

# **National Community Services Data Dictionary**

**Version 3**

The Australian Institute of Health and Welfare is Australia's national health and welfare statistics and information agency. The Institute's mission is *better health and wellbeing for Australians through better health and welfare statistics and information.*

HEALTH AND WELFARE INFORMATION

# **National Community Services Data Dictionary Version 3**

**National Community Services Data Committee**

**2004**

Australian Institute of Health and Welfare  
Canberra

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### **Australian Institute of Health and Welfare**

Board Chair  
Dr Sandra Hacker

Director  
Dr Richard Madden

Any enquiries about or comments on this publication should be directed to:

Joanne Maples  
Australian Institute of Health and Welfare  
GPO Box 570  
Canberra ACT 2601  
Phone: (02) 6244 1194  
[NCSDCsec@aihw.gov.au](mailto:NCSDCsec@aihw.gov.au)

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## Foreword

This third version of the National Community Services Data Dictionary is an important component of Australia's data development infrastructure for community services. In particular, the expanded array of agreed metadata items in this new version will further increase our national capacity to establish common definitions and data elements across community services data collections.

Common definitions and data elements will result in more consistent data, and more consistent data will be more useful for a variety of policy and planning purposes. More useful data facilitates more meaningful analysis at the national level and thus assists the capacity of governments to plan and deliver quality services and to meet public accountability requirements. It also brings the potential for more holistic analysis in relation to social issues that stretch across program boundaries (for example, child protection and disability services).

The Dictionary's value extends beyond national requirements, however. People involved in local or jurisdictional community services data development activities can also use the Dictionary's templates and practices to not only maintain consistency with national collections, but to help establish internal consistency within their own data as well.

This Dictionary has been produced under the auspices of the signatories to the National Community Services Information Agreement. As such, it represents substantial contributions of time by a wide range of recognised experts in the field. Their contribution is gratefully acknowledged. Continuing national efforts to build standardised metadata help to ensure that the extensive and costly efforts going into collecting and reporting information on the use and clients of community services produce data that are consistent.

This Dictionary is consistent with, and can be used in conjunction with, the national health and housing data dictionaries, and a forthcoming updated version of the Knowledgebase register of metadata in the health, housing and community services fields. The Knowledgebase is accessible via the AIHW's Internet home page <<http://www.aihw.gov.au>>.

We urge all collectors of community services-related data in Australia and those involved in developing standards and collections to use the Dictionary.

David Filby  
Chair  
National Community Services Information Management Group

Richard Madden  
Director  
Australian Institute of Health and Welfare

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## Acknowledgments

The compilation of this Version 3 of the National Community Services Data Dictionary has been greatly assisted by funds provided by the Community Services Ministers' Advisory Council and the Australian Institute of Health and Welfare. While the compilation of the Dictionary is the responsibility of the National Community Services Data Committee (NCSDC), the National Community Services Information Management Group (NCSIMG) played an important role by providing broad direction and support throughout the preparation of the Dictionary.

A number of organisations assisted the NCSDC by making valuable contributions of staff time and expertise to the initial and further development of the Dictionary. These include the organisations represented by the membership of the NCSDC and NCSIMG (see Appendixes 1 and 2 respectively).

The Australian Bureau of Statistics in particular contributed to reviewing Dictionary items and the contribution of Joan Burnside and David Hunter is acknowledged by NCSDC members.

At the Australian Institute of Health and Welfare, Joanne Maples, Robyn Kingham-Edwards, Trish Ryan, Mieke van Doeland, Samantha Bricknell, Ros Madden and Glenice Taylor prepared material for this version or contributed constructive comments to NCSDC members.

Members of the following committees are gratefully acknowledged by the NCSDC for their contributions:

- Advisory Committee for Australian and International Disability Data, chaired by Professor Trevor Parmenter;
- National Health Data Committee, chaired by Dr Ching Choi (and now reconstituted as the Health Data Standards Committee); and
- National Health Information Management Group, chaired by Ms Patricia Faulkner (and now reconstituted as the Statistical Information Management Committee).

The members of the NCSDC also wish to acknowledge the support of the AIHW in providing for the publication of this Dictionary and support for the preparation of material for inclusion.

## Abbreviations and acronyms

ABS	Australian Bureau of Statistics
AIHW	Australian Institute of Health and Welfare
ARIA	Accessibility/Remoteness Index of Australia
ASCED	Australian Standard Classifications of Education
ASCCSS	Australian Standard Classification of Countries for Social Statistics
ASCL	Australian Standard Classification of Languages
ASCRG	Australian Standard Classification of Religious Groups
ASGC	Australian Standard Geographical Classification
CSTDA	Commonwealth State/Territory Disability Agreement (2003)
DIMA	(Australian) Department of Immigration and Multicultural Affairs
DNCB	Domiciliary Nursing Care Benefit
GISCA	National Key Centre for Social Applications of Geographical Information Systems
HACC	Home and Community Care program
ICD-10-AM	International Statistical Classification of Diseases and Related Health Problems, Tenth Revision, Australian Modification
ICF	International Classification of Functioning, Disability and Health
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
MDS	Minimum Data Set
NCCS (V2)	National Classifications of Community Services (Version 2)
NCSDC	National Community Services Data Committee
NCSDD	National Community Services Data Dictionary
NCSIA	National Community Services Information Agreement
NCSIMG	National Community Services Information Management Group
NESB	Non-English speaking background
NHDC	National Health Data Committee
NHDD	National Health Data Dictionary
NHIMG	National Health Information Management Group
NLI	National Localities Index
NMDS	National Minimum Data Set
PAF	Postal Address File
PDPID	Postal Delivery Point Identifier
RRMA	Rural, Remote Area and Metropolitan Area
SAAP	Supported Accommodation Assistance Program
SACC	Standard Australian Classification of Countries
SEIFA	Socio Economic/Indexes for Areas
SIMC	Statistical Information Management Committee
SLA	Statistical Local Area

the Classifications	National Classifications of Community Services Version 2
the Dictionary	National Community Services Data Dictionary Version 3
the Institute	Australian Institute of Health and Welfare
the Knowledgebase	The Knowledgebase: Australia's health, community services and housing metadata register
the Model	National Community Services Information Model
WHO	World Health Organization

# 1 Introduction and purpose of the Dictionary

The National Community Services Data Dictionary (NCSDD or 'the Dictionary') is part of the national data infrastructure for community services information development. It provides the basis for consistent national data. This infrastructure is seen as necessary to achieve a nationally coordinated approach to the development of information for community services under the *National Community Services Information Development Plan* (AIHW 1999b). The Plan recognises the advantages of adopting a national approach to information development.

The National Community Services Data Committee (NCSDC) with support from the Australian Institute of Health and Welfare (AIHW) have compiled this Dictionary, under the broad direction of the National Community Services Information Management Group (NCSIMG). The NCSIMG is a national committee established under the National Community Services Information Agreement in 1997. The improvement of community services information and the promotion of nationally consistent data on all aspects of community services are two of the main priorities of the NCSIMG. In order to progress these priorities the NCSIMG established the NCSDC as a subcommittee in 1997.

In 1998 the *National Community Services Data Dictionary Version 1* (AIHW 1998) was published, followed by the *National Community Services Data Dictionary Version 2* (AIHW 2000). Version 1 contained 43 metadata items. Version 2 added 65 new items and Version 1.0 of the National Community Services Information Model. This third version of the Dictionary includes: 16 new metadata items; 44 metadata items requiring an item version change, that is, where changes have occurred to the name, definition or data domain of the item; and many more where change to other attributes has occurred.

For this version, notable effort has been devoted to:

- the development of common (or integrated) metadata items with the National Health Data Dictionary; as well as
- the refinement of existing items, particularly related to:
  - the endorsement by the World Health Assembly of the *International Classification of Functioning, Disability and Health* (ICF, WHO 2001); and the
  - outcome of work by the Australian Bureau of Statistics (ABS) to review the Dictionary with regard to conformity with ABS standards used for population and household surveys.

Successive versions of the Dictionary are now anticipated to occur at regular intervals of 2–3 years. NCSDC efforts will continue to focus on mechanisms for ensuring that appropriate consultation occurs about each version and to encourage submission of material with potential to become national standards. Relevant organisations, such as community services data development groups, will need to become cognisant of these mechanisms with a view to further useful revisions and enhancements. A *Guide to the National Community Services Data Committee* will be made available on the AIHW web site in 2004 for use by these groups.

The Dictionary is available in electronic form in the Knowledgebase – a metadata register for health, community services and housing metadata – via the AIHW web site: <<http://www.aihw.gov.au>> (see Section 5.3). This register is undergoing redevelopment in the near future.

The NCSDD is the authoritative source of information about endorsed national metadata for use in data collections in the community services field, where national consistency is required or desired. The Dictionary is a product of the National Community Services Information Agreement (NCSIA). Consistent with the aims of the NCSIA, the Dictionary

aims to provide a 'common language' for the various agencies and organisations involved in community services. To assist with this aim, members of the NCSIMG have committed their jurisdictions to adopt the NCSDD definitions, wherever possible. Implementation of this commitment will see a significant improvement in the national consistency of community services data in Australia.

The NCSDD is a tool to assist program managers and service providers to improve the comparability of their own data across the community services field. It is also designed to make data collection activities more efficient – reducing duplication of effort by providing standards for core data items – and more effective – by ensuring that information to be collected is appropriate to its purpose. The Dictionary may also be useful in providing a checklist for those developing data collection tools, such as surveys, to ensure that all possible responses relevant to community services are covered, at least in aggregate form.

The ongoing development and maintenance of the NCSDD is the primary responsibility of the National Community Services Data Committee (see Appendix 1). As outlined by the NCSDC, the objectives of the Dictionary are to:

*Communicate a coherent set of data standards that improve the availability and maintenance of high-quality data about the needs of the community, the services provided, and the outcome of these services, including any unmet demand.*

*Give priority to the development of quality performance information that can be reliably compared across jurisdictions and between services through adoption of common terminology, definitions, classifications and code sets. (AIHW, 1999a)*

More specifically, the Dictionary aims to do the following.

- Set information about Australia's community services sector within the logical framework, provided by the National Community Services Information Model (see Section 5.1).
- Describe in internationally standardised form:
  - data elements commonly applicable in the community services sector for which a reasonable degree of consistency of measurement exists;
  - data elements important across the community services sector currently lacking standardisation by cooperatively attempting to describe the common features; and
  - 'good practice' items, such as certain Australian Bureau of Statistics standards, which have potential for good use locally in data collection.
- Promote consideration of opportunities for further development and rationalisation of activities:
  - by describing not just the common, but the less common items as well, in order to stimulate improvements to existing collections; and
  - stimulate thoughts on priorities for future development and utilisation.

Pursuit of these objectives and aims provides a basis for ongoing information development activity in the community services sector with a clear focus on the need for enhanced comparability, quality and utility of data through the application of consistent, reliable data standards.

## 2 Changes from Version 2 of the Dictionary

1. Metadata items are presented in alphabetical order in the main section of the Dictionary.
2. A number of metadata items (23) have been integrated with items in the *National Health Data Dictionary, Version 12* (NHDC 2003), particularly those that incorporate demographic information and items based on the newly-published *Australian Standard AS5017-2002 Health care client identification* (Standards Australia 2002).
3. A number of metadata items have been included that were submitted by the Institute's Advisory Committee for Australian and International Disability Data based on the *International Classification of Functioning, Disability and Health* (ICF, WHO 2001). The ICF was endorsed by the World Health Assembly (resolution WHA 54.21) in 2001.
4. Some metadata items were revised to keep them up to date with standards and information from the Australian Bureau of Statistics.
5. Some metadata items were revised to align with the newly-published *National Classifications of Community Services, Version 2* (AIHW 2003e).
6. Some metadata items related to financial information were retired.

### 2.1 Integrated items

The Dictionary introduces for the first time 23 integrated metadata items (see list below). These items will also be published in the forthcoming National Health Data Dictionary (NHDD), Version 12 Supplement.

The need to compare data across health and community services sectors is becoming increasingly important. The aim of integrating data items is to reduce duplication of effort and create a common language for providers of health and community services.

At the first joint meeting of the NCSIMG and National Health Information Management Group (NHIMG) in May 2002, agreement was reached that a set of integrated data items should be prepared and published for forthcoming versions of both Dictionaries. The NCSDD Version 3 is the first of the two Dictionaries to be published with integrated items. For this version, items that were largely 'demographic' in nature were chosen for integration. Since the NHDD Version 12 had recently included many 'demographic' items based on the *Australian Standard AS5017-2002 Health care client identification* that had been submitted by Standards Australia for inclusion in the Dictionary, the client identification items were included among those chosen for integration.

The process for agreeing to a set of integrated items has involved consultation separately with the National Health Data Committee (NHDC), NCSDC, NCSIMG, NHIMG and data working groups responsible for National Minimum Data Sets and other data set specifications. The integrated metadata items have been endorsed for inclusion in the Dictionaries by the NCSIMG and the Health Data Standards Committee (formerly the NHDC).

The revisions have included changes that would ensure that the data element would be applicable across the community services and health sectors, rather than being specific to one sector. The 'Name', 'Definition' and 'Data domain' for each integrated metadata item is agreed to be the same. Some other attributes of integrated metadata items may contain additional material that is specific to the NCSDD or NHDD (or even to specific health-related collections.)

Many of the data items selected for the process of integration have also undergone revision by the Australian Bureau of Statistics and review by the AIHW:

Australian State/Territory identifier (item version revision)  
Country of birth (item version revision)  
Date of birth (item version revision)  
Family name (item version revision)  
Given name(s) (item version revision)  
Indigenous status (item version revision)  
Informal carer availability (item version revision)  
Labour force status (item version revision)  
Main language other than English spoken at home (item version revision)  
Main occupation of person (item version revision)  
Marital status (item version revision)  
Mother's original family name (new item)  
Name context flag (new item)  
Name suffix (new item)  
Name title (new item)  
Person identifier (new item)  
Postal delivery point identifier (new item)  
Postcode—Australian (item version revision)  
Proficiency in spoken English (item version revision)  
Sex (item version revision)  
Suburb/town/locality name (item version revision)  
Telephone number (new item)  
Telephone number type (new item).

## 2.2 Disability items based on the ICF

The *International Classification of Functioning, Disability and Health* (ICF, WHO 2001) was developed for use in describing functioning and disability. It is now recognised as a core member of the World Health Organization's family of health-related classifications and is complementary to the *International Statistical Classification of Disease and Related Health Problems* (ICD-10-AM). Version 2 of this Dictionary included several metadata items based on an older version of the ICF that were being field tested in Australia. Version 3 now includes revisions of these metadata items based on the final endorsed version of the ICF. These items have been developed over a two-year period with advice from the AIHW's Advisory Committee on Australian and International Disability Data:

Activities and participation domains (item version revision)  
Activity—functioning, disability and health (concept, new item)  
Activity—level of difficulty (item version revision)  
Assistance with activities and participation (concept, new item)  
Body functions (item version revision)  
Body structures (revision)  
Disability (concept, item version revision)  
Disability grouping (item version revision)  
Environmental factors (item version revision)  
Environmental factors—extent of influence (item version revision)



Impairment extent (item version revision)  
Functioning (concept, new item)  
Participation extent (item version revision)  
Participation—functioning, disability and health (concept, new item)  
Participation satisfaction level (item version revision).

## 2.3 Australian Bureau of Statistics revisions

The ABS conducted a review of the metadata items in the NCSDD Version 2 that relate to ABS standards. The review was coordinated by the ABS Population Statistics Standards Section which has responsibility for the development and maintenance of the ABS and Australian standard classifications and variables for social and labour statistics, with the assistance of the Geography Section, Public Finance Section, and the Family and Community Statistics Section. Revisions were undertaken of NCSDD metadata items where: the ABS was included as a Source organisation; an ABS publication was included as a Source document; or where the item related to an ABS standard. A list of revised items is given below. A number of the revised metadata items are also integrated items:

Address (item version revision)  
Age (revision)  
Australian State/Territory identifier (item version revision)  
Country of birth (item version revision)  
Date of birth (item version revision)  
Dwelling (concept, revision)  
Employed—working full-time/part-time (item version revision)  
Family (concept, revision)  
Field of education (item version revision)  
First language spoken (revision)  
Geographic indicator (concept, item version revision)  
Geographic location—SLA (item version revision)  
Household (concept, item version revision)  
Household family type (item version revision)  
Household type (item version revision)  
Income unit (item version revision)  
Indigenous status (item version revision)  
Labour force status (item version revision)  
Level of highest educational attainment (item version revision)  
Main language other than English spoken at home (item version revision)  
Main occupation of person (item version revision)  
Marital status (item version revision)  
Postcode—Australian (item version revision)  
Principal source of income (revision)  
Proficiency in spoken English (item version revision)  
Relationship in household (item version revision)  
Religious affiliation (item version revision)  
Sex (item version revision)  
Sources of cash income (revision)  
Status in employment (item version revision)

Suburb/town/locality name (item version revision)

Volunteer (concept, item version revision)

Year of arrival in Australia (item version revision).

## 2.4 Revisions for consistency with the NCCS Version 2

The following metadata items have been revised in order to remain consistent with the *National Classification of Community Services, Version 2* (AIHW 2003e):

Service activity type (item version revision)

Service activity type requested (item version revision)

Service delivery setting (item version revision)

Target group (concept, new item).

