conduct quality assurance checks and send data to the AIHW.
- Step 3—The AIHW quality checks data and prepares final results for approval and reporting.

Key dates

Table 2.1: Key dates

Date	Task	Further information
Step 1		
8 June 2012	AIHW to circulate data collection documentation to jurisdictions	Section 4
Step 2		
3 August 2012	FINAL date for jurisdictions to send data to AIHW	Section 4
Step 3		
August–September 2012	Ongoing consultation with jurisdictions to finalise data and associated footnotes	
7 September 2012	FINAL date for jurisdictions to request revisions to data	
14 September 2012	AIHW to send national data and footnotes to jurisdictions for final sign-off	
21 September 2012	HHIMG to sign-off on national data and footnotes	
27 September 2012	AIHW to send final data to Productivity Commission	

Processing and quality assurance

The AIHW will undertake processing and quality assurance checks of the data supplied by jurisdictions. The AIHW will liaise with jurisdictions to address any data issues identified in the finalisation of data items and footnotes.

3   Scope and coverage

Private rent assistance for the purpose of this collection relates to the provision of financial assistance to enable households to access and maintain accommodation in the private rental market and **includes**:

- bond loans
- rental grants
- rental subsidies
- relocation expenses and
- other assistance grants.

The collection **excludes** non-financial assistance, for example, tenancy support services and tenancy guarantees.

Time period reference

Data is to be provided for the current financial year, that is, the period 1 July 2011 to 30 June 2012.

Reporting frequency

This data collection occurs annually.

Data definitions

The National Housing Assistance Data Dictionary Version 3 is the authoritative source of data definitions and standards for this collection. It can be downloaded from the AIHW website at http://www.aihw.gov.au/publication-detail/?id=6442467838. The main counting unit for the outputs is households and a household is defined as:

'A group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or a single person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person'.

The 2011–12 data collection

As per last year all data should be provided in a single comma delimited (csv) file. A csv file has been sent out with this data manual to aid jurisdictions in compiling their quantitative data.

All data must be supplied to AIHW using the AIHW Secure Messaging (ASM) service (see Section 7 for more information).

4 Data provision

General notes

- format currency to **2 decimal places**
- format dates as **dd/mm/yyyy**
- define unknowns using blank fields
- advise if unable to supply a variable

Data files

The following table provides details of the data items to be reported for the 2011–12 private rent assistance data collection in relation to households, the property, and type of assistance received. Table 4.1 displays the data items that are to be provided, and the order in which the data items should be provided. Tables 4.2, 4.3 and 4.4 display the format in which the data items should be provided.

All items should be provided in a single comma delimited (csv) file. A csv file has been sent out with this data manual to aid jurisdictions in compiling their quantitative data. This csv file includes headings for each variable within the data file, and data must be entered in line with the headings.

Table 4.1: Data items for 2011–12 PRA data collection

Household data items	Household identifier
	Main applicant identifier
	Sex
	Date of birth
	Indigenous status
	Gross weekly income
	Principal source of income
Property data items	Suburb/town/locality name
	Postcode
	Weekly rent
Assistance data items	Type of assistance received
	Date assistance received
	Amount of assistance received

Household data items—formats and values

Include:

- All households who received private rent assistance during the 2011–12 financial year.

Exclude:

- Households with outstanding monies to repay for assistance provided in a previous financial year, where no new assistance was provided for year ending 30 June 2011.

Data qualifications:

- A separate record should be provided for each type of assistance provided to a household.

- Households receiving ongoing assistance should be counted once for the financial year only for each program type where assistance was provided—regardless of which financial year assistance commenced.

- **The main applicant identifier should be the same person identifier that is used by the social housing authority across different housing programs. This field may be used to link private rent assistance records with corresponding public rental housing, state owned and managed Indigenous housing, and/or home purchase assistance records. If no such identifier exists, this field should be left blank.**

Table 4.2: Household data items for 2011–12 PRA data collection

AIHW variable	Description	Format	AIHW values
ID	Unique household identifier	String 15	
APPLICANTID	Unique main applicant identifier	String 15	
SEX	Sex of main applicant	Numeric 1	1. Male
			2. Female
			3. Intersex or indeterminate
			9. Not stated/inadequately described
DOB	Date of birth of main applicant	DD/MM/YYYY	
INDIG	Indigenous status of household	Number 1	1. Yes
			2. No
			9. Not stated/inadequately described
INC_GH	Gross weekly income of household	Numeric 8	
INC_TYPE	Principal income source of household	Number 1	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. Other Government cash pensions/allowances (e.g. Service pensions, Family Tax Benefit)
			4. Other cash income
			9. Not stated/inadequately described

Property data items—formats and values

Include:

- All properties related to the private rent assistance received by households during the 2011–12 financial year.