## 2.5 Items with a change of administrative status

The Dictionary contains only 'Current' metadata items. However, all items regardless of their administrative status are accessible on the Knowledgebase at <http://www.aihw.gov.au>, thus providing a complete history of items over time. A number of items included in the NCSDD Version 2 were deemed to require a change of administrative status. Notably a group of financial items was agreed by the NCSDC to relate to a government classification of expenditure that is not appropriate for community services.

### 'Trial' to 'Current' status for items

Assistance urgency

Body functions

Disability (concept)

Disability grouping

Education level (name change from 'Level of highest educational attainment')

Environmental factors

Environmental factors—extent of influence

Field of education (name change from 'Education field')

Impairment extent

Participation extent

Participation satisfaction level.

### 'Trial' to 'Retired' status for items

Disability grouping—International

Landlord type

Tenure type.

### 'Current' to 'Retired' status for items

Assistance type

Assistance with activity

Capital—stock

Capital expenditure—gross

Capital expenditure—net

Non-financial asset type

Recurrent expenditure

Revenue

Target group (element 'retired' in favour of a new concept).

## 2.6 Summary of changes from Version 2

Overall, change from the NCSDD Version 2 to the NCSDD Version 3 comprises:

- the addition of 16 new metadata items (see below for listing);
- the retirement of 12 metadata items (see above for listing);
- the revision of 44 metadata items requiring an item version change (see below for listing); and
- the revision of a number of metadata items not requiring an item version change. (An item version change occurs with revisions to the Name, Definition, or Data domain of a metadata item).

All items including those that have been 'superseded' or 'retired' are also available on the Knowledgebase at <<http://www.aihw.gov.au>>. An 'Advanced Search' facility is available from *The National Community Services Data Dictionary* page. Alternatively, find an item after confining to a smaller list by selecting an initial alpha character search.

### New items

Activity—functioning, disability and health (concept)	Name suffix
Address (concept)	Name title
Assistance with activities and participation (concept)	Participation—functioning, disability and health (concept)
Estimated date flag	Person identifier
Functioning (concept)	Postal delivery point identifier
Household family (concept)	Target group (concept)
Mother's original family name	Telephone number
Name context flag	Telephone number type.

### Item version revisions

Activities and participation domains	Household family type
Activity—level of difficulty	Household type
Address line	Impairment extent
Australian State/Territory identifier	Indigenous status
Body functions	Informal carer availability
Country of birth	Interpreter services required
Date of birth	Labour force status
Disability (concept)	Level of highest educational attainment
Disability grouping	Living arrangement
Employed—working full-time/part-time	Main language other than English spoken at home
Environmental factors	Main occupation of person
Environmental factors—extent of influence	Marital status
Family name	Participation extent
Field of education	Participation satisfaction level
Geographic indicator (concept)	Postcode—Australian
Geographic location—SLA	Proficiency in spoken English
Given name(s)	Relationship in household
Household (concept)	Religious affiliation

Service activity type	Status in employment
Service activity type requested	Suburb/town/locality name
Service delivery setting	Volunteer (concept)
Sex	Year of arrival in Australia.

### 3 Using the Dictionary

The development of the National Community Services Data Dictionary is an ongoing process, reliant on the support and professional input of a range of community services data development groups to expand its scope and utility. The organisations represented by the membership of the National Community Services Data Committee and the National Community Services Information Management Group (see Appendixes 1 and 2 respectively) have contributed to the implementation and development of the Dictionary. A number of groups working in the area of community services data collection and development or in related national standards work have made contributions in the form of specific submissions of potential metadata items for the NCSDC to consider.

In its early stages the Dictionary has focused on material that has already been developed and tested as a source of new national standards for inclusion in the Dictionary, although this often requires modification before inclusion in the Dictionary to make it more generally applicable across the community services sector. In the future, the NCSDC seeks to engage with nationally significant data development projects early in their developmental stages. Early engagement will facilitate Committee input at a time when advice can be most easily incorporated. It will also allow the Committee to identify potential for new or revised national data standards for community services. Each version of the Dictionary will result in a review of existing content, based on practical experience of its use, and in relation to changes in the community services sector.

Consistency between this Dictionary and the National Health Data Dictionary is maintained, where possible, in order to encourage the development of comparable data definitions across the community services and health sectors. In addition, consultation with professionals working with data developments in the housing area is also encouraged due to the interface between services provided in the community services and housing sectors.

The metadata items included in the Dictionary have been agreed to by the National Community Services Data Committee and endorsed by the National Community Services Information Management Group. All items are also available on the Knowledgebase:

Australia's health, community services and housing metadata registry at <http://www.aihw.gov.au>. See Section 5.3 for a description of the Knowledgebase.

Metadata is a broad term and is sometimes given the quick meaning of 'data about data'. Metadata items – sometimes variously known as data elements, data element concepts, variables or data items – are represented in the Dictionary in a standard format.

Each metadata item in the National Community Services Data Dictionary is structured according to the international standard for the definition of metadata items. This standard, with some enhancements to suit Australia's needs, has been endorsed for use in the National Community Services Data Dictionary and the National Health Data Dictionary.

The use of a standardised format for national data definitions ensures that each definition is comprehensive and contains all the information necessary to understand its meaning and ensure consistency in its application. However, the format is more than a format for recording definitions. It also prescribes a process for developing data definitions by requiring answers to specific questions about each piece of information defined.

The template includes various attributes of the metadata item, such as its definition, data type, etc. These attributes in turn have descriptions. The format used in the Dictionary is based on ISO/IEC 11179-3: 2003, a standard issued by the International Organization for Standardization and the International Electrotechnical Commission concerned with metadata registries (ISO/IEC 2003).

Consistent use of this format is designed to ensure that each metadata item is clear, concise, unambiguous, comprehensive and provides sufficient information to ensure that all those who collect, provide, analyse and use the data clearly understand its meaning. A detailed description of the standard format and each attribute description is given in Appendix 3.

An illustration of how the format is used to define a particular data item in this Dictionary is shown in Box 1.

**Box 1: The National Community Services Data Dictionary format for metadata items**

*The Dictionary template is a format for presenting metadata items in a standard, concise and useful manner. It requires a particular process to be followed when defining a discrete piece of information. The process is basically about answering certain key questions about the information:*

<i>What is it that you want to know about?</i>	<i>Definition</i>
<i>Who wants to know it and why?</i>	<i>Context</i>
<i>Is it the most recent information?</i>	<i>Administrative Status and Version No.</i>
<i>What is the range of possible answers?</i>	<i>Data Domain</i>
<i>How are the answers coded?</i>	<i>Data Type</i>
<i>Which one of the possible answers should I choose?</i>	<i>Guide For Use</i>
<i>How and when should this information be obtained?</i>	<i>Collection Methods</i>
<i>What other information is connected to this information?</i>	<i>Related metadata</i>
<i>Where did this definition come from?</i>	<i>Source Document and Source Organisation</i>
<i>What else do I need to know to understand this definition?</i>	<i>Comments</i>

*Note: A detailed description of each component of the format is given in Appendix 3: Description of metadata items.*

The development of definitions and data domains that are to be useful at the national level is a considerable challenge. There is often a conflict between being general enough to be applicable to all community services areas while at the same time specific enough to meet the needs of individual data collections. For many data elements, individual collections require more specific information than is appropriate for inclusion in a national data dictionary (as this level of detail is not required by other data collections or may not be appropriate to other collections).

For example, in the children's services area, the categorisation of family type into the five categories in the Dictionary (Household family type) may be insufficient. It may be important to know if the children are dependent or independent, or how old they are (requiring further categorisation than in this Dictionary).

For most metadata items the NCSDD provides generic definitions and data domains, that is they are intended to be applicable across all areas of community services. As a result, the level of detail contained may not be specific enough for individual data collections, and the data domain at too broad a level. In these cases data collectors are encouraged to develop their own more specific sub-categories (and sub-sub-categories if required) within the broader categories provided in the Dictionary. This means that data collected can still be mapped to the data domains set out in the Dictionary and will still be comparable with other collections. How this would be achieved in two example contexts is shown in Box 2.

**Box 2: Data domains – mapping from individual collections to the Dictionary**

**Example 1**

*The Dictionary metadata item ‘Household family type’ has 5 levels. However, in some community services it may be important to collect more detailed information on the types of children – dependent or independent (that is, a nested hierarchical classification). Thus a classification that could be used by these community services that would still map to the Dictionary would be as shown in the second column below:*

<i>NCSDD categories</i>	<i>Example collection data domain</i>
1. Couple family with children	1. Couple family – dependent children
	2. Couple family – independent children
2. Couple family without children	3. Couple family without children
3. One parent family	4. One parent family – dependent children
	5. One parent family – independent children
4. Other family	6. Other family
9. Not stated/inadequately described	9. Not stated/inadequately described

**Example 2**

*A second example illustrates the mapping on the metadata item ‘Relationship of carer to care recipient’ used in the Home and Community Care data collection to the Dictionary:*

<i>NCSDD categories</i>	<i>Example collection data domain</i>
1. Spouse/partner	1. Wife/female partner
	2. Husband/male partner
2. Parent	3. Mother
	4. Father
3. Child	5. Daughter
	6. Son
4. Child-in-law	7. Daughter-in-law
	8. Son-in-law
5. Other relative	9. Other relative – female
	10. Other relative – male
6. Friend/neighbour	11. Friend/neighbour – female
	12. Friend/neighbour – male
9. Not stated/inadequately described	99. Not stated/inadequately described

The examples in Box 2 are very simple ones. Basically, individual collections can develop their own codes and categories to suit their purposes, but for the benefit of national consistency these should be able to be ‘mapped’ or ‘aggregated’ to the data domains within the NCSDD, preferably in a hierarchical way. For national consistency, the NCSDD categories should be the minimum level collected.

In addition, individual collections can use a combination of data elements from the NCSDD to collect information for their own specific purposes. For example, it may be important to collect information about a carer's age, sex and Indigenous status. While there are no specific data items in the Dictionary called Carer's age, Carer's sex or Carer's Indigenous status there are definitions for 'Informal carer' and definitions and data domains for 'Age', 'Sex' and 'Indigenous status' that can be combined to provide appropriate data items for collection purposes. 'Age', 'Sex' and 'Indigenous status' may also be combined with other data items, such as 'Client'. Similarly, 'Informal carer' may be combined with other data elements such as 'Marital status', 'First language spoken', 'Geographic indicator', etc. Box 3 provides a further example of combining data elements to provide more specific information.

### **Box 3: Example of combining metadata items from the Dictionary**

*A metadata item from the Dictionary may be combined with one or more other metadata items to obtain information that will suit the individual needs of data collectors. The following illustrates how this could be done for 'Employed – working full-time/part-time' and 'Labour force status'.*

<i>NCSDD data domain</i>	<i>Example collection data domain</i>
<i>'Employed – working full-time/part-time'</i>	<i>'Labour force and employment status'</i>
	1. <i>Employed</i>
1. <i>Full-time</i> .....	11. <i>Working full-time</i>
2. <i>Part-time</i> .....	12. <i>Working part-time</i>
9. <i>Not stated/inadequately described</i>	
<i>'Labor force status'</i>	
1. <i>Employed</i>	
2. <i>Unemployed</i> .....	2. <i>Unemployed</i>
	21. <i>Looking for full-time work</i>
	22. <i>Looking for part-time work</i>
3. <i>Not in the labour force</i> .....	3. <i>Not in labour force</i>
9. <i>Not stated/inadequately described</i> .....	9. <i>Not stated/inadequately described</i>

Each data definition contains the minimum procedural information necessary to achieve national consistency and comparability. However, the Dictionary does not necessarily contain all the details required for the reporting and administration of a national data collection over time. For example, those responsible for the ongoing management of a national data collection may also need to issue additional guidelines or instructions on data validation processes, file structures, data collection methodologies, etc. to ensure that information collected meets the required standards of their collection. Additional information may also be required on use and collection methods for specific collections.

Feedback and suggestions to improve the Dictionary from all interested parties are encouraged. The Dictionary, in order to be useful, must reflect concurrent development and change within the community services sector and the nation as a whole. Therefore, it is expected that Version 3 will be the basis for further consultation, revision and testing. Wider dissemination and consultation with agencies not directly represented in the process will be a feature of these ongoing arrangements.

The members of the National Community Services Data Committee (see Appendix 1) invite comment and suggestions on any aspect of the Dictionary. Readers may do so by e-mail links from the AIHW web site: <<http://www.aihw.gov.au>> where access to the Knowledgebase can also be found.

## 4 Metadata items

This section contains definitions of individual metadata items (data elements and data element concepts) that have been considered by the National Community Services Data Committee and subsequently endorsed by the National Community Services Information Management Group. These metadata items are presented in a standard format (see Appendix 3), similar to that used in presentation of metadata items in *the National Health Data Dictionary, Version 12* (NHDC 2003). The metadata items included in this Dictionary do not by any means provide exhaustive coverage of all relevant definitions in the community services sector. Subsequent versions of the Dictionary will progressively include a more extensive range of agreed upon, widely-applicable, metadata items.

Metadata items are presented in alphabetical order of their 'Name'. A list including page numbers is provided at the beginning of this publication. A list of metadata items, grouped according to the National Community Services Information Model, Version 1, entity and sub-entity to which they are related is also provided in Section 5.1 along with a detailed explanation of the Information Model, a diagram of the entire Information Model and definitions of Information Model Entities.



## Activities and participation domains

### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000546	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	Life areas in which individuals may participate or undertake activities.		
<i>Context:</i>	<p>The domains of activity and participation are a neutral list of tasks, actions and life situations that can be used to record positive or neutral performance as well as activity limitations and participation restrictions.</p> <p>'Activities and participation domains' is one of a number of metadata items that provide information about activity limitation and participation restriction experienced by an individual in one or more of these domains.</p> <p>'Activities and participation' is one of three components that define the concept 'Disability'. 'Body functions and structures' and 'Environmental factors' are the other two components.</p>		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N(N)	<i>Field size maximum:</i>	2
<i>Data domain:</i>	1	Learning and applying knowledge	
	11	Purposeful sensory experiences	
	12	Basic learning	
	13	Applying knowledge	
	2	General tasks and demands	
	21	Undertaking a single task	
	22	Undertaking multiple tasks	
	23	Carrying out daily routine	
	24	Handling stress and other psychological demands	
	3	Communication	
	31	Communicating-receiving	
	32	Communicating-producing	
	33	Conversation and use of communication devices and techniques	
	4	Mobility	
	41	Changing and maintaining body position	
	42	Carrying, moving and handling objects	
	43	Walking and moving	
	44	Moving around using transportation	
	5	Self-care	
	51	Washing oneself	
	52	Caring for body parts	
	53	Toileting	

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## Activities and participation domains

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(continued)

54	Dressing
55	Eating and drinking
56	Looking after one's health
6	Domestic life
61	Acquisition of necessities
62	Household tasks
63	Caring for household objects and assisting others
7	Interpersonal interactions and relationships
71	General interpersonal interactions
72	Particular interpersonal interactions
8	Major life areas
81	Education
82	Work and employment
83	Economic life
9	Community, social and civic life
91	Community life
92	Recreation and leisure
93	Religion and spirituality
94	Human rights
95	Political life and citizenship

### *Guide for use:*

The 'Activities and participation domains' metadata item consists of a single, neutral list of activity and participation domains that are grouped together.

The list consists of domains (single-digit level of coding) and more detailed categories; either level of detail may be chosen for use. The list may be used to differentiate some domains as activities and other domains as participation or the user may treat each domain as both activity and participation.

The World Health Organization suggests the list be used in one of four operational ways:

- a. to designate some domains as activities and others as participation, not allowing any overlap;
- b. same as (a) above, but allowing partial overlap;
- c. to designate all detailed domains as activities and the broad category headings as participation;
- d. to use all domains as both activities and participation.

The ICF Australian User Guide proposes the use of either option (b) or (d) with the use of additional qualifiers to delineate between activity and participation.

The qualifiers in this context correspond to the data elements 'Participation extent' and 'Participation – satisfaction level' and the activity qualifier 'Activity – level of difficulty'.

## Activities and participation domains

(continued)

When recording activity limitation or participation restriction the area of limitation or restriction is always associated with a health condition. For example, a limitation or restriction in exchange of information may be recorded when a person has had a stroke.

**Verification rules:**

**Collection methods:**

Either domains (single-digit headings such as Communication) or categories (two-digit codes such as Communicating-receiving) may be recorded.

In order to indicate that an activity limitation exists in relation to a given area of activity, 'Activity – level of difficulty' should also be recorded.

The extent of, and level of satisfaction with, participation in a given area are indicated by the use of the qualifiers 'Participation extent' and 'Participation – satisfaction level'.

Multiple codes may be recorded. There are numerous possible methods for collecting activity, activity limitation, participation and participation restriction. A decision could be made to collect information:

- about every domain;
- on domains of particular relevance, or
- on a number of domains which are prioritised according to specified criteria.

See also the ICF Australian User Guide for further guidelines.

### Relational attributes

**Related metadata:**

relates to the data element concept Activity – functioning, disability and health, version 1

relates to the data element concept Assistance with activities and participation, version 1

relates to the data element concept Disability, version 2

relates to the data element concept Functioning, version 1

relates to the data element concept Participation – functioning, disability and health, version 1

supersedes the data element Activity areas, version 1

supersedes the data element Participation areas, version 1

**Information Model link:**

Person participation/independence

### Administrative attributes

**Registration authority:**

NCSIMG

**Administrative status:**

CURRENT

**Effective date:** 02/09/2003

**Source organisation:**

World Health Organization

**Source document:**

World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO.

Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide. Version 1.0. Canberra: AIHW.

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## Activities and participation domains

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(continued)

**Comments:**

'Activities and participation domains' represent one of three main components in the ICF that define disability. The ICF was endorsed by the World Health Assembly in 2001 and is a core member of the WHO family of health related classifications. Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003b) and the following web sites.

- Australian Collaborating Centre ICF web site:  
<<http://www.aihw.gov.au/disability/icf/index.html>>
- WHO ICF web site:  
<<http://www3.who.int/icf/icftemplate.cfm>>

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## Activity—functioning, disability and health

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000856	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	In the context of health, an activity is the execution of a task or action by an individual. Activity limitations are difficulties an individual has in the execution of an activity.		
<i>Context:</i>	<p>The performance of an activity is what the individual does in his or her current environment. The environment includes all aspects of the physical, social and attitudinal world. Activity limitation varies with the environment and is assessed in relation to a particular environment and in the absence or presence of assistance, including aids and equipment.</p> <p>'Activities and participation' is one of three components that define the concept 'Disability', along with 'Body functions and structures' and 'Environmental factors'. 'Activities and participation' is also encompassed within the concept 'Functioning'.</p> <p>The concept 'Activity', as defined here and as measured in the data element 'Activity – level of difficulty', may be relevant to people and human services not related to disability. In time, a related and more generic data element may be developed. In the meantime, the addition of 'functioning, disability and health' to the name of the data element concept indicates that the current concept is based on the concept and framework developed by World Health Organization to assist in the classification and description of functioning and disability, as contained in the International Classification of Functioning, Disability and Health (ICF).</p>		

### Representational attributes

<i>Data type:</i>	
<i>Representational form:</i>	<i>Field size minimum:</i>
<i>Representational layout:</i>	<i>Field size maximum:</i>
<i>Data domain:</i>	
<i>Guide for use:</i>	
<i>Verification rules:</i>	
<i>Collection methods:</i>	

### Relational attributes

<i>Related metadata:</i>	relates to the data element Activities and participation domains, version 2
	relates to the data element Activity – level of difficulty, version 2
	relates to the data element Body functions, version 2
	relates to the data element Body structures, version 1
	relates to the data element concept Assistance with activities and participation, version 1
	relates to the data element concept Disability, version 2
	relates to the data element concept Functioning, version 1

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## Activity—functioning, disability and health

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(continued)

relates to the data element concept Participation—functioning, disability and health, version 1  
relates to the data element Disability grouping, version 2  
relates to the data element Environmental factors—extent of influence, version 2  
relates to the data element Environmental factors, version 2  
relates to the data element Impairment extent, version 2  
relates to the data element Participation extent, version 2  
relates to the data element Participation satisfaction level, version 2

**Information Model link:** Person participation/independence

### Administrative attributes

**Registration authority:** NCSIMG

**Administrative status:** CURRENT **Effective date:** 02/09/2003

**Source organisation:** World Health Organization

**Source document:** World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO.  
Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide. Version 1.0. Canberra: AIHW.

**Comments:** 'Activities and participation' is one of three components in the ICF that define disability. The ICF recognises two constructs that can be used with 'Activities and participation': performance and capacity. 'Performance' is what the person does in their usual environment. 'Capacity' describes 'an individual's ability to execute a task or an action', and the ICF recommends it be assessed in a standardised environment, where a standardised environment may be:

- (a) an actual environment commonly used for assessment in test settings; or
- (b) in cases where this is not possible, an assumed environment which can be thought to have a uniform impact' (WHO 2001).

The ICF was endorsed by the World Health Assembly in 2001 and is a core member of the WHO family of health related classifications. Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide and the following web sites.

- Australian Collaborating Centre ICF web site:  
<<http://www.aihw.gov.au/disability/icf/index.html>>
- WHO ICF web site:  
<<http://www3.who.int/icf/icftemplate.cfm>>.

The ICF provides a framework for the description of human functioning. The components of the ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001).

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## Activity—level of difficulty

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000560	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The level of difficulty that an individual has in executing an activity. Activity is the execution of a task or action by an individual. Activity limitations are difficulties an individual may have in executing an activity.		
<b>Context:</b>	Activity limitation varies with the environment and is assessed in relation to a particular environment; the absence or presence of assistance, including aids and equipment, is an aspect of the environment.		

### Representational attributes

<b>Data type:</b>	Numeric														
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1												
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1												
<b>Data domain:</b>	<table> <tr> <td>0</td> <td>No difficulty</td> </tr> <tr> <td>1</td> <td>Mild difficulty</td> </tr> <tr> <td>2</td> <td>Moderate difficulty</td> </tr> <tr> <td>3</td> <td>Severe difficulty</td> </tr> <tr> <td>4</td> <td>Complete difficulty</td> </tr> <tr> <td>9</td> <td>Not stated/inadequately described</td> </tr> </table>			0	No difficulty	1	Mild difficulty	2	Moderate difficulty	3	Severe difficulty	4	Complete difficulty	9	Not stated/inadequately described
0	No difficulty														
1	Mild difficulty														
2	Moderate difficulty														
3	Severe difficulty														
4	Complete difficulty														
9	Not stated/inadequately described														

<b>Guide for use:</b>	<p>The area in which an individual experiences an activity limitation is indicated in the data element 'Activities and participation domains'. The presence of an activity limitation with a given activity is indicated by a non-zero response in this data domain. Activity is limited when an individual, in the context of a health condition, either has difficulty performing an activity in an expected manner, or cannot perform the activity at all.</p> <p>Difficulties with activities can arise when there is a qualitative or quantitative alteration in the way in which these activities are carried out. Activity limitations are assessed against a generally accepted population standard, relative to cultural and social expectations.</p> <p>Activity limitation is assessed in relation to a specific environment; the absence or presence of assistance, including aids and equipment, is an aspect of the environment.</p>
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### Verification rules:

<b>Collection methods:</b>	<p>This metadata item is used in conjunction with 'Activities and participation domains'. Individual domains can be selected as activities or the list as a whole can be treated as either activities or participation.</p> <p>This data element, in combination with 'Activities and participation domains', indicates the presence and extent of activity limitation in a given activity.</p>
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## Activity—level of difficulty

(continued)

Many existing assessment tools are in use, and are embedded in measurement and payment methods in services in Australia. Calibration and mapping of existing tools within this international framework will be an important process towards greater national consistency of data on the level of difficulty with activities.

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Activity – functioning, disability and health, version 1
	relates to the data element concept Assistance with activities and participation, version 1
	relates to the data element concept Disability, version 2
	relates to the data element concept Functioning, version 1
	relates to the data element concept Participation – functioning, disability and health, version 1
	supersedes the data element Activity – level of difficulty, version 1
<i>Information Model link:</i>	Person participation/independence

### Administrative attributes

<i>Registration authority:</i>	NCSIMG
<i>Administrative status:</i>	CURRENT
	<i>Effective date:</i> 02/09/2003
<i>Source organisation:</i>	World Health Organization
<i>Source document:</i>	World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO. Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide. Version 1.0. Canberra: AIHW.
<i>Comments:</i>	<p>The ICF recognises two constructs that can be used with 'Activities and participation domains': performance and capacity.</p> <p>Capacity is assessed in a standardised environment and 'reflects the highest probable level of functioning that a person may reach in a given domain at a given moment' (WHO 2001). A standardised environment may be:</p> <ul style="list-style-type: none"> <li>(a) an actual environment commonly used for assessment in test settings; or</li> <li>(b) in cases where this is not possible, an assumed environment which can be thought to have a uniform impact' (WHO 2001).</li> </ul> <p>Capacity is achieved in an environment that enhances the individual's ability to execute a task or an activity.</p> <p>Performance describes what an individual does in his or her usual environment. Performance varies according to the environmental context an individual lives and experiences. Assessment of environmental factors (physical, social and attitudinal) in conjunction with 'Activity – level of difficulty' indicates performance in a specific environment.</p>



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## Activity—level of difficulty

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(continued)

The gap between capacity and performance reflects the difference between the impacts of usual and uniform environments, and provides a useful guide as to what can be done to the environment of the individual to improve performance.

Performance and capacity can be assessed in the absence or presence of assistance.

The ICF was endorsed by the World Health Assembly in 2001 and is a core member of the WHO family of health related classifications. Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003b) and the following web sites.

- Australian Collaborating Centre ICF web site:  
<<http://www.aihw.gov.au/disability/icf/index.html>>
- WHO ICF web site:  
<<http://www3.who.int/icf/icftemplate.cfm>>

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## Address

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000859	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	The set of descriptors identifying the geographic location of a person, organisation, and/or object place.		
<i>Context:</i>	May be used to map to the ABS Australian Standard Geographical Classifications (ASGC) using the National Localities Index (also produced by the ABS). This information can then be used to compare aggregate data to other information on a Statistical Local Area basis, for example. Similarly, postcode can be obtained from an address for comparison with other information available on a postcode basis.		

### Representational attributes

<i>Data type:</i>		
<i>Representational form:</i>		<i>Field size minimum:</i>
<i>Representational layout:</i>		<i>Field size maximum:</i>
<i>Data domain:</i>		
<i>Guide for use:</i>		
<i>Verification rules:</i>		
<i>Collection methods:</i>		

### Relational attributes

<i>Related metadata:</i>	relates to the data element Address line, version 3
	relates to the data element Geographic indicator, version 2
	relates to the data element Geographic location – SLA, version 3
<i>Information Model link:</i>	Location/Address

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 02/09/2003
<i>Source organisation:</i>		
<i>Source document:</i>	NHDC 2003. National Health Data Dictionary, Version 12. Cat. no. HWI 43. Canberra: AIHW	
<i>Comments:</i>		

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## Address line

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000501	<i>Version number:</i>	3
<i>Metadata type:</i>	DERIVED DATA ELEMENT		
<i>Definition:</i>	A set of descriptors identifying the geographic location of a person, organisation, object or place.		
<i>Context:</i>	Required for primary collection to facilitate contact with the client, person or service provider.  May also be used to map to the ABS Australian Standard Geographical Classifications (ASGC) using the National Localities Index (also produced by the ABS). This information can then be used to compare aggregate data to other information on a Statistical Local Area basis, for example. Similarly, postcode can be obtained from an address for comparison with other information available on a postcode basis.		

### Representational attributes

<i>Data type:</i>	Alphanumeric		
<i>Representational form:</i>	TEXT	<i>Field size minimum:</i>	0
<i>Representational layout:</i>	A(180)	<i>Field size maximum:</i>	180
<i>Data domain:</i>	Concatenation of:		

Unit number  
Number  
Street  
Suburb/town/locality name  
Australian State/Territory identifier  
Postcode – Australian  
Country

<i>Guide for use:</i>	Multiple addresses may be held. Each address must be attributed to either one 'Party' or to one 'Party in a role' or to one 'Actual setting'.  Unit number: Also known as flat number, and floor/level type and number, this is a specification of the type of a separately identifiable portion within a building/complex or marina with its associated number or identifier to clearly distinguish it from another.  Number: May refer to a street number where it is the numeric reference of a house or property. Or, it may refer to the lot number where a lot number is allocated to an address prior to street numbering. Or, it may refer to a roadside mailbox number (RMB).  Street: This should include the full street name to identify the street location.
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*Verification rules:*

*Collection methods:*

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Address, version 1 supersedes the derived data element Address, version 2
<i>Information Model link:</i>	Location/ Address

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## Address line

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(continued)

### Administrative attributes

*Registration authority:* NCSIMG  
*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* Standards Australia  
Australian Institute of Health and Welfare

*Source document:* Standards Australia 1999. Australian Standard AS4590-1999  
Interchange of client information. Sydney: Standards Australia

*Comments:* A complete implementation of Address, including the related data elements, is currently under development in coordination with Standards Australia, Australian Bureau of Statistics, National Health Data Committee and the National Community Services Information Management Group.

There are differences in interpretation of what constitutes a person's 'usual' address, if this is required. For example, the Commonwealth State Territory Disability Agreement Minimum Data Set and the National Information Management System for disability employment services specify usual residence as 'residing at this address for at least 4 days of the week'. The ABS Population Census specifies 'Usual address' to be an address that the person has been living in or is likely to live in for at least six months.

# Adoption

## Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000502	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	Adoption is the legal process by which a person legally becomes a child of the adoptive parents and legally ceases to be a child of his/her existing parents.		
<i>Context:</i>	Children and family services.		

## Representational attributes

<i>Data type:</i>		<i>Field size minimum:</i>	
<i>Representational form:</i>		<i>Field size maximum:</i>	
<i>Representational layout:</i>			
<i>Data domain:</i>			
<i>Guide for use:</i>			
<i>Verification rules:</i>			
<i>Collection methods:</i>			

## Relational attributes

<i>Related metadata:</i>	relates to the data element concept Family, version 2
	relates to the data element concept Household family type, version 3
	relates to the data element concept Household family, version 1
	supersedes the data element Adoption, version 1
<i>Information Model link:</i>	Event/Person event/Life event

## Administrative attributes

<i>Registration authority:</i>	NCSIMG	<i>Effective date:</i>	01/07/2000
<i>Administrative status:</i>	CURRENT		
<i>Source organisation:</i>	Australian Institute of Health and Welfare		
<i>Source document:</i>	Adoptions Australia (AIHW). Data collection standards, tables and counting rules, 1998-99		
<i>Comments:</i>	The adoption order severs the legal relationship between the biological parents and the child. A new birth certificate is issued to the child bearing the name(s) of his/her adoptive parent(s) as the natural parent(s) and the new name of the child, where a change has occurred.		

# Age

## Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000503	<b>Version number:</b>	1
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The age of the person in (completed) years		
<b>Context:</b>	Socio-demographic indicator: The data element Age is used in analyses of service utilisation by age group and comparisons with demographic statistics.		

## Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N(NN)	<b>Field size maximum:</b>	3
<b>Data domain:</b>	Age in single years (if aged under one year, record as zero)		
<b>Guide for use:</b>	If year of birth is known (but Date of birth is not) use the date, 0101YYYY of the birth year to estimate age (where YYYY is the year of birth). If age (or Date of birth) is unknown or not stated, and cannot be estimated, use Code 9(99).		

### Verification rules:

<b>Collection methods:</b>	Although collection of date of birth allows more precise calculation of age, this may not be feasible in some data collections, and alternative questions are: Age last birthday? What was ..... age last birthday? What is ..... age in complete years?
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## Relational attributes

### Related metadata:

<b>Information Model link:</b>	Party characteristic/Person characteristic/Demographic characteristic
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## Administrative attributes

<b>Registration authority:</b>	NCSIMG	
<b>Administrative status:</b>	CURRENT	<b>Effective date:</b> 01/07/1998
<b>Source organisation:</b>	Australian Bureau of Statistics	
<b>Source document:</b>	Australian Bureau of Statistics, Statistical Concepts Library, Standards for Social, Labour and Demographic Variables. Age. Reference through: < <a href="http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary">http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary</a> >. Select: Other ABS Statistical Standards, Standards for Social, Labour and Demographic Variables, Demographic Variables, Age.	
<b>Comments:</b>	In community services data collections, age in years is often reported rather than derived from the data element 'Date of birth'.	

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## Age

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(continued)

Different rules for reporting data may apply when estimating the Date of birth of children aged under 2 years since the rapid growth and development of children within this age group means that a child's development can vary considerably over the course of a year. Thus, more specific reporting of estimated age is recommended.

Those who need to conduct data collections for children where age is collected in months, weeks, or days should do so in a manner that allows for aggregation of those results to this standard.

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# Agency

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## Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000544	<b>Version number:</b>	1
<b>Metadata type:</b>	DATA ELEMENT CONCEPT		
<b>Definition:</b>	An organisation or organisational sub-unit that is responsible for the provision of assistance to clients.		
<b>Context:</b>	<p>Defining agency is extremely important for data collection, as it is the level at which most data are collected in the community services area.</p> <p>An agency may or may not directly provide the services to clients, but is responsible for their provision, whether directly, administratively or via allocation of funds.</p> <p>Sometimes agencies may contract out or broker the assistance required by their clients to other service providers. Although the agency may not directly provide the assistance in these cases, the agency paying for the assistance to clients is considered responsible for that assistance and should be able to report on those clients and the assistance they receive.</p> <p>Regardless of the way in which an organisation is funded, an agency is the level of the organisation responsible for service provision to clients. In some instances one organisation will have more than one or many agencies.</p>		

## Representational attributes

<b>Data type:</b>		
<b>Representational form:</b>		<b>Field size minimum:</b>
<b>Representational layout:</b>		<b>Field size maximum:</b>
<b>Data domain:</b>		
<b>Guide for use:</b>	<p>Different collections define agency differently according to their context and varying need for information on the different levels of organisations providing community services. Individual data collections will therefore need to further specify what an agency is for their collection purposes.</p> <p>Agencies may be government or non-government organisations.</p> <p>In the SAAP National Data Collection, SAAP agencies are defined as 'The body or establishment which receives a specified amount of money (SAAP funds) to provide a SAAP service. The agency is the level at which data are collected'.</p> <p>In the HACC Data Dictionary however, a HACC agency is defined as 'A HACC funded organisation or organisational sub-unit that is responsible for the direct provision of HACC funded assistance to clients'.</p> <p>In Children's Services, agency most closely corresponds to the definition of Service Provider 'The entity (individual, agency, organisation, body or enterprise) that provides the service(s)'.</p>	



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## Agency

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(continued)

At this point in time the NCSDD definition of agency is of necessity quite broad. As agency is generally the level at which the responsibility for service provision lies and at which data are collected. As there are different needs for data collection in different areas, a more precise definition would be too narrow to encompass all community services data collections.