Table 4.3: Property data items for 2011–12 PRA data collection

AIHW variable	Description	Format	AIHW values
SUBURB	Suburb/town/locality name	String 15	
POSTCODE	Postcode	Numeric 4	
WRENT	Weekly rent payment	Numeric 8	

Assistance data items—formats and values

Include:

- The value of assistance provided to a household during the 2011–12 financial year for:
  - all households who commenced receiving assistance for year ending 30 June 2012 regardless of the form of assistance (i.e. whether assistance is one-off, ongoing, repayable or non-repayable); and
  - all households who commenced receiving an ongoing form of assistance in a previous financial year (i.e. prior to 1 July 2011) and continued to receive this assistance from 1 July 2011.

Exclude:

- Related administrative and operational costs associated with providing the private rent assistance.
- The value of assistance provided to a household prior to 1 July 2011 (i.e. for households continuing to receive ongoing forms of assistance that commenced prior to 1 July 2011).
- The value of outstanding repayable monies where a repayable form of assistance was provided prior to 1 July 2011 and outstanding monies had not been repaid by 30 June2011.

Data qualifications:

- For those households who commenced receiving assistance in a previous financial year (i.e. prior to 1 July 2011) and they continued to receive this assistance, include only the value of assistance provided for the year ending 30 June 2012 (i.e. disregard the value of assistance provided prior to 1 July 2011).
- For those households who commenced receiving assistance in a previous financial year (i.e. prior to 1 July 2011) and they continued to receive this assistance, report the originating date of the assistance (i.e. the date the household first received the assistance).

Table 4.4: Assistance data items for 2011–12 PRA data collection

AIHW variable	Description	Format	AIHW values
PRA_TYPE	Type of assistance received	Number 2	1. Bond loan
			2. Rental grant – one-off
			3. Ongoing rental subsidy
			4. Relocation expenses
			99. Other
PRA_DATE	Date assistance received	DD/MM/YYYY	
PRA_AMOUNT	Amount of assistance received	Numeric 8	

Qualitative data

Jurisdictions are requested to provide details of all programs of private rent assistance (financial only) available to households during the 2011–12 reporting period. An Excel spreadsheet is provided for this purpose and includes the following fields:

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

Quantitative data items

This section of the manual outlines details of the quantitative data items to be reported by jurisdictions as part of the private rent assistance data collection.

Where data supplied differs from the specifications outlined below, or there are difficulties in providing the data, please provide footnotes qualifying the data.

The following table provides details of the output items that will be published.

Table 4.5: List of output items

Code	Description
PR1	Total number of households assisted for year ending 30 June 2012
PR2	Total number of Indigenous households assisted for year ending 30 June 2012
PR3	Total number of households assisted by income type
PR4	Total number of households in Major cities of Australia for year ending 30 June 2012
PR5	Total number of households in Inner regional areas of Australia for year ending 30 June 2012
PR6	Total number of households in Outer regional areas of Australia for year ending 30 June 2012
PR7	Total number of households in Remote areas of Australia for year ending 30 June 2012
PR8	Total number of households in Very remote areas of Australia for year ending 30 June 2012
PR9	Total number of households receiving bond loan assistance for year ending 30 June 2012
PR10	Total number of households receiving rental grants for year ending 30 June 2012
PR11	Total number of households receiving rental subsidies for year ending 30 June 2012
PR12	Total number of households receiving relocation expenses for year ending 30 June 2012
PR13	Total number of households receiving other assistance for year ending 30 June 2012
PR14	Total value of assistance to households receiving bond loan assistance for year ending 30 June 2012
PR15	Total value of assistance to households receiving rental grants for year ending 30 June 2012
PR16	Total value of assistance to households receiving rental subsidies for year ending 30 June 2012
PR17	Total value of assistance to households receiving relocation expenses for year ending 30 June 2012
PR18	Total value of assistance to households receiving other assistance for year ending 30 June 2012

5 Processing performed by jurisdictions

Jurisdictions are required to undertake the data quality checks outlined in the following table prior to submission to the AIHW.