*Verification rules:*

*Collection methods:*

### Relational attributes

*Related metadata:*

relates to the data element Assessment date, version 1  
 relates to the data element Assistance – reason not provided, version 1  
 relates to the data element Assistance received date, version 1  
 relates to the data element Assistance request date, version 1  
 relates to the data element Assistance request reason, version 1  
 relates to the data element Case management plan indicator, version 1  
 relates to the data element Client, version 1  
 relates to the data element concept Agency identifier, version 2  
 relates to the data element Eligibility status, version 2  
 relates to the data element Referral date, version 2  
 relates to the data element Referral source, version 2  
 relates to the data element Service activity type requested, version 2  
 relates to the data element Service activity type, version 2  
 relates to the data element Service delivery setting, version 3  
 relates to the data element Service episode, version 1  
 relates to the data element Service event, version 1  
 relates to the data element Service operation days, version 1  
 relates to the data element Service operation hours, version 1  
 relates to the data element Service operation weeks, version 1  
 supersedes the data element Unique agency identifier, version 1

*Information Model link:* Party/Agency

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Institute of Health and Welfare

*Source document:* Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

*Comments:*

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## Agency identifier

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000541	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	The unique identifier for the establishment, which provides care or services.		
<i>Context:</i>	This element identifies the agency in which the provision of the service event occurred.		

### Representational attributes

<i>Data type:</i>		
<i>Representational form:</i>		<i>Field size minimum:</i>
<i>Representational layout:</i>		<i>Field size maximum:</i>
<i>Data domain:</i>		
<i>Guide for use:</i>		
<i>Verification rules:</i>		
<i>Collection methods:</i>		

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Agency, version 1
<i>Information Model link:</i>	Party characteristic/Agency characteristic

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 01/07/2000
<i>Source organisation:</i>	National Health Data Committee	
<i>Source document:</i>	National Health Data Dictionary	

*Comments:* Desirable components of a unique agency identifier include Australian State/Territory identifier, Establishment sector, and Agency number.

Currently, there is no uniform method throughout community services for the identification of agencies. However, adoption of consistent practices for allocating unique agency identifiers has the potential to enhance data comparability and utility.

It is important to note that if agencies are to communicate confidentially between one another, a unique agency identity needs to be established. The use of this item will lead to reduced duplication in reporting client activity and will enable linkage of services to one episode of care or service event.

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## Assessment date

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000557	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The date(s) on which the agency undertook an assessment of the client(s) need for assistance, appropriateness of service provision and/or circumstances.		
<i>Context:</i>	Service provision and planning: To help locate information about a client's circumstances in time. As some information about clients can change over time it is necessary to have some way of identifying the currency of this information. The most recent date of assessment can be taken as an indication of the last time that the agency has reviewed and updated the information they have recorded about the client's characteristics and circumstances.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	DATE	<i>Field size minimum:</i>	8
<i>Representational layout:</i>	DDMMYYYY	<i>Field size maximum:</i>	8
<i>Data domain:</i>	Valid date		
<i>Guide for use:</i>	This data element should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example, if a person was last assessed by an agency on July 1 2000 the Assessment date should be recorded as 01072000 as specified in the representational layout.		

### Verification rules:

<i>Collection methods:</i>	When an agency undertakes an assessment of client needs and the adequacy and appropriateness of service provision, the agency should also record or update information about the client's circumstances. While agency practice tends to differ, most clients undergo some form of assessment process when they first become involved with the agency. This process may vary from a relatively simple assessment of eligibility or need for assistance to a comprehensive functional assessment of the person's ability to undertake tasks of daily living. Agency practice related to the timing and process for re-assessing clients also varies. Although the extent and nature of assessment processes vary depending on the type of assistance provided by the agency, this process does serve as a primary point of data capture/update about the client.  HACC have this item as being derived from Date of assistance received and Primary type of assistance received (where 'assessment' is coded).
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### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Agency, version 1
	relates to the data element concept Client, version 1

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## Assessment date

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(continued)

*Information Model link:* Event/Health and welfare Service event/ Assessment event

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Institute of Health and Welfare

*Source document:* Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

*Comments:* If records have been linked, the last Assessment date is a key piece of information that facilitates analysis by providing a clearly defined basis for the selection of data (that is, the most recently recorded information) where conflicting values are recorded in the linked file.

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## Assistance—reason not provided

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000606	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	<p>The reason assistance was not provided to a person by a community services agency.</p> <p>This may be recorded for a particular type of assistance, a particular request for service, a particular assessment event or a particular referral event.</p>		
<i>Context:</i>	<p>Service provision and planning:</p> <p>This item is a useful measure for planning purposes and can provide information on service gaps, resource limitations, poor referral relationships between agencies, unmet demand, etc.</p>		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	1	Service not offered by agency	
	2	Person not eligible/wrong target group	
	3	Outlet refused service to person/offer refused	
	4	Person or service provider unable to attend	
	5	Assistance currently not available	
	6	Facilities for special needs not available/service inaccessible	
	7	Referred to other more appropriate agency	
	8	Other	
	9	Not stated/inadequately described	
<i>Guide for use:</i>	<p>Record main reason assistance not provided.</p> <p>Examples of the above categories are:</p> <p>Code 3 Outlet refused service to person/offer refused: Due to inappropriate behaviour or person failed to present and did not contact the agency.</p> <p>Code 4 Person or service provider unable to attend: For example, unscheduled staff absence or unscheduled events such as bad weather or electricity failure.</p> <p>Code 5 Assistance currently not available: The place, service or resource is not currently available or a waiting period applies.</p> <p>Code 6 Facilities for special needs not available/service inaccessible: Facilities for special needs such as disability, cultural, language, etc., not available; no disabled access to building; too far away; service not provided in days or hours required.</p>		

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## Assistance—reason not provided

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(continued)

More specific categories in the data domain (that can map to this data domain) can also provide useful information at an agency or locality level about service gaps and resource limitations. For example Code 6 Facilities for special needs not available/service inaccessible, can be broken up into a number of more specific categories to ascertain whether people are having trouble accessing services due to lack of interpreter services, disabled access to a building, etc. This information can help individual agencies better allocate their resources.

*Verification rules:*

*Collection methods:*

This item should at the least be collected for the primary reason that assistance is not provided. Other reasons can also be collected, but the primary reason should also be specified.

This item should be linked to a type of services or a particular event (such as a referral/contact event or a particular request for service).

### Relational attributes

*Related metadata:*

relates to the data element concept Agency, version 1

relates to the data element concept Target group, version 1

*Information Model link:*

Event/Health and welfare Service event/ Assessment of eligibility for Service event

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Institute of Health and Welfare

*Source document:*

*Comments:*

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## Assistance received

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000545	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	The goods or services, or time or money received by a person (client) during a service episode or event.		
<i>Context:</i>	This item is important for client centred collections. It may be used to measure the amounts and nature of assistance that are received directly by clients, which can be used to help assess the appropriateness and effectiveness of programs.		

### Representational attributes

<i>Data type:</i>		<i>Field size minimum:</i>	
<i>Representational form:</i>		<i>Field size maximum:</i>	
<i>Representational layout:</i>			
<i>Data domain:</i>			
<i>Guide for use:</i>			
<i>Verification rules:</i>			
<i>Collection methods:</i>			

### Relational attributes

<i>Related metadata:</i>	relates to the data element Assistance received date, version 1
	relates to the data element concept Client, version 1
	relates to the data element concept Service event, version 1
<i>Information Model link:</i>	Event/Health and welfare Service event/Service provision event

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	<i>Effective date:</i>	01/07/2000
<i>Administrative status:</i>	CURRENT		
<i>Source organisation:</i>	Australian Institute of Health and Welfare		
<i>Source document:</i>	Home and Community Care Data Dictionary Version 1.0, 1998		
<i>Comments:</i>	<p>This item is a client centred measure of amounts of assistance. This is not necessarily the same as an agency's total outlay to a particular client as it does not include administration costs, travel time for service providers, etc.</p> <p>For example, a client that receives meals from a meals on wheels service. In this instance only that which is directly received by the client is recorded (that is, the number of meals). The administration costs of providing this service, the costs of making the meal and the time and costs of the person delivering the meal are not included in the amount of assistance received.</p> <p>As this item is only a measure of money, time or quantity of goods or services directly received by clients it will not accrue to give a total of assistance provided on an agency basis (in terms of money, time or quantity of goods or services). Therefore it should not be used for National Accounts reporting.</p>		

## Assistance received date

### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000558	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The date on which a client receives assistance from an agency.		
<i>Context:</i>	Service provision and planning: Allows a description or profile of service utilisation by a person or persons during a period of service or reporting period. This item can be used in calculating the total amount of assistance received by a person in a reporting period (as in the HACC MDS). Information on the total amount of assistance received in a specified time period is important for program planning and accountability. In conjunction with information concerning client need or dependency, this information can provide an indication of the appropriateness and adequacy of services as well as information on equity in service provision across client groups and geographic areas.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	DATE	<i>Field size minimum:</i>	8
<i>Representational layout:</i>	DDMMYYYY	<i>Field size maximum:</i>	8
<i>Data domain:</i>	Valid date		
<i>Guide for use:</i>	This data element should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a person received assistance from an agency on July 1 2000 the Assistance receipt date should be recorded as 01072000 as specified in the representational layout.		

#### *Verification rules:*

<i>Collection methods:</i>	The date recorded should reflect the date on which the client received any type of assistance. Where a client receives more than one occasion of service on the same day, the agency should separately record each occasion of service against the same date.
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### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Agency, version 1 relates to the data element concept Assistance received, version 1 relates to the data element concept Client, version 1
<i>Information Model link:</i>	Event/Health and welfare Service event/Service provision event

### Administrative attributes

<i>Registration authority:</i>	NCSIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	01/07/2000
<i>Source organisation:</i>	Australian Institute of Health and Welfare		
<i>Source document:</i>	Home and Community Care Data Dictionary Version 1.0, 1998		



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## **Assistance received date**

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(continued)

*Comments:*

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## Assistance request date

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000556	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The date on which a person or persons requests assistance from an agency. A request does not necessarily result in provision of a service.		
<i>Context:</i>	Service provision and planning: This item can be useful for measuring the immediacy of response times and the responsiveness to people's requests for assistance (in conjunction with Date assistance commenced). It also has important uses in measuring actual assistance provided and unmet demand.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	DATE	<i>Field size minimum:</i>	8
<i>Representational layout:</i>	DDMMYYYY	<i>Field size maximum:</i>	8
<i>Data domain:</i>	Valid date		
<i>Guide for use:</i>	This data element should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a person requested assistance from an agency on July 1 2000 the Date assistance requested should be recorded as 01072000 as specified in the representational layout.		

### Verification rules:

<i>Collection methods:</i>	This item should be collected on the date on which a person(s) made the initial request for assistance. The person(s) requesting assistance need not necessarily be a client as a request does not necessarily result in provision of a service. May be collected for individual types of assistance or service requested.
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### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Agency, version 1 relates to the data element concept Client, version 1
<i>Information Model link:</i>	Event/Health and welfare Service event/Entry into Service event

### Administrative attributes

<i>Registration authority:</i>	NCSIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	01/07/2000
<i>Source organisation:</i>	Australian Institute of Health and Welfare		
<i>Source document:</i>	Supported Accommodation Assistance Program (SAAP) National Data Collection Agency 2001. National Data Collection Data Dictionary. Version 2. Unpublished.		

### Comments:

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## Assistance request reason

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000584	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	The reason(s) why a person has sought or requires assistance from a community services agency.		
<i>Context:</i>	<p>To better identify the needs of clients, to identify needs that are not being met and to target assistance to clients more effectively:</p> <p>A person may seek or require assistance for a number of reasons, some of which are the immediate presenting reason, while others will be underlying or longer term reasons. These will require particular and usually different responses and services.</p> <p>For example, a person's immediate reason for seeking assistance may be that they have lost their accommodation and require accommodation support. However, the underlying reasons as to why they have no accommodation may be because of a psychiatric condition, alcohol or drug dependency, a gambling addiction, or because they are being abused at home. These underlying reasons may or may not have directly resulted in the homelessness, but have been contributing factors.</p> <p>Underlying reasons for a person requiring a service are likely to be complex and more difficult to ascertain than the immediate presenting reason.</p> <p>A second example is in child protection. Many children that come to the attention of community services agencies as being in need of care and protection come from families in crisis (for example, parents have psychiatric illnesses, financial stress, domestic violence, etc.). Without providing a service to the family as well as the child then the child is likely to be re-notified.</p> <p>Providing a service for the client's immediate need will not necessarily assist the client in the longer term, resulting in the client continually requiring short term assistance, while at the same time continuing to have an underlying problem or need that is not being addressed.</p> <p>Therefore by attempting to collect information on both the immediate and the underlying reasons for a person's current situation, agencies may be able to better assist them both in the short and longer term, while at the same time more effectively utilising the services available.</p> <p>Many children that come to the attention of community services agencies as being in need of care and protection come from families in crisis (for example, parents have psychiatric illnesses, financial stress, domestic violence, etc.).</p>		

### Representational attributes

<i>Data type:</i>	
<i>Representational form:</i>	<i>Field size minimum:</i>
<i>Representational layout:</i>	<i>Field size maximum:</i>
<i>Data domain:</i>	
<i>Guide for use:</i>	
<i>Verification rules:</i>	

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## Assistance request reason

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(continued)

*Collection methods:*

### Relational attributes

*Related metadata:* relates to the data element concept Agency, version 1  
relates to the data element concept Homelessness, version 1

*Information Model link:* Need

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Institute of Health and Welfare

*Source document:*

*Comments:* Further research is required to develop a data domain to enable the measurement of this concept.

It is possible that a number of data elements could be developed out of this concept, such as 'Immediate reason for seeking assistance' and 'Underlying reason for seeking assistance'. Such items would need a great deal of consultation with input from community service agencies to develop meaningful, and well structured data domains.

## Assistance urgency

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000604	<b>Version number:</b>	1
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The assessed time period within which assistance, is needed by the person.		
<b>Context:</b>	Client needs and service and resource planning: This metadata item gives an indication of the immediacy of need for people making requests for assistance. This information can also be used to help plan the level and amount of different types of services, such as crisis care and to measure the appropriateness of a person's waiting time for assistance.		

### Representational attributes

<b>Data type:</b>	Numeric																						
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1																				
<b>Representational layout:</b>	N(.N)	<b>Field size maximum:</b>	3																				
<b>Data domain:</b>	<table> <tr><td>1</td><td>Within 48 hours</td></tr> <tr><td>1.1</td><td>Immediate</td></tr> <tr><td>1.2</td><td>Within 24 hours</td></tr> <tr><td>1.3</td><td>More than 24 hours but within 48 hours</td></tr> <tr><td>2</td><td>More than 2 days but within 14 days</td></tr> <tr><td>2.1</td><td>3-4 days</td></tr> <tr><td>2.2</td><td>5-6 days</td></tr> <tr><td>2.3</td><td>More than 6 days but within 14 days</td></tr> <tr><td>3</td><td>More than 14 days</td></tr> <tr><td>9</td><td>Not stated/inadequately described</td></tr> </table>			1	Within 48 hours	1.1	Immediate	1.2	Within 24 hours	1.3	More than 24 hours but within 48 hours	2	More than 2 days but within 14 days	2.1	3-4 days	2.2	5-6 days	2.3	More than 6 days but within 14 days	3	More than 14 days	9	Not stated/inadequately described
1	Within 48 hours																						
1.1	Immediate																						
1.2	Within 24 hours																						
1.3	More than 24 hours but within 48 hours																						
2	More than 2 days but within 14 days																						
2.1	3-4 days																						
2.2	5-6 days																						
2.3	More than 6 days but within 14 days																						
3	More than 14 days																						
9	Not stated/inadequately described																						
<b>Guide for use:</b>	This data item measures a perceived need by the service provider and/or professional making the assessment, not a perceived want.																						
<b>Verification rules:</b>																							
<b>Collection methods:</b>	Determination of 'urgency' into one of the above categories should follow an assessment event or some determination by the agency of need.																						

### Relational attributes

<b>Related metadata:</b>	
<b>Information Model link:</b>	Event/Health and welfare Service event/ Assessment event

### Administrative attributes

<b>Registration authority:</b>	NCSIMG	
<b>Administrative status:</b>	CURRENT	<b>Effective date:</b> 31/07/2003
<b>Source organisation:</b>	Australian Institute of Health and Welfare	
<b>Source document:</b>	SAAP National Data Collection Data Dictionary Version 1.1, July 1999. Draft Aged Care Assessment Program Minimum Data Set, version 2.	