Data item & definition	Data quality check
Household identifier A unique identifier for a household. If household identifiers are not assigned as part of general management processes, please assign a unique number to each household for the purposes of this survey.	Must be completed for <u>all</u> household records.
Main applicant identifier A unique identifier for the person or principal person whose name appears first on the private rent assistance application form. This identifier should be the same person identifier that is used by the social housing authority across different housing programs. This field may be used to link PRA records with corresponding public rental housing, state owned and managed Indigenous housing, and/or home purchase assistance records. If a consistent social housing authority id is not available, please leave this field blank.	Must be completed for <u>all</u> household records where a consistent social housing authority person identifier that can be used for data linkage exists. Must be left blank for <u>all</u> household records where a consistent social housing authority person identifier *does not* exist.
Sex of main applicant The sex of the person or principal person whose name appears first on the private rent assistance application form. Where this is not clear, it should be the person who is responsible for rental payments.	Only valid codes are accepted (i.e. 1, 2, 3 or 9). Must be completed for <u>all</u> household records.
Date of birth of main applicant The date of birth of the person or principal person whose name appears first on the private rent assistance application form. Where this is not clear, it should be the person who is responsible for rental payments.	Please record in the DD/MM/YYYY format and leave blank if unknown.
Indigenous status of household A household which contains one or more persons who identifies as being of Aboriginal or Torres Strait Islander origin.	Only valid codes are accepted (i.e. 1, 2 or 9). Must be completed for <u>all</u> household records.
Gross weekly household income The value of weekly income from all sources before any deductions such as income tax, superannuation, etc. for all household members. Gross income is regarded as all receipts that are received regularly and are of a recurring nature. Certain receipts such as lump sum receipts, windfall gains and withdrawals from savings are not considered to conform to these criteria and are not included as income.	Report to 2 decimal places and leave blank if unknown. Please check records where weekly income is above $1,500 or below $150.
Main income source of household The income source by which the household derives most (equal to or greater than 50%) of its income. If a household has multiple sources of income and none are equal to or greater than 50%, sum the value of the income amount for all household members for each income source. The income source which contributes the largest percentage should be counted as the main income source for the household.	Only valid codes are accepted (i.e. 1, 2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3, 3.3, 4 or 9). Must be completed for <u>all</u> household records.

Data item & definition	Data quality check
Suburb/town/locality name of property The suburb/town/locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.	Must be completed for <u>all</u> household records.
Postcode of property The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a dwelling.	Please enter a valid 4-digit Australian postcode. Must be completed for <u>all</u> household records.
Weekly rent The amount of rent charged for the property. The rent charged is the amount of money the household has been asked to pay.	Please report to 2 decimal places and leave blank if unknown. Please check records where weekly rent is greater than weekly income.
Type of assistance received Details of the type of financial assistance provided to the household.	Only valid codes are accepted (i.e. 1, 2, 3, 4 or 99). Must be completed for <u>all</u> household records.
Value of assistance received The dollar value of assistance provided to households.	Please report to 2 decimal places and leave blank if unknown. Must be completed for <u>all</u> household records.
Date assistance received The date on which assistance was provided to the household.	Please record in the DD/MM/YYYY format. Only assistance provided between 01/07/2011 and 30/06/2012 should be included. Assistance before or after this date should be excluded.

6 AIHW importing and edits process

The following table outlines the edits which will be undertaken by the AIHW. The results from the edits applied will be provided to each jurisdiction in a Processing Workbook. The workbook will include a summary of the edit results and samples of the records that failed each edit.

Edit ID	Description
H01	Invalid sex of main applicant (i.e. not 1, 2, 3 or 9)
H02	Invalid Indigenous status of household (i.e. not 1, 2 or 9)
H03	Invalid principal income source of household (i.e. not 1, 2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3, 3.3, 4 or 9)
H04	Missing household ID
H05	Missing sex of main applicant
H06	Missing date of birth of main applicant
H07	Missing Indigenous status of household
H08	Missing gross weekly income of household
H09	Missing principal source of income of household
H10	The age of the main applicant is greater than 100 years
H11	The age of the main applicant is less than 16 years
H12	The gross weekly income of the household is high (i.e. > $1,500)
H13	The gross weekly income of the household is low (i.e. < $150)
H14	Duplicate record
P01	Invalid postcode
P02	Missing suburb/town/locality name
P03	Missing postcode
A01	Invalid type of assistance received (i.e. not 1, 2, 3, 4 or 99)
A02	Missing type of assistance received
A03	Missing date assistance received
A04	Missing amount of assistance received
A05	The date assistance received is after 30 June 2012
A06	The date assistance received is before 1 July 2011
A07	The amount of assistance received is greater than 4 weeks rent

7 How to supply data to the AIHW

Sending files securely with the AIHW Secure Messaging (ASM) service

For the 2011–12 private rent assistance data collection, the AIHW Secure Messaging (ASM) service will be used to send and receive IN-CONFIDENCE emails.

What is the AIHW Secure Messaging (ASM)

ASM is a service and procedure for sending and receiving emails and attached data and other files on the Internet more securely and reliably. It should be used for all data submissions and whenever IN-CONFIDENCE materials need to be sent to the Institute.

Registering to use ASM as an external user

To register as an external user, you will need an AIHW user to send you a message through ASM.

Once this is done, an email (shown below) will appear in your current email inbox:
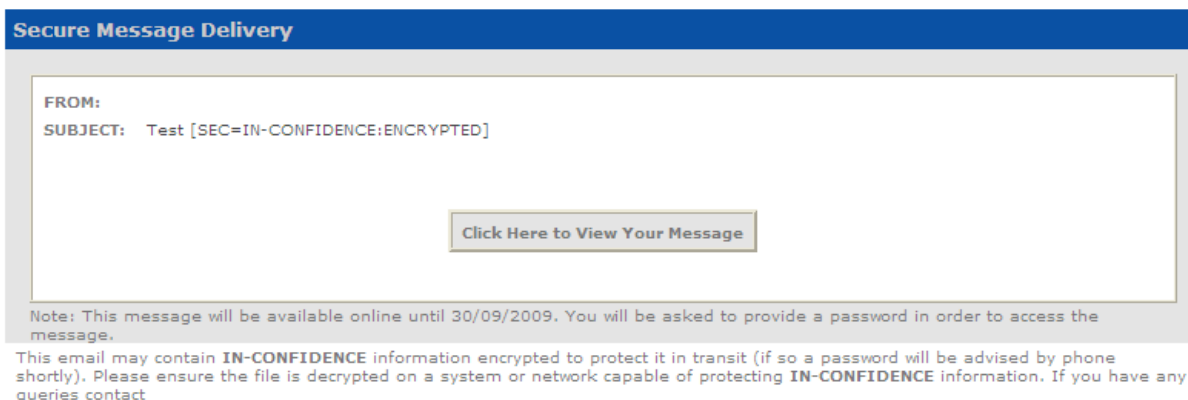
You will then need to:
1. Click "**Click Here to View Your Message**"
2. Fill in the blanks on the next web page that appears then click "**Continue**".

1. On successfully filling out the form, you will be logged on to ASM and your message will be displayed.
2. You can continue to use this logon until the account expires.

Logging on

1. Enter the following URL **https://envoy.aihw.gov.au** in your Internet browser.

Enter your email address and password and click the "**Sign In**" button when the ASM welcome\logon screen appears. (You must enter the full email address and the password used originally when registering.) Your ASM mailbox will then open and be ready for use.

Note: As a security precaution you will be required to re-logon after 5 minutes of inactivity. Waiting for a file to attach, is counted as activity.

Viewing Messages

You do not need to check your ASM mailbox regularly. When a message arrives in this mailbox you will be notified by an email in your normal email inbox Logon on to your ASM mailbox.
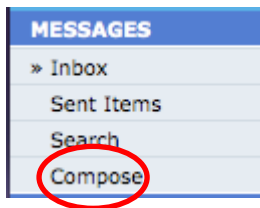
1. To see your messages click "**Inbox**" in the navigation pane on the left.
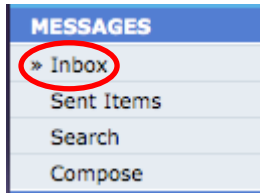
Sending Messages

As an external user, you will only be able to send emails to "**aihw.gov.au**" email addresses.