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## **Assistance urgency**

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(continued)

*Comments:*

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## Assistance with activities and participation

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000858	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	The help that a person receives or needs from another person, because of their difficulty in performing an activity or in participating in an area of life.		
<i>Context:</i>	<p>'Assistance' is an important subset of Environmental factors that may facilitate (or hinder) the activities or participation of people with a disability. Assistance is a key policy and service component in the disability and aged care services field in Australia. Further, it is recognised in the ICF as a crucial factor whose presence (or absence) must be noted when recording measures of functioning and disability.</p> <p>The concept can be used to describe aspects of the environment. Depending on which environment is present or being considered, the measure of assistance indicates what assistance is currently received (in the current or usual environment) and what would be needed (in an optimum environment). 'Need' more generally relates to environmental factors (including personal assistance, equipment and environmental modifications) that are present in an optimum environment but not in the person's current environment. That is, changes may be needed to environmental factors in order to improve a person's functioning and reduce their disability. While these ideas apply generally to 'Environmental Factors' and the related data element, 'Environmental factors – extent of influence', the concept of 'Assistance' focuses solely on the factor of personal assistance.</p> <p>Measures of assistance and need for assistance are under active development in a number of disciplines and service programs. Assistance may be measured in various ways, for instance in relation to duration, frequency and intensity of assistance. Related data elements are therefore likely to emerge in the future.</p> <p>Recording measures of assistance needed or provided will provide further information about Activity limitations.</p> <p>The concept 'Assistance with activities and participation' can be used in conjunction with the data element 'Activity – level of difficulty'.</p>		

### Representational attributes

<i>Data type:</i>	
<i>Representational form:</i>	<i>Field size minimum:</i>
<i>Representational layout:</i>	<i>Field size maximum:</i>
<i>Data domain:</i>	
<i>Guide for use:</i>	
<i>Verification rules:</i>	
<i>Collection methods:</i>	

### Relational attributes

<i>Related metadata:</i>	relates to the data element Activities and participation domains, version 2
	relates to the data element Activity – level of difficulty, version 2

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## Assistance with activities and participation

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(continued)

relates to the data element Body functions, version 2  
relates to the data element Body structures, version 1  
relates to the data element concept Activity – functioning, disability and health, version 1  
relates to the data element concept Disability, version 2  
relates to the data element concept Functioning, version 1  
relates to the data element concept Participation – functioning, disability and health, version 1  
relates to the data element Disability grouping, version 2  
relates to the data element Environmental factors – extent of influence, version 2  
relates to the data element Environmental factors, version 2  
relates to the data element Impairment extent, version 2  
relates to the data element Participation extent, version 2  
relates to the data element Participation satisfaction level, version 2

**Information Model link:** Person participation/independence

### Administrative attributes

**Registration authority:** NCSIMG  
**Administrative status:** CURRENT **Effective date:** 02/09/2003  
**Source organisation:** World Health Organization  
**Source document:** World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO.  
Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide. Version 1.0. Canberra: AIHW.

**Comments:** The ICF was endorsed by the World Health Assembly in 2001 and is a core member of the WHO family of health related classifications. Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003b) and the following web sites.

- Australian Collaborating Centre ICF web site:  
<<http://www.aihw.gov.au/disability/icf/index.html>>
- WHO ICF web site:  
<<http://www3.who.int/icf/icftemplate.cfm>>



## Australian State/Territory identifier

### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	002025	<i>Version number:</i>	4
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	An identifier of the Australian State or Territory.		
<i>Context:</i>	This is a geographic indicator which is used for analysis of the distribution of clients or patients, agencies or establishments and services.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	1	New South Wales	
	2	Victoria	
	3	Queensland	
	4	South Australia	
	5	Western Australia	
	6	Tasmania	
	7	Northern Territory	
	8	Australian Capital Territory	
	9	Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)	

*Guide for use:* When used specifically in the collection of address information for a client, the following local implementation rules may be applied: NULL may be used to signify an unknown address State; and Code 0 may be used to signify an overseas address.

The order presented here is the standard for the ABS. Other organisations (including the AIHW) publish data in State order based on population (that is, Western Australia before South Australia and the Australian Capital Territory before Northern Territory). Irrespective of how the information is coded, conversion of the codes to the ABS standard must be possible.

*Verification rules:*

*Collection methods:*

### Relational attributes

*Related metadata:* relates to the NCSDD data element Geographic indicator, version 2  
supersedes the NCSDD data element State/Territory identifier, version 1

*Information Model link:* Location/ Address

### Administrative attributes

<i>Registration authority:</i>	NCSIMG & NHIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	02/09/2003

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## Australian State/Territory identifier

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(continued)

<i>Source organisation:</i>	Australian Institute of Health and Welfare Australian Bureau of Statistics National Health Data Committee and National Community Services Data Committee
<i>Source document:</i>	Australian Bureau of Statistics 2001. Australian Standard Geographical Classification (ASGC). Cat. no. 1216.0. Canberra: ABS. Reference through: < <a href="http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary">http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary</a> >
<i>Comments:</i>	This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.

## Body functions

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000549	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	Body functions are the physiological functions of body systems (including psychological functions).		
<b>Context:</b>	<p>Body refers to the human organism as a whole; hence it includes the brain and its functions, that is, the mind.</p> <p>The 'Body functions' classification is a neutral list of functions that can be used to record positive or neutral body function as well as impairment of body function.</p> <p>'Impairments' of body functions are problems in body functions such as a loss or significant departure from population standards or averages.</p> <p>This data element, in conjunction with 'Impairment', enables the provision of information about the presence and extent of impairment for given body functions.</p> <p>'Body functions' and 'Body structures' together represent one of the three components that define the concept 'Disability'. 'Activities and participation domains' and 'Environmental factors' are the other two components.</p>		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N(N)	<b>Field size maximum:</b>	2
<b>Data domain:</b>	1	Mental functions	
	11	Global mental functions	
	12	Specific mental functions	
	2	Sensory functions and pain	
	21	Seeing and related functions	
	22	Hearing and vestibular functions	
	23	Additional sensory functions including pain	
	3	Voice and speech functions	
	4	Functions of the cardiovascular, haematological, immunological and respiratory systems	
	41	Functions of the cardiovascular system	
	42	Functions of the haematological system	
	43	Functions of the respiratory system	
	5	Functions of the digestive, metabolic and endocrine systems	
	51	Functions related to the digestive system	
	52	Functions related to metabolism and the endocrine system	
	6	Genitourinary and reproductive functions	
	61	Urinary functions	
	62	Genital and reproductive functions	
	7	Neuromusculoskeletal and movement-related functions	

## Body functions

(continued)

71	Functions of the joints and bones
72	Muscle functions
73	Movement functions
8	Functions of the skin and related structures
81	Functions of the skin
82	Functions of the hair and nails

**Guide for use:**

Multiple codes may be recorded. Where multiple body functions or impairments of body functions are recorded, the following prioritising system should be useful.

- The first recorded body function or impairment of body function is the one having the greatest impact on the individual.
- Second and subsequent body function or impairment of body function is also of relevance to the individual.

**Verification rules:**

**Collection methods:**

In order to indicate the presence and extent of an impairment in relation to a given body function, 'Impairment extent' should also be recorded.

This data element consists of a neutral list of body functions (single digit level of coding) and more detailed categories; either level of detail may be chosen for use. Either single digit headings (such as Mental functions) or two-digit categories (such as Global mental functions) may be recorded.

### Relational attributes

**Related metadata:**

- relates to the data element concept Activity – functioning, disability and health, version 1
- relates to the data element concept Assistance with activities and participation, version 1
- relates to the data element concept Disability, version 2
- relates to the data element concept Functioning, version 1
- relates to the data element concept Participation – functioning, disability and health, version 1
- supersedes the data element Body functions, version 1

**Information Model link:**

Party characteristic/Person characteristic/Functional characteristic

### Administrative attributes

**Registration authority:**

NCSIMG

**Administrative status:**

CURRENT

**Effective date:** 02/09/2003

**Source organisation:**

World Health Organization

**Source document:**

World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO.  
Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide. Version 1.0. Canberra: AIHW.

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## Body functions

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(continued)

*Comments:*

'Body functions' and 'Body structures' together represent one of three main components in the ICF that define disability. The ICF was endorsed by the World Health Assembly in 2001 and is a core member of the WHO family of health related classifications. Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003b) and the following web sites.

- Australian Collaborating Centre ICF web site:  
<<http://www.aihw.gov.au/disability/icf/index.html>>
- WHO ICF web site:  
<<http://www3.who.int/icf/icftemplate.cfm>>

The ICF provides a framework for the description of human functioning. The components of the ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001).

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## Body structures

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000550	<b>Version number:</b>	1
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	Body structures are anatomical parts of the body such as organs, limbs and their components.		
<b>Context:</b>	<p>The 'Body structures' classification is a neutral list of structures that can be used to record positive or neutral body structure as well as impairment of body structure.</p> <p>Impairments of body structure are problems in body structure such as a loss or significant departure from population standards or averages. This element, in conjunction with 'Impairment', enables the provision of information about the presence and extent of impairment for any given body structures.</p> <p>'Body functions' and 'Body structures' together represent one of the three components that define the concept 'Disability'. 'Activities and participation domains' and 'Environmental factors' are the other two components.</p>		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1
<b>Data domain:</b>	1	Structure of the nervous system	
	2	Structure of the eye, ear and related structures	
	3	Structures involved in voice and speech	
	4	Structures of the cardiovascular, immunological and respiratory systems	
	5	Structures related to the digestive, metabolism and endocrine systems	
	6	Structures related to genitourinary and reproductive systems	
	7	Structures related to movement	
	8	Structure of the skin and related structures	
<b>Guide for use:</b>	<p>Multiple codes may be recorded. Where multiple body structures or impairments of body structures are recorded, the following prioritising system should be useful.</p> <ul style="list-style-type: none"> <li>- The first recorded body structure or impairment of body function is the one having the greatest impact on the individual.</li> <li>- Second and subsequent body structure or impairment of body function is also of relevance to the individual.</li> </ul>		
<b>Verification rules:</b>			
<b>Collection methods:</b>	In order to indicate the presence and extent of an impairment in relation to a given body structure, 'Impairment' should also be recorded.		

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## Body structures

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(continued)

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Activity – functioning, disability and health, version 1
	relates to the data element concept Assistance with activities and participation, version 1
	relates to the data element concept Disability, version 2
	relates to the data element concept Functioning, version 1
	relates to the data element concept Participation – functioning, disability and health, version 1
<i>Information Model link:</i>	Party characteristic/Person characteristic/Functional characteristic

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 07/01/2000
<i>Source organisation:</i>	World Health Organization	
<i>Source document:</i>	World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO. Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide. Version 1.0. Canberra: AIHW.	
<i>Comments:</i>	'Body functions' and 'Body structures' represent one of three main components in the ICF that define disability. The ICF was endorsed by the World Health Assembly in 2001 and is a core member of the WHO family of health related classifications. Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003b) and the following web sites.	
	- Australian Collaborating Centre ICF web site: < <a href="http://www.aihw.gov.au/disability/icf/index.html">http://www.aihw.gov.au/disability/icf/index.html</a> >	
	- WHO ICF web site: < <a href="http://www3.who.int/icf/icftemplate.cfm">http://www3.who.int/icf/icftemplate.cfm</a> >	

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## Carer co-residency

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000553	<b>Version number:</b>	1
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	Whether or not a carer lives with the person for whom they care.		
<b>Context:</b>	<p>Personal and social support:</p> <p>This item helps to establish a profile of the characteristics of informal carers and as such increases knowledge about the dynamics and patterning of the provision of informal care. In particular, whether the carer lives with the person for whom they care or not is one indication of the level of informal support available to clients and of the intensity of care provided by the carer.</p>		

### Representational attributes

<b>Data type:</b>	Alphabetic		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1
<b>Data domain:</b>	<p>1 Co-resident carer</p> <p>2 Non-resident carer</p> <p>9 Not stated/inadequately described</p>		

**Guide for use:** A co-resident carer is a person who provides care and assistance on a regular and sustained basis to a person who lives in the same household. A non-resident or visiting carer is a person who provides care and assistance on a regular and sustained basis to someone who lives in a different household.

This item is usually used to record residency status of the person who provides most care to the person.

If a client has both a co-resident (e.g. a spouse) and a visiting carer (e.g. a daughter or son), the coding response should be related to the carer who provides the most significant care and assistance related to the client's capacity to remain living at home. The expressed views of the client and/or their carer(s) or significant other should be used as the basis for determining this.

#### **Verification rules:**

**Collection methods:** This item can be collected when either the carer or the person being cared for is the client of an agency.

Agencies may be required to collect this item at the beginning of each service episode. Agencies should also assess the currency of this information at subsequent assessments or re-assessments.

Some agencies may record this information historically so that they can track changes over time. Historical recording refers to the practice of maintaining a record of changes over time where each change is accompanied by the appropriate date.

### Relational attributes

<b>Related metadata:</b>	relates to the data element concept Informal carer, version 2
<b>Information Model link:</b>	Party characteristic/Person characteristic/Accommodation/living characteristic



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## Carer co-residency

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(continued)

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 01/07/2000
<i>Source organisation:</i>	Australian Institute of Health and Welfare	
<i>Source document:</i>	Home and Community Care (HACC) Data Dictionary Version 1.0, 1998	
<i>Comments:</i>	<p>There is inconsistency between this definition of 'Carer co-residency', and the ABS definition of 'Principal carer', 1993 Disability, Ageing and Carers Survey and, 'Primary carer' used in the 1998 survey. The ABS definitions require that the carer has or will provide care for a certain amount of time and that they provide certain types of care. This may not be appropriate for community services agencies wishing to obtain information about a person's carer regardless of the amount of time that care is for or the types of care provided.</p> <p>This type of information can of course be collected separately, but for most collections it is not needed and would place a burden on service providers.</p>	

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## Case management plan indicator

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000554	<b>Version number:</b>	1
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	<p>Whether or not a current (at the time of recording) case management plan has been developed for the client, implemented and/or agreed to by the client.</p> <p>A case management plan is a personal plan or a support agreement that usually has a statement of the person(s) problems or needs, some goals for the person(s) and strategies to achieve those goals. It is usually developed between the person and agency as a result of an assessment process.</p> <p>The plan or agreement can relate to services provided by one agency or a number of agencies.</p>		
<b>Context:</b>	<p>Establishing clear agreements between clients and their community service providers is recognised as good practice (for example in SAAP and child protection). Therefore, collecting information on whether a case management plan has been developed, implemented and agreed to can be useful in measuring performance of agencies. This is especially the case if collected in conjunction with information regarding the quality of the plan, e.g. whether the plan is reviewed regularly, whether plan is devised in consultation with all relevant parties, etc.</p> <p>In addition, it may be a useful management tool for agencies to be aware of the existence, or lack of, case management plans for an individual client.</p>		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1
<b>Data domain:</b>	<p>0 Not applicable</p> <p>1 Plan developed</p> <p>2 Plan agreed to by client or advocate</p> <p>3 Plan implemented</p> <p>9 Not stated/inadequately described</p>		

<b>Guide for use:</b>	<p>Multiple responses may be recorded for Codes 1, 2 and 3. If a plan is implemented (Code 3 Plan implemented), then of necessity it must also have been developed (Code 1 Plan developed). Code 0 Not applicable, and Code 9 Not stated/inadequately described, can only be recorded individually though.</p> <p>Code 0 Not applicable: Case management plans may not be appropriate for all clients. For example where a client receives supported accommodation for a 24-hour period or less.</p> <p>Code 1 Plan developed: The case management plan does not necessarily need to be in operation to record yes; it is whether one has been developed and there is an intention to carry it out.</p>
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## Case management plan indicator

(continued)

Code 2 Plan agreed to by client or advocate: The client or their advocate (such as a parent or partner) agrees to the implementation of the plan. The plan does not need to be implemented to record this code. In many cases of statutory intervention, whilst desirable, client agreement is not essential.

Code 3 Plan implemented: Some part of the plan must be implemented, that is, the plan must be in operation at the time of recording.

**Verification rules:**

**Collection methods:**

This item would be collected either at an initial assessment or subsequent reassessment of a person(s).

Due to the variety across community services as to what constitutes a case management plan, and whether it is considered to be developed, agreed to and implemented, it is up to individual collections to further clearly specify these aspects when collecting data for their individual purposes.

Individual collections may also have certain quality issues regarding case management plans that may be as important as whether or not one has been developed.

### Relational attributes

**Related metadata:**

relates to the data element concept Agency, version 1

relates to the data element concept Client, version 1

relates to the data element concept Goods and equipment received, version 1

**Information Model link:**

Event/Health and welfare Service event/Case management event

### Administrative attributes

**Registration authority:** NCSIMG

**Administrative status:** CURRENT **Effective date:** 01/07/2000

**Source organisation:** SAAP, National Data Collection Agency, Australian Institute of Health and Welfare

**Source document:** Supported Accommodation Assistance Program (SAAP) National Data Collection Agency 2001. National Data Collection Data Dictionary. Version 2. Unpublished.

**Comments:**

## Child abuse and neglect type

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000509	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The type of physical, sexual or emotional actions or inaction's which have resulted in, or are likely to result in, significant harm or injury to a child, or risk of significant harm or injury to a child.		
<b>Context:</b>	There are considerable variations across States and Territories in the recording of type of abuse and neglect, reflecting each jurisdiction's own definitions, legislation, policies and practices relating to child protection and child welfare.		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1
<b>Data domain:</b>	1	Physical abuse	
	2	Emotional abuse	
	3	Sexual abuse	
	4	Neglect	
	5	Other	
	9	Not stated/inadequately described	

**Guide for use:** These categories may be used in different ways by different jurisdictions, depending on the State or Territories own definitions, policies and practices. In addition, a child subject to abuse and neglect is often subject to more than one type of abuse and neglect (e.g. sexual abuse is often also associated with emotional abuse).

**Verification rules:**

**Collection methods:**

### Relational attributes

<b>Related metadata:</b>	supersedes the data element Child abuse and neglect, version 1
<b>Information Model link:</b>	Event/Person event/Life event

### Administrative attributes

<b>Registration authority:</b>	NCSIMG	
<b>Administrative status:</b>	CURRENT	<b>Effective date:</b> 01/07/2000
<b>Source organisation:</b>	Australian Institute of Health and Welfare	
<b>Source document:</b>	Child protection, Australia, 1997-98 (AIHW). Comparability of Child Protection Data 1999 (AIHW). Children Protection Australia: Data collection standards, tables and counting rules 1998-1999 (AIHW).	

**Comments:** The National Child Protection and Support Services Working Group, is undertaking considerable work to improve the comparability of child protection data. This work will impact upon the definitions and data collections in the child protection area.

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# Client

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## Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000555	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	A person, group or organisation eligible to receive services either directly or indirectly (that is, through partner organisations) from an agency.		
<i>Context:</i>	<p>Community service agencies may provide assistance to individual persons, groups of persons (e.g. support groups) or to other organisations. All of these may be considered clients of an agency. Specific data collections may circumscribe the Type of clients that are included in the collection. For example, at the current stage of development of the HACC MDS, HACC funded agencies are only required to report on clients who are individual persons. Future developments may extend the coverage of the HACC MDS collection to include organisational or group clients.</p> <p>The definition of a 'client' may also be circumscribed by the definition of 'assistance'. What is included as 'assistance' may depend on what activities are considered significant enough to warrant separate recording and reporting of the nature and/or amount of the assistance provided to a person. For example, an agency worker answering a telephone call from an anonymous member of the public seeking some basic information (e.g. a phone number for someone) would not usually consider that this interaction constituted assistance of sufficient significance to warrant recording that person as a 'client'.</p> <p>Furthermore, what constitutes 'assistance' may be influenced by the type of assistance the agency was established to provide. In the above example, the agency in question was funded specifically to provide telephone advice, and referral information, to members of the public or specific sub-groups of the public. The agency may have a policy that all persons telephoning the agency for information are classified as clients, albeit anonymous clients.</p> <p>The level of support or the amount of support given to a person by an agency can also be used to define them as a client or not. For example in the SAAP National Data Collection clients are defined by either taking up an amount of time of an agency; being accommodated by an agency; or by entering an ongoing support relationship with an agency.</p>		

## Representational attributes

<i>Data type:</i>		<i>Field size minimum:</i>	
<i>Representational form:</i>		<i>Field size maximum:</i>	
<i>Representational layout:</i>			
<i>Data domain:</i>			
<i>Guide for use:</i>			
<i>Verification rules:</i>			
<i>Collection methods:</i>			

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## Client

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(continued)

### Relational attributes

*Related metadata:*

- relates to the data element Assessment date, version 1
- relates to the data element Assistance received date, version 1
- relates to the data element Assistance request reason, version 1
- relates to the data element Case management plan indicator, version 1
- relates to the data element concept Agency, version 1
- relates to the data element concept Assistance received, version 1
- relates to the data element Goods and equipment received, version 1
- relates to the data element Referral date, version 2
- relates to the data element Referral source, version 2
- relates to the data element Service activity type, version 2
- relates to the data element Service delivery setting, version 3
- relates to the data element Service episode, version 1
- relates to the data element Service event, version 1

*Information Model link:* Party role/Person role/Recipient role

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Institute of Health and Welfare

*Source document:*

*Comments:*

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## Communication method

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000580	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	<p>The method of communication, including sign language, most effectively used by the person.</p> <p>The communication must be effective of itself, that is the person must be able to communicate more than just basic needs, to unfamiliar people using the method.</p>		
<i>Context:</i>	<p>Client support needs:</p> <p>Method of communication is an important indicator of potential barriers to social integration, particularly in conjunction with country of birth data and information on language spoken at home.</p>		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	0	Child aged under 5 years (not applicable)	
	1	Little, or no effective communication	
	2	Sign language	
	3	Other effective non-spoken communication (e.g. e-mail)	
	4	Spoken language (effective)	
	8	Other method of communication	
	9	Not stated/inadequately described	

<i>Guide for use:</i>	<p>This item is considered 'not applicable' to children under 5 because of the difficulty in assessing communication at early developmental stages. The ABS in the Survey of Disability, Ageing and Carers only asks questions about difficulty and assistance with communication for people aged 5 years and older. Hence, children aged 0-4 years should be coded as 0.</p> <p>The communication may be in a language other than English, even where the person can speak fluent English.</p>
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#### *Verification rules:*

#### *Collection methods:*

### Relational attributes

#### *Related metadata:*

<i>Information Model link:</i>	Party characteristic/Person characteristic/Functional characteristic
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### Administrative attributes

<i>Registration authority:</i>	NCSIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	01/07/2000
<i>Source organisation:</i>	Australian Institute of Health and Welfare		

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## Communication method

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(continued)

**Source document:**

Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03

**Comments:**



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## Country of birth

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	002004	<i>Version number:</i>	4
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The country in which the person was born.		
<i>Context:</i>	Country of birth is important in the study of access to services by different population sub-groups. Country of birth is the most easily collected and consistently reported of a range of possible data items that may indicate cultural or language diversity. Country of birth may be used in conjunction with other data elements such as period of residence in Australia, etc. to derive more sophisticated measures of access to (or need for) services by different population sub-groups.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	4
<i>Representational layout:</i>	NNNN	<i>Field size maximum:</i>	4
<i>Data domain:</i>	Standard Australian Classification of Countries 1998 (SACC). Australian Bureau of Statistics Cat. no. 1269.0. Canberra: ABS. Reference through: < <a href="http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary">http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary</a> >. Select 'ABS classifications'.		
<i>Guide for use:</i>	<p>The Standard Australian Classification of Countries 1998 (SACC) is a 4-digit, three-level hierarchical structure specifying major group, minor group and country.</p> <p>A country, even if it comprises other discrete political entities such as 'states', is treated as a single unit for all data domain purposes. Parts of a political entity are not included in different groups. Thus, Hawaii is included in Northern America (as part of the identified country United States of America), despite being geographically close to and having similar social and cultural characteristics as the units classified to Polynesia.</p>		

### Verification rules:

<i>Collection methods:</i>	<p>Note that the Standard Australian Classification of Countries (SACC) is mappable to but not identical to Australian Standard Classification of Countries for Social Statistics (ASCCSS).</p> <p>Some data collections ask respondents to specify their country of birth. In others, a pre-determined set of countries is specified as part of the question, usually accompanied by an 'other (please specify)' category.</p> <p>Recommended questions are:</p> <p>In which country were you/was the person/was (name) born?</p> <p>Australia</p> <p>Other (please specify)</p> <p>Alternatively, a list of countries may be used based on, for example common Census responses.</p> <p>In which country were you/was the person/was (name) born?</p>
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## Country of birth

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(continued)

Australia  
 England  
 New Zealand  
 Italy  
 Viet Nam  
 Scotland  
 Greece  
 Germany  
 Philippines  
 India  
 Netherlands  
 Other (please specify)

In either case coding of data should conform to the SACC.

Sometimes respondents are simply asked to specify whether they were born in either 'English speaking' or 'non-English speaking' countries but this question is of limited use and this method of collection is not recommended.

### Relational attributes

*Related metadata:* supersedes the NCSDD data element Country of birth, version 2  
*Information Model link:* Party characteristic/Person characteristic/Social-cultural characteristic

### Administrative attributes

*Registration authority:* NCSIMG & NHIMG  
*Administrative status:* CURRENT *Effective date:* 02/09/2003  
*Source organisation:* Australian Bureau of Statistics  
 National Health Data Committee and National Community Services Data Committee  
*Source document:* Australian Bureau of Statistics 1998. Standard Australian Classification of Countries 1998 (SACC). Cat. no. 1269.0. Canberra: ABS. Reference through:  
 <<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>  
*Comments:* This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.  
 This data element is consistent with that used in the Australian Census of Population and Housing and is recommended for use whenever there is a requirement for comparison with Census data.  
 The Standard Australian Classification of Countries 1998 (SACC) supersedes the Australian Standard Classification of Countries for Social Statistics (ASCCSS).

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## Date of birth

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	002005	<b>Version number:</b>	5
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The date of birth of the person.		
<b>Context:</b>	Required for a range of clinical and administrative purposes. Date of birth enables derivation of age for use in demographic analyses, assists in the unique identification of clients if other identifying information is missing or in question, and may be required for the derivation of other data elements (e.g. Diagnosis related group for admitted patients).		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	DATE	<b>Field size minimum:</b>	8
<b>Representational layout:</b>	DDMMYYYY	<b>Field size maximum:</b>	8
<b>Data domain:</b>	Valid Date		
<b>Guide for use:</b>	<p>If date of birth is not known or cannot be obtained, provision should be made to collect or estimate age. Collected or estimated age would usually be in years for adults, and to the nearest three months (or less) for children aged less than two years. Additionally, an estimated date flag should be reported in conjunction with all estimated dates of birth.</p> <p>For data collections concerned with children's services, it is suggested that the estimated Date of birth of children aged under 2 years should be reported to the nearest 3 month period, that is, 0101, 0104, 0107, 0110 of the estimated year of birth. For example, a child who is thought to be aged 18 months in October of one year would have his/her estimated Date of birth reported as 0104 of the previous year. Again, an estimated date flag should be reported in conjunction with all estimated dates of birth.</p>		

### Verification rules:

<b>Collection methods:</b>	<p>Information on Date of birth can be collected using the one question: What is your/(the person's) date of birth?</p> <p>In self-reported data collections, it is recommended that the following response format is used: Date of birth: __ / __ / ____</p> <p>This enables easy conversion to the preferred representational layout (DDMMYYYY).</p> <p>Estimated dates of birth should be identified by an appropriate estimated date flag to prevent inappropriate use of Date of birth data for record identification and/or the derivation of other data elements that require accurate date of birth information.</p> <p>NHDD specific National Minimum Data Sets – Perinatal: Data collection systems must be able to differentiate between the date of birth of the mother and the baby(s). This is important in the Perinatal data collection as the date of birth of the baby is used to determine the antenatal length of stay and the postnatal length of stay.</p>
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## Date of birth

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(continued)

### Relational attributes

*Related metadata:* supersedes the NCSDD data element Date of birth, version 1

*Information Model link:* Party characteristic/Person characteristic/Demographic characteristic

### Administrative attributes

*Registration authority:* NCSIMG & NHIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* National Health Data Committee and National Community Services Data Committee

*Source document:* NHDC 2003. National Health Data Dictionary, Version 12. Cat. no. HWI 43. Canberra: AIHW

*Comments:* This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary. Privacy issues need to be taken account in asking persons their date of birth.

Wherever possible and wherever appropriate, Date of birth should be used rather than Age because the actual date of birth allows more precise calculation of age.

When date of birth is estimated or default value, health and community services collections typically use 0101 or 0107 as the estimate or default for DDMM.

It is suggested that different rules for reporting data may apply when estimating the Date of birth of children aged under 2 years because of the rapid growth and development of children within this age group which means that a child's development can vary considerably over the course of a year.

Thus, more specific reporting of estimated age is suggested.

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# Disability

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## Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000561	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	<p>Disability is the umbrella term for any or all of: an impairment of body structure or function, a limitation in activities, or a restriction in participation.</p> <p>Disability is a multi-dimensional and complex concept and is conceived as a dynamic interaction between health conditions and environmental and personal factors (WHO 2001:6).</p>		
<i>Context:</i>	<p>Many different definitions of disability are used in Australia, both in administrative data collections and in Acts of Parliament. The consistent identification of disability in national data collections has been recommended in a number of reports, for instance to enable:</p> <ul style="list-style-type: none"> <li>- the monitoring of access to generic services by people with a disability;</li> <li>- the collection of more consistent data on disability support and related services, including data on service use by different groups;</li> <li>- population data and service data to be related, thereby improving the nation's analytical capacity in relation to the need for and supply of services; and</li> <li>- improved understanding of the relationship between disability, health conditions and other health outcomes.</li> </ul> <p>Defining disability will make it possible to determine the number of people who are accessing services, both disability specific and generic, and also those with a disability in the general population with unmet need. Better definition of disability will aid better targeting of resources to those in need.</p> <p>Disability arises from the interaction between health conditions and environmental and personal factors. A health condition may be a disease (acute or chronic), disorder, injury or trauma. Environmental factors make up the physical, social and attitudinal environment in which people live and conduct their lives. Personal factors relate to the individual, such as age, sex and Indigenous status.</p> <p>The concept 'Disability' can be described using a combination of related data elements as building blocks.</p> <p>The data elements selected may vary depending on the definition of disability used. For example in hospital rehabilitation the focus may be on the impairment and activity dimensions and in community-based care the focus may be primarily on participation. Some applications may require a broad scope for inclusion (e.g. discrimination legislation). Data collections relating to services will select combinations of the data elements, which best reflect the eligibility criteria for the service.</p>		

## Representational attributes

<i>Data type:</i>	
<i>Representational form:</i>	<i>Field size minimum:</i>

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## Disability

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(continued)

*Representational layout:*

*Field size maximum:*

*Data domain:*

*Guide for use:*

*Verification rules:*

*Collection methods:*

### Relational attributes

<i>Related metadata:</i>	relates to the data element Activities and participation domains, version 2
	relates to the data element Activity –level of difficulty, version 2
	relates to the data element Body functions, version 2
	relates to the data element Body structures, version 1
	relates to the data element concept Activity –functioning, disability and health, version 1
	relates to the data element concept Assistance with activities and participation, version 1
	relates to the data element concept Functioning, version 1
	relates to the data element concept Participation – functioning, disability and health, version 1
	relates to the data element Disability grouping, version 2
	relates to the data element Environmental factors – extent of influence, version 2
	relates to the data element Environmental factors, version 2
	relates to the data element Impairment extent, version 2
	relates to the data element Participation extent, version 2
	relates to the data element Participation satisfaction level, version 2
	supersedes the data element Disability, version 1
<i>Information Model link:</i>	Party characteristic/Person characteristic/Disability characteristic

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* World Health Organization

*Source document:* World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO.  
Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide. Version 1.0. Canberra: AIHW.

*Comments:* This metadata item is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 and is a core member of the WHO family of health related classifications. Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003b) and the following web sites.

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## Disability

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(continued)

- Australian Collaborating Centre ICF web site:

<<http://www.aihw.gov.au/disability/icf/index.html>>

- WHO ICF web site: <<http://www3.who.int/icf/icftemplate.cfm>>

The ICF provides a framework for the description of human functioning and disability. The components of the ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as 'Principal diagnosis' and 'Additional diagnosis' (see National Health Data Dictionary, Version 12 (NHDC 2003)).

## Disability grouping

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000563	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	Disability groupings constitute a broad categorisation of disabilities in terms of the underlying health condition, impairment, activity limitations, participation restrictions, environmental factors and support needs. The grouping that most clearly expresses the experience of disability of a person.		
<b>Context:</b>	<p>Disability is the umbrella term for any or all of: an impairment of body structure or function, a limitation in activities, or a restriction in participation. Disability is defined in terms of three components: 'Body functions and structures'; 'Activities and participation'; and 'Environmental factors'.</p> <p>This data element may be used, as a basis for the broad description of groups of people with similar experiences of disability and patterns of impairments, activity limitations, participation restrictions and support needs. 'Disability group' is not a diagnostic grouping, and there is not a one-to-one correspondence between a health condition and a disability group. Where a precise diagnosis is to be recorded, 'Principal diagnosis' and 'Additional diagnosis' from the National Health Data Dictionary, Version 12 (NHDC 2003) may be used. The collection of data on disability-related data elements and diagnosis, together, allows the relationship of the components of disability and related health conditions to be more thoroughly explored.</p> <p>Consumer groups, service providers and governments may use these groupings to make national and international comparisons.</p> <p>The higher level grouping below, represented by the four terms – 'intellectual', 'psychiatric', 'sensory' and 'physical' – is used in many of the international categorisations of disability, for instance the Standard Rules on the Equalization of Opportunities for Persons with Disabilities endorsed by the United Nations in 1994. The more detailed grouping below reflects terms used nationally in Australia by peak bodies, people with disabilities and by disability administrations. It is used in the main administrative data collection in the Australian disability services sector (the Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS)). The two levels of grouping are included in this data element to facilitate national and international comparisons.</p>		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N(N)	<b>Field size maximum:</b>	2
<b>Data domain:</b>	1	Intellectual/learning	
	11	Developmental delay	
	12	Intellectual	
	13	Specific learning/ADD	
	14	Autism	
	2	Psychiatric	



## Disability grouping

(continued)

21	Psychiatric
3	Sensory/speech
31	Deafblind (dual sensory)
32	Vision (sensory)
33	Hearing (sensory)
34	Speech
4	Physical/diverse
41	Physical
42	Acquired brain injury
43	Neurological
9	Disability group not yet classified
99	Disability group not yet classified

### *Guide for use:*

The experience of disability is complex and multi-dimensional. It can be described using impairments of structure and/or function, patterns of activity limitation, participation restrictions, environmental factors and support needs.

Each of these dimensions can inform the decision of which group to use.

Intellectual/learning disability is associated with impairment of intellectual functions with limitations in a range of daily activities and restriction in participation in a range of life areas. Supports may be needed throughout life, the level of support tends to be consistent over a period of time but may change in association with changes in life circumstances.