1. Logon on to your ASM mailbox.
2. To create a message, click "Compose" in the navigation pane on the left.

3. Enter the Recipient's email address, Subject and Message body in the spaces provided.
4. Add any Attachments.
   a. Click Browse in the Attachments section.
   b. Navigate to the file to be attached, select **–> "OK"**
   c. Click "**Upload**"

1. Repeat until all files have been attached.
2. Click "**Send**".
3. A confirmation message will be displayed when the message has been sent.
4. Once the recipient collects the message an email notification will be sent to your ASM mailbox and your Outlook inbox.

Replying to Messages

1. Logon on to your ASM mailbox.
2. Click "**Inbox**" in the navigation pane on the left.
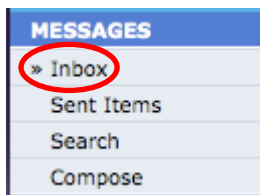
3. Click the message you are replying to.
4. Once the message has opened, click "**Reply**" from the toolbar in the message header.
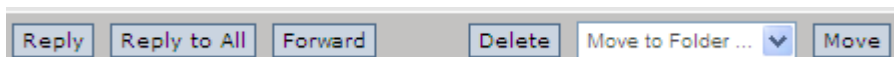

5. Recipients will be re-entered and the message body will be attached within the email.
6. Compose your reply and upload any attachments, as explained in the "Sending Messages from Your ASM Web Site Mailbox" section.

7. Click "**Send**".
8. Once the recipient collects the message an email notification will be sent to your ASM inbox and your Outlook inbox.

Deleting Messages

1. Logon on to your ASM mailbox.
2. Click "**Inbox**" in the navigation pane on the left.
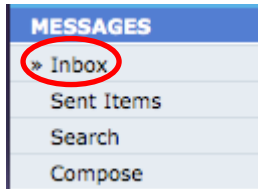
3. Click the message you wish to delete.
4. Once the message has opened, click "**Delete**" from the toolbar in the message header.

Important information about ASM

Session Expired Message

If you are logged into the ASM web site, but do not use it for 5 minutes you are automatically logged off and returned to the logon screen. This is a security precaution. If you still need to use the system you need to logon again.
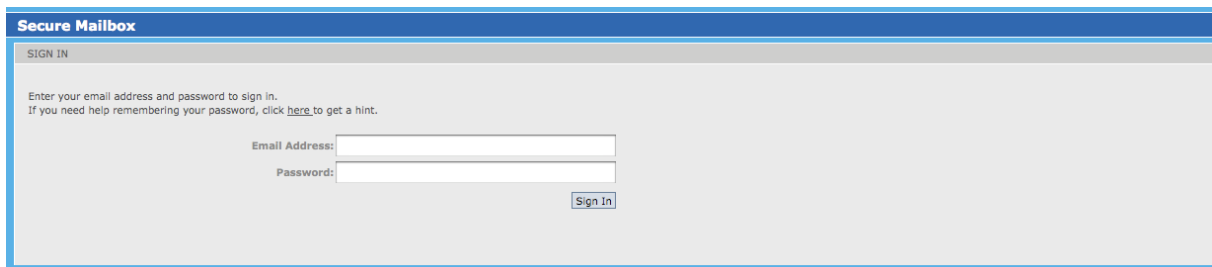
Message No Longer Available

If a message hasn't been opened before it has expired then the following advisory message is sent to the recipient. When a message expires it is removed from the system. If the message is still required, it will need to be resent.
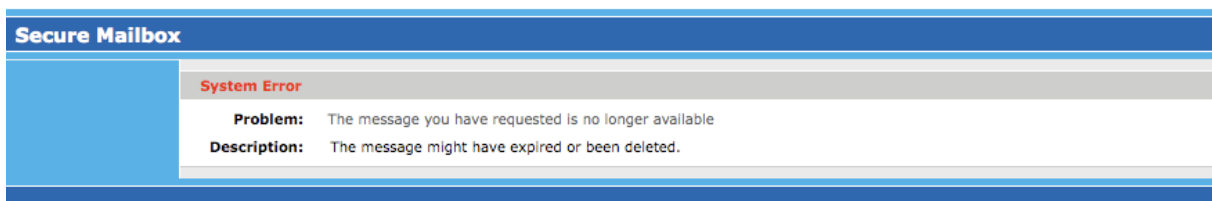
Further information on using the ASM can be found in the ASM Quick Guide.