This grouping includes:

Developmental delay is applicable to children aged 0-5 only. Conditions appearing in the early developmental period, with no specific diagnosis.

Intellectual disability applies to conditions appearing in the developmental period (age 0-18) associated with impairment of mental functions, difficulties in learning and performing certain daily life skills and limitation of adaptive skills in the context of community environments compared to others of the same age. Intellectual disability may be associated with Down Syndrome, tuberous sclerosis, cri-du-chat syndrome, etc.

Specific learning is a general term referring to a group of disorders, presumed due to central nervous system dysfunction rather than an intellectual disability, covering significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning or mathematical skills. Specific learning may be associated with Attention Deficit Disorder.

Autism is used to describe pervasive developmental disorder involving disturbances in cognition, interpersonal communication, social interactions and behaviour (in particular obsessional, ritualistic, stereotyped and rigid behaviours).

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## Disability grouping

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(continued)

Psychiatric disability is associated with clinically recognisable symptoms and behaviour patterns frequently associated with distress that may impair personal functioning in normal social activity. Impairments of global or specific mental functions may be experienced, with associated activity limitations and participation restrictions in a range of areas. Supports needed may vary in range, and may be required with intermittent intensity during the course of the condition. Change in level of supports tends to be related to changes in the extent of impairment and the environment. Psychiatric disability may be associated with schizophrenias, affective disorders, anxiety disorders, addictive behaviours personality disorders, stress, psychosis, depression and adjustment disorders.

Sensory/speech disability is associated with impairment of the eye, ear and related structures and of speech, structures and functions. Extent of impairment, and activity limitation may remain consistent for long periods.

Activity limitations may occur in a range of areas, for instance communication and mobility. Availability of a specific range of environmental factors will affect the level of disability experienced by people in this grouping. Once in place, the level of support tends to be relatively consistent.

Sensory/speech disability includes:

Deaf/blind: is used to describe dual sensory impairments causing severe restrictions in communication, and in the ability to participate in community life.

Vision disability encompasses blindness and vision impairment (not corrected by glasses or contact lenses), which can cause severe restrictions in communication, and in the ability to participate in community life.

Hearing disability encompasses deafness, hearing impairment, and hearing loss, which can cause severe restrictions in communication, and in the ability to participate in community life.

Speech disability encompasses speech loss, impairment and/or difficulty in communication which can cause severe restrictions in communication, and in the ability to participate in community life.

Physical/diverse disability is associated with the presence of an impairment, which may have diverse effects within and among individuals, including effects on physical activities such as mobility. The range and extent of activity limitation and participation restriction will vary with the extent of impairment and the environment. Environmental factors and support needs are related to areas of activity limitation and participation restriction, and may be required for long periods. Level of supports may vary with both life changes and extent of impairment.

Physical/diverse disability includes:

## Disability grouping

(continued)

Physical disability is used to describe conditions that are attributable to a physical cause or impact on the ability to perform physical activities, such as mobility. Physical disability includes paraplegia, quadriplegia, muscular dystrophy, motor neurone disease, neuromuscular disorders, cerebral palsy, absence or deformities of limbs, spina bifida, arthritis, back disorders, ataxia, bone formation or degeneration, scoliosis, etc.

Impairments may affect internal organs such as lung or liver.

Acquired brain injury is used to describe multiple disabilities arising from damage to the brain acquired after birth. It can occur as a result of accidents, stroke, brain tumours, infection, poisoning, lack of oxygen, degenerative neurological disease, etc. Effects include deterioration in cognitive, physical, emotional or independent functioning.

Neurological disability applies to impairments of the nervous system occurring after birth, and may be associated with such conditions as epilepsy, organic dementias (e.g. Alzheimer's disease), multiple sclerosis and Parkinson's disease.

### *Collection methods:*

Data collections may collect at a higher level of detail or the lower level of detail. However, it is important that the two levels of classification can be mapped to each other.

Specific collections may require information on all disabilities of a person, on only one primary disability or on both. The definition of 'primary disability group' used in the CSTDA NMDS is 'the disability group causing the most overall difficulty to the person in their daily life'.

### **Relational attributes**

#### *Related metadata:*

supersedes the data element Disability grouping – Australian national, version 1

supersedes the data element Disability grouping – International, version 1

relates to the data element concept Activity – functioning, disability and health, version 1

relates to the data element concept Assistance with activities and participation, version 1

relates to the data element concept Disability, version 2

relates to the data element concept Functioning, version 1

relates to the data element concept Participation – functioning, disability and health, version 1

#### *Information Model link:*

Party characteristic/Person characteristic/Disability characteristic

### **Administrative attributes**

*Registration authority:* NCSIMG

*Administrative status:* CURRENT

*Effective date:* 02/09/2003

*Source organisation:* Australian Institute of Health and Welfare

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## Disability grouping

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(continued)

**Source document:**

AIHW 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection. Data guide: data items and definitions 2002-03. Canberra: AIHW. Reference through: <<http://www.aihw.gov.au>>.

AIHW 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set Data Dictionary Version 1.0. Canberra: AIHW. Reference through: <<http://www.aihw.gov.au>>.

**Comments:**

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# Dwelling

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## Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000564	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	A structure or a discrete space within a structure intended for people to live in or where a person or group of people lives. Thus a structure that people actually live in is a dwelling regardless of its intended purpose, but a vacant structure is only a dwelling if intended for human residence. A dwelling may include one or more rooms used as an office or workshop provided the dwelling is in residential use.		
<i>Context:</i>	<p>Dwellings are the main counting unit in the housing sector. Dwellings are reported for a variety of purposes including number of untenable or tenable, and occupied or vacant dwellings. Dwellings may be owned and/or, managed, and/or available for a use by a specific program, including head leased stock from private and government sources.</p> <p>Certain operational rules are required to provide a consistent basis on which to determine whether accommodation within a particular structure, such as a granny flat, forms a separate dwelling. Discrete spaces within a single structure intended for people to live in are only identified as separate dwellings if they are self-contained. A self-contained unit has its own cooking, bathing and toilet facilities and can be accessed without passing through another dwelling (excluding communal entry halls, passages and lobbies.)</p>		

## Representational attributes

<i>Data type:</i>		<i>Field size minimum:</i>	
<i>Representational form:</i>		<i>Field size maximum:</i>	
<i>Representational layout:</i>			
<i>Data domain:</i>			
<i>Guide for use:</i>			
<i>Verification rules:</i>			
<i>Collection methods:</i>			

## Relational attributes

<i>Related metadata:</i>	<p>supersedes the data element Disability grouping – Australian national, version 1</p> <p>supersedes the data element Disability grouping – International, version 1</p> <p>relates to the data element concept Household, version 2</p> <p>relates to the data element Homelessness, version 1</p> <p>relates to the data element Income unit, version 2</p>
<i>Information Model link:</i>	Party characteristic/Person characteristic/Accommodation/living characteristic

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## Dwelling

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(continued)

### Administrative attributes

*Registration authority:* NCSIMG  
*Administrative status:* CURRENT *Effective date:* 07/01/2000

*Source organisation:* Australian Bureau of Statistics

*Source document:* Australian Bureau of Statistics 1995 . Directory of Concepts and Standards for Social, Labour and Demographic Variables. Cat. no. 1361.30.001 (Statistical Concepts Library). Canberra: ABS

*Comments:* The concept of a dwelling is essential for determining related concepts such as 'adequate' and 'tenantable' dwellings. However, there can be multiple tenancies in a number of dwelling types, (e.g. boarding houses), which may be ignored when counting these dwellings. Therefore it can be more useful in many instances to count stock in terms of 'tenancy units'.

Dwellings are currently reported on separately under the various housing assistance programs. These dwellings are defined as being used, for the purposes of the program regardless of the original source of the dwelling. For example, dwellings may be leased to the Crisis Accommodation Program from the Public Housing stock. These dwellings are counted in the Crisis Accommodation data collection as well as the Public housing data collection.

There are potentially many gaps and overlaps in the reporting of the number of dwellings under each program.

## Eligibility status

### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000505	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The eligibility of a person (as determined by an assessment) to receive an occasion of assistance from an agency.		
<i>Context:</i>	This data element may be used in calculating unmet demand and need for existing community services.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	1	Eligible	
	2	Not eligible	
	9	Not stated/inadequately described	
<i>Guide for use:</i>	The actual eligibility criteria may differ according to the type of assistance and the agency.		
<i>Verification rules:</i>			
<i>Collection methods:</i>	To be measured only where the person's eligibility for assistance has been assessed.		
	Instances in which a client who has been assisted on a previous occasion and subsequently seeks further assistance, should generally be considered as another occasion of assistance, and a new 'eligibility status' should be recorded. For example, instances where a significant amount of time has lapsed since previous assistance or where the reasons for seeking assistance have changed should be regarded as additional occasions of assistance.		

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Agency, version 1		
	supersedes the data element Assessment of eligibility , version 1		
<i>Information Model link:</i>	Event/Health and welfare Service event/ Assessment of eligibility for Service event		

### Administrative attributes

<i>Registration authority:</i>	NCSIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	01/07/2000
<i>Source organisation:</i>	National Community Services Data Committee		
<i>Source document:</i>			
<i>Comments:</i>			

## Employed—working full-time/part-time

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000572	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	Whether a person in paid employment is employed full-time or part-time.		
<b>Context:</b>	Resource and service planning: One of a group of items that provide a description of a persons' labour force characteristics.		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1
<b>Data domain:</b>	1	Full-time	
	2	Part-time	
	9	Not stated/inadequately described	

**Guide for use:** Applies only to people whose Labour force status is employed. (See data element Labour force status for a definition of 'employed'.) Paid employment includes persons who performed some work for wages or salary, in cash or in kind, and persons temporarily absent from a paid employment job but who retained a formal attachment to that job.

Code 1 Full-time: Employed persons are working full-time if they:  
(a) usually work 35 hours or more in a week (in all paid jobs); or  
(b) although usually working less than 35 hours a week, actually worked 35 hours or more during the reference period.

Code 2 Part-time: Employed persons are working part-time if they usually work less than 35 hours a week (in all paid jobs) and either did so during the reference period, or were not at work in the reference period.

Code 9 Not stated/inadequately described, is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

### Verification rules:

**Collection methods:** Can be collected for an actual week (e.g. a particular reference period), or a usual week (e.g. a person usually works part time though they worked full-time in the last week). Note: if collected for a particular reference period, respondents may report 0 hours if on leave for the reference period. For most purposes the hours usually worked will be more appropriate.

This data element should be based on the number of hours worked by the person (either actual or usual). It should not be based on the self-enumerated question suggested in the Collection methods of data element Labour force status. Doing so would result in inaccurate information.



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## Employed—working full-time/part-time

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(continued)

### Relational attributes

*Related metadata:* supersedes the data element Employment status (full-time/part-time), version 1

*Information Model link:* Party characteristic/Person characteristic/Labour characteristic

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* Australian Bureau of Statistics

*Source document:* Australian Bureau of Statistics 2001. Labour Statistics Concepts, Sources and Methods, Australia 2001. Cat. no. 6102.0. Canberra: ABS.  
Reference through:  
<<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>. Select: Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Labour Force Variables.

*Comments:* See the ABS web site for details regarding Labour force data items and standard questions.

## Environmental factors

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000565	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	<p>Environmental factors make up the physical, social and attitudinal environment in which people live and conduct their lives.</p> <p>Environmental factors are external to the individual and can have a positive or negative influence on a person's participation as a member of society, on performance of activities, or on a person's body function or structure.</p>		
<b>Context:</b>	<p>Environmental factors represent the circumstances in which the individual lives.</p> <p>These factors are conceived as immediate (e.g. physical features of the environment, social environment) and societal (formal and informal social structures, services and systems). Different environments may have a very different impact on the same individual with a given health condition.</p> <p>Facilitators are features of the environment that have a positive effect on disability. Barriers are features of the environment that have a negative effect on disability.</p> <p>This data element, in conjunction with 'Environmental factors – extent of influence', may be used in health, community services and other disability-related data collections to record the environmental factors that facilitate or inhibit optimum functioning at the body, person or societal level. Identification of environmental factors may assist in determining appropriate interventions to support the person to achieve optimum functioning.</p> <p>'Environmental factors' is one of three components that define the concept 'Disability'. 'Body functions and structures' and 'Activities and participation domains' are the other two components.</p>		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N(.NN)	<b>Field size maximum:</b>	4
<b>Data domain:</b>	<p>1 Products and technology</p> <p>1.11 Products or substances for personal consumption</p> <p>1.12 Products and technology for personal use in daily living</p> <p>1.13 Products and technology for personal and indoor mobility and transportation</p> <p>1.14 Products and technology for communication</p> <p>1.15 Products and technology for education</p> <p>1.16 Products and technology for employment</p> <p>1.17 Products and technology for culture, recreation and sport</p> <p>1.18 Products and technology for the practice of religion and spirituality</p> <p>1.19 Design, construction and building products and technology of buildings for public use</p>		

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## Environmental factors

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(continued)

- 1.20 Design, construction and building products and technology of buildings for private use
- 1.21 Products and technology of land development
- 1.22 Assets
- 2 Natural environment and human-made changes to environment
  - 2.11 Physical geography
  - 2.12 Population
  - 2.13 Flora and fauna
  - 2.14 Climate
  - 2.15 Natural events
  - 2.16 Human-caused events
  - 2.17 Light
  - 2.18 Time-related changes
  - 2.19 Sound
  - 2.20 Vibration
  - 2.21 Air quality
- 3 Support and relationships
  - 3.11 Immediate family
  - 3.12 Extended family
  - 3.13 Friends
  - 3.14 Acquaintances, peers, colleagues, neighbours and community members
  - 3.15 People in positions of authority
  - 3.16 People in subordinate positions
  - 3.17 Personal care providers and personal assistants
  - 3.18 Strangers
  - 3.19 Domesticated animals
  - 3.20 Health professionals
  - 3.21 Other professionals
- 4 Attitudes
  - 4.11 Individual attitudes of immediate family members
  - 4.12 Individual attitudes of extended family members
  - 4.13 Individual attitudes of friends
  - 4.14 Individual attitudes of acquaintances, peers, colleagues, neighbours and community members
  - 4.15 Individual attitudes of people in positions of authority
  - 4.16 Individual attitudes of people in subordinate positions
  - 4.17 Individual attitudes of personal care providers and personal assistants
  - 4.18 Individual attitudes of strangers
  - 4.19 Individual attitudes of Health professionals

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## Environmental factors

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(continued)

- 4.20 Individual attitudes of other professionals
- 4.21 Societal attitudes
- 4.22 Social norms, practices and ideologies
- 5 Services, systems and policies
- 5.11 Services, systems and policies for the production of consumer goods
- 5.12 Architecture and construction services, systems and policies
- 5.13 Open space planning services, systems and policies
- 5.14 Housing services, systems and policies
- 5.15 Utilities services, systems and policies
- 5.16 Communication services, systems and policies
- 5.17 Transportation services, systems and policies
- 5.18 Civil protection services, systems and policies
- 5.19 Legal services, systems and policies
- 5.20 Associations and organisational services, systems and policies
- 5.21 Media services, systems and policies
- 5.22 Economic services, systems and policies
- 5.23 Social security services, systems and policies
- 5.24 General social support services, systems and policies
- 5.25 Health services, systems and policies
- 5.26 Education and training services, systems and policies
- 5.27 Labour and employment services, systems and policies
- 5.28 Political services, systems and policies

**Guide for use:**

The environmental factors classification is a neutral list of environmental factors. It can be used to denote environmental facilitators or barriers by also recording 'Environmental factors – extent of influence'.

**Verification rules:**

**Collection methods:**

There are numerous possible methods for collecting environmental factors.

Information can be collected on:

- all environmental factors;
- environmental factors of particular relevance;
- a number of environmental factors, prioritised according to specified criteria;
- one environmental factor per person; or
- record environmental factors for each recorded body function, body structure, and activities and participation.

Either 1-digit headings (such as Code 3 Support and relationships) or two-level categories (such as Code 3.11 Immediate family) may be recorded.

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## Environmental factors

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(continued)

### Relational attributes

**Related metadata:** supersedes the data element Environmental factors, version 1  
 relates to the data element concept Activity – functioning, disability and health, version 1  
 relates to the data element concept Assistance with activities and participation, version 1  
 relates to the data element concept Disability, version 2  
 relates to the data element concept Family, version 2  
 relates to the data element concept Functioning, version 1  
 relates to the data element concept Participation – functioning, disability and health, version 1

**Information Model link:** Environment

### Administrative attributes

**Registration authority:** NCSIMG  
**Administrative status:** CURRENT **Effective date:** 02/09/2003

**Source organisation:** World Health Organization

**Source document:** World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO.  
 Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide. Version 1.0. Canberra: AIHW.

**Comments:** 'Environmental factors' is one of three components in the ICF that define disability. The ICF was endorsed by the World Health Assembly in 2001 and is a core member of the WHO family of health related classifications. Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003b) and the following web sites.

- Australian Collaborating Centre ICF web site:  
 <<http://www.aihw.gov.au/disability/icf/index.html>>
- WHO ICF web site: <<http://www3.who.int/icf/icftemplate.cfm>>

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## Environmental factors—extent of influence

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000567	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	<p>The degree to which specified environmental factors influence the body function or structure, the activity or participation of a person. The influence may be positive, increasing the level of functioning (a facilitator), or negative, decreasing the level of functioning (a barrier).</p>		
<b>Context:</b>	<p>Environmental factors make up the physical, social and attitudinal environment in which people live and conduct their lives. The type of environmental factor, external to the individual, can have a positive or negative influence on a person's participation as a member of society, on performance of activities, or on a person's body function or structure. Identifying whether, and by how much, environmental factors are influencing an individual's level of functioning, and whether the influence is a facilitator or barrier, may indicate the sorts of interventions that will optimise the individual's functioning. This information may be for policy development, service provision, or advocacy purposes. Preventative strategies could be indicated by this information.</p>		

### Representational attributes

<b>Data type:</b>	Numeric																						
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1																				
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1																				
<b>Data domain:</b>	<table> <tr><td>0</td><td>Complete facilitator</td></tr> <tr><td>1</td><td>Substantial facilitator</td></tr> <tr><td>2</td><td>Moderate facilitator</td></tr> <tr><td>3</td><td>Mild facilitator</td></tr> <tr><td>4</td><td>Mild barrier</td></tr> <tr><td>5</td><td>Moderate barrier</td></tr> <tr><td>6</td><td>Severe barrier</td></tr> <tr><td>7</td><td>Complete barrier</td></tr> <tr><td>8</td><td>Not applicable</td></tr> <tr><td>9</td><td>Not stated/inadequately described</td></tr> </table>			0	Complete facilitator	1	Substantial facilitator	2	Moderate facilitator	3	Mild facilitator	4	Mild barrier	5	Moderate barrier	6	Severe barrier	7	Complete barrier	8	Not applicable	9	Not stated/inadequately described
0	Complete facilitator																						
1	Substantial facilitator																						
2	Moderate facilitator																						
3	Mild facilitator																						
4	Mild barrier																						
5	Moderate barrier																						
6	Severe barrier																						
7	Complete barrier																						
8	Not applicable																						
9	Not stated/inadequately described																						

<b>Guide for use:</b>	<p>Code 0 Complete facilitator, is recorded when the environmental factor(s) impact in a positive way on the impairment, activity or participation of a person between 96-100% of the time the person participates in the specified area.</p> <p>Code 1 Substantial facilitator, is recorded when the environmental factor(s) impact in a positive way on the impairment, activity or participation of a person between 50-95% of the time the person participates in the specified area.</p> <p>Code 2 Moderate facilitator, is recorded when the environmental factor(s) impact in a positive way on the impairment, activity or participation of a person between 25-49% of the time the person participates in the specified area.</p>
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## Environmental factors—extent of influence

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(continued)

Code 3 Mild facilitator, is recorded when the environmental factor(s) impact in a positive way on the impairment, activity or participation of a person between 5-24% of the time the person participates in the specified area.

Code 4 Mild barrier, is recorded when the environmental factor(s) impact in a negative way on the impairment, activity or participation of a person between 5-24% of the time the person participates in the specified area.

Code 5 Moderate barrier, is recorded when the environmental factor(s) impact in a negative way on the impairment, activity or participation of a person between 25-49% of the time the person participates in that specified area.

Code 6 Severe barrier, is recorded when the environmental factor(s) impact in a negative way on the impairment, activity or participation of a person between 50-95% of the time the person participates in that specified area.

Code 7 Complete barrier, is recorded when the environmental factor(s) impact in a negative way on the impairment, activity or participation of a person between 96-100% of the time the person participates in the specified area.

Code 8 Not applicable, is recorded when the environmental factors impacts in neither a positive or a negative way on the impairment, activity or participation of a person or for between 0-4% of the time the person participates in that specified area.

Code 9 Not stated/inadequately described, is recorded when there is insufficient information to record the 'Environmental factors-extent of influence' in Codes 0-8.

### *Verification rules:*

### *Collection methods:*

This element is recorded in conjunction with 'Environmental factors' to indicate the extent to which specified environmental factors influence the body function or structure, the activity or participation of a person.

The 'extent of influence' of the Environmental Factors is affected both by the degree or strength of the influence, and the amount of time the influence is experienced by the person.

This coding is used in conjunction with specified Environmental factors that may be related in turn to specified activities or participation domains (depending on the coding option chosen). For example, 'products and technology for communication are a moderate facilitator to participation in exchange of information'.

The WHO offers three coding conventions for Environmental Factors, namely to code factors:

- as they affect the person overall;
- as they broadly affect each of the disability components: body function, body structure, activities and participation;
- against every single body function, body structure, activity or participation code used.

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## Environmental factors—extent of influence

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(continued)

### Relational attributes

**Related metadata:** relates to the data element concept Activity—functioning, disability and health, version 1  
relates to the data element concept Assistance with activities and participation, version 1  
relates to the data element concept Disability, version 2  
relates to the data element concept Functioning, version 1  
relates to the data element concept Participation—functioning, disability and health, version 1  
supersedes the data element Environmental factors—extent of influence, version 1

**Information Model link:** Environment

### Administrative attributes

**Registration authority:** NCSIMG  
**Administrative status:** CURRENT **Effective date:** 02/09/2003

**Source organisation:** World Health Organization

**Source document:** World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO.  
Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide. Version 1.0. Canberra: AIHW.

**Comments:** The ICF was endorsed by the World Health Assembly in 2001 and is a core member of the WHO family of health related classifications. Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide and the following web sites.  
- Australian Collaborating Centre ICF web site:  
<<http://www.aihw.gov.au/disability/icf/index.html>>  
- WHO ICF web site: <<http://www3.who.int/icf/icftemplate.cfm>>



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## Estimated date flag

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000860	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	An indication of whether any component of a reported date was estimated.		
<i>Context:</i>	Provision of a date is often a mandatory requirement in data collections. However, at times, the actual date or part thereof is not known (e.g. date of birth or date of injury). This data element is designed to flag that part or parts of a date have been estimated (that is, a date provided is based on an approximation of the date in question rather than reporting of the actual date). This data element may assist with record linkage processes (for example when the date of birth is a component of the linkage key). Reporting that a date is estimated makes it possible to reduce underestimation of total service user numbers and overestimation of service users' ages.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	1	Estimated	
	2	Not estimated	

#### *Guide for use:*

#### *Verification rules:*

*Collection methods:* This data element should be reported in conjunction with a reported date when any part of the date represents an estimate rather than the actual or known date.

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Record linkage, version 2
<i>Information Model link:</i>	Party role/Agency role

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 02/09/2003
<i>Source organisation:</i>	National Community Services Data Committee Standards Australia	

#### *Source document:*

#### *Comments:*

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# Family

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## Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000517	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT CONCEPT		
<b>Definition:</b>	Two or more people related by blood, marriage (including step-relations), adoption or fostering and who may or may not live together. They may form the central core of support networks for individuals.		
<b>Context:</b>	<p>The 'household family' has been traditionally viewed as a building block of society and it is the predominant unit reported statistically and historically. However, the 'household family', since it is tied to the idea of co-residence, forms only a snapshot in time and refers only to related people who live in the same household at a point in time. Related persons who leave the central household live in other households may still participate in the lives of other family members they do not live with in a variety of ways, including financial, material, physical, emotional, legal and spiritual. For instance, frail older people may receive help from their adult children even though they do not live in the same household.</p> <p>Data on families are essential elements for the study of the well being of family groups and in this way for the study of the well being of individuals. They are a tool for assessing the type of and level of support to which a person has access.</p> <p>By defining the extended family as the central support network for individual, support which would not have been defined as accessible to the individual using the 'Household family' definition becomes apparent. It is important to recognise the 'family beyond the household' when examining types and levels of support available to individuals.</p>		

## Representational attributes

<b>Data type:</b>	
<b>Representational form:</b>	<b>Field size minimum:</b>
<b>Representational layout:</b>	<b>Field size maximum:</b>
<b>Data domain:</b>	
<b>Guide for use:</b>	
<b>Verification rules:</b>	
<b>Collection methods:</b>	

## Relational attributes

<b>Related metadata:</b>	relates to the data element concept Agency, version 1
	relates to the data element concept Household family, version 1
	relates to the data element concept Informal carer, version 2
	relates to the data element concept Target group, version 1
	relates to the data element Environmental factors, version 2
	relates to the data element Household family type, version 3
	relates to the data element Household type, version 3
	relates to the data element Referral source, version 2

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## Family

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(continued)

relates to the data element Relationship in household, version 3

relates to the data element Status in employment, version 2

supersedes the data element Family, version 1

*Information Model link:* Party/Party group/Family

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Institute of Family Studies

*Source document:* McDonald, P. 1995. Families in Australia: A Socio-Demographic Perspective. Melbourne: Australian Institute of Family Studies

*Comments:* This definition differs from the ABS standard. This is necessary because the ABS standard is based on household collection, which is not suitable, in many community services' areas. The community service definition needs to be broader to incorporate families that exist outside of households.

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## Family name

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	002007	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	That part of a name a person usually has in common with some other members of his/her family, as distinguished from his/her given names.		
<b>Context:</b>	Administrative purposes and individual identification.		

### Representational attributes

<b>Data type:</b>	Alphanumeric		
<b>Representational form:</b>	TEXT	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	AN(40)	<b>Field size maximum:</b>	40
<b>Data domain:</b>	Text		
<b>Guide for use:</b>	<p>The agency or establishment should record the client's full Family name on their information systems.</p> <p>NCSDD specific:</p> <p>In instances where there is uncertainty about which name to record for a person living in a remote Aboriginal or Torres Strait Islander community, Centrelink follows the practice of recording the indigenous person's name as it is first provided to Centrelink. Or, where proof of identity is required, as the name is recorded on a majority of the higher point scoring documents that are produced as proof of identity.</p>		

### Verification rules:

<b>Collection methods:</b>	<p>This data element should be recorded for all clients.</p> <p>Mixed case should be used.</p> <p>Family name should be recorded in the format preferred by the person. The format should be the same as that written by the person on a (pre) registration form or in the same format as that printed on an identification card, such as Medicare card, to ensure consistent collection of name data.</p> <p>It is acknowledged that some people use more than one family name (e.g. formal name, birth name, married/maiden name, tribal name) depending on the circumstances. Each name should be recorded against the appropriate Name Type (see Comments).</p> <p>A person is able to change his or her name by usage in all States and Territories of Australia with the exception of Western Australia, where a person may only change his or her name under the Change of Name Act. Care should be taken when recording a change of name for a minor. Ideally, the name recorded for the minor should be known to both of his/her parents, so the minor's records can be retrieved and continuity of care maintained, regardless of which parent accompanies the minor to the agency or establishment.</p>
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## Family name

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(continued)

A person should generally be registered using their preferred name as it is more likely to be used in common usage and on subsequent visits to the agency or establishment. The person's preferred name may in fact be the name on their Medicare card. The Name type data element can be used to distinguish between the different types of names that may be used by the person. The following format may assist with data collection:

What is your family name?

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Are you known by any other family names that you would like recorded? If so, what are they

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Please indicate, for each name above, the 'type' of family name that is to be recorded:

(a) Medicare Card Name (if different to preferred name).

(b) Alias (any other name that you are known by). Whenever a person informs the agency or establishment of a change of family name (e.g. following marriage or divorce), the former name should be recorded as an alias name. A full history of names should be retained, e.g. 'Mary Georgina Smith' informs the hospital that she has been married and changed her family name to 'Jones'. Record 'Jones' as her preferred family name and record 'Smith' as an alias name.

Hyphenated family names:

Sometimes persons with hyphenated family names use only one of the two hyphenated names. It is useful to record each of the hyphenated names as an alias. If the person has a hyphenated family name, e.g. 'Wilson-Phillips' record 'Wilson-Phillips' in the preferred family name field and record 'Wilson' and 'Phillips' separately as alias family names.

Punctuation:

If special characters form part of the family name they should be included, e.g. hyphenated names should be entered with a hyphen.

Examples:

- hyphen, e.g. Wilson-Phillips

Do not leave a space before or after a hyphen, that is, between the last letter of 'Wilson' and the hyphen, nor a space between the hyphen and the first letter of 'Phillips'.

- apostrophe, e.g. O'Brien, D'Agostino

Do not leave a space before or after the apostrophe, that is, between the 'O' and the apostrophe, nor a space between the apostrophe and 'Brien'.

- full stop, e.g. St. John, St. George

Do not leave a space before a full stop, that is, between 'St' and the full stop. Do leave a space between the full stop and 'John'.

- space, e.g. van der Humm, Le Brun, Mc Donald

If the health care client has recorded their family name as more than one word, displaying spaces in between the words, record their family name in the same way leaving one space between each word.

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## Family name

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(continued)

Registered unnamed newborn babies:

When registering a newborn, use the mother's family name as the baby's family name unless instructed otherwise by the mother.

Record unnamed babies under the newborn Name Type.

Persons with only one name:

Some people do not have a family name and a given name, they have only one name by which they are known. If the person has only one name, record it in the 'Family name' field and leave the 'Given name' field blank.

Registering an unidentified health care client:

The default for unknown family name, should be unknown in all instances and the name recorded as an alias name. Don't create a 'fictitious' family name such as 'Doe' as this is an actual family name. When the person's name becomes known, record it as the preferred family name and do not overwrite the alias name of unknown.

Registering health care clients from disaster sites:

Persons treated from disaster sites should be recorded under the alias Name Type. Local business rules should be developed for consistent recording of disaster site person details.

Care should be taken not to use identical dummy data (family name, given name, date of birth, sex) for two or more persons from a disaster site.

If the family name needs to be shortened:

If the length of the family name exceeds the length of the field, truncate the family name from the right (that is, dropping the final letters). Also, the last character of the name should be a hash (#) to identify that the name has been truncated.

Use of incomplete names or fictitious names:

Some health care facilities permit persons to use a pseudonym (fictitious or partial name) in lieu of their full or actual name. It is recommended that the person be asked to record both the pseudonym (Alias Name) in addition to the person's Medicare card name.

Baby for adoption:

The word adoption should not be used as the family name, given name or alias for a newborn baby. A newborn baby that is for adoption should be registered in the same way that other newborn babies are registered. However, if a baby born in the hospital is subsequently adopted, and is admitted for treatment as a child, the baby is registered under their adopted (current) name, and the record should not be linked to the birth record. This should be the current practice. Any old references to adoption in client registers (for names) should also be changed to unknown. Contact your State or Territory adoption information service for further information.

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## Family name

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(continued)

### Prefixes:

Where a family name contains a prefix, such as one to indicate that the person is a widow, this must be entered as part of the 'Family Name' field. When widowed, some Hungarian women add 'Ozvegy' (abbreviation is 'Ozy') before their married family name, e.g. 'Mrs Szabo' would become 'Mrs Ozy Szabo'. That is, 'Mrs Szabo' becomes an alias name and 'Mrs Ozy Szabo' becomes the preferred name.

### Ethnic Names:

The Centrelink publication, Naming Systems for Ethnic Groups, provides the correct coding for ethnic names.

### Misspelled family name:

If the person's family name has been misspelled in error, update the family name with the correct spelling and record the misspelled family name as an alias name. Recording misspelled names is important for filing documents that may be issued with previous versions of the person's name. Discretion should be used regarding the degree of recording that is maintained.

Often people use a variety of names, including legal names, married/maiden names, nicknames, assumed names, traditional names, etc. Even small differences in recording – such as the difference between MacIntosh and McIntosh – can make record linkage impossible. To minimise discrepancies in the recording and reporting of name information, agencies or establishments should ask the person for their full (formal) 'Given name' and 'Family name'. These may be different from the name that the person may prefer the agency or establishment workers to use in personal dealings. Agencies or establishments may choose to separately record the preferred names that the person wishes to be used by agency or establishment workers. In some cultures it is traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies or establishments should always ask the person to specify their first given name and their family name or surname separately. These should then be recorded as 'Given name' and 'Family name' as appropriate, regardless of the order in which they may be traditionally given.

### Relational attributes

#### *Related metadata:*

relates to the data element concept Record linkage, version 2  
supersedes the NCSDD data element Family name, version 1

#### *Information Model link:*

Party characteristic/Person characteristic/Other person characteristic

### Administrative attributes

#### *Registration authority:*

NCSIMG & NHIMG

#### *Administrative status:*

CURRENT

*Effective date:* 02/09/2003

#### *Source organisation:*

Department of Health and Family Services  
Australian Institute of Health and Welfare  
Standards Australia

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## Family name

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(continued)

National Health Data Committee and National Community Services Data Committee

**Source document:**

Commonwealth Department of Health and Family Services 1998. Home and Community Care Data Dictionary Version 1.0. Canberra: DHFS.

Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia.

**Comments**

This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.

NCSDD specific:

Selected letters of the family name in combination with selected letters of the 'Given name', 'Date of birth' and 'Sex', may be used for record linkage for statistical purposes only.

Name type is a metadata item in Australian Standard AS5017-2002 Health care client identification (Standards Australia 2002) and in the National Health Data Dictionary, Version 12 (NHDC 2003). In both cases the Data domain refers to Code A Alias name; Code M Medicare card name; Code N Newborn name; and Code P Preferred name. A name type data element is being considered for inclusion in a future version of the National Community Services Data Dictionary.



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## Field of education

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000570	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The main field of education undertaken by a person in relation to current study or completed education.		
<i>Context:</i>	This item provides an indication of diversity in aspects of educational attainment.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	2
<i>Representational layout:</i>	NN(NNNN)	<i>Field size maximum:</i>	6
<i>Data domain:</i>	Valid codes from the Australian Standard Classification of Education (ASCED). Australian Bureau of Statistics Cat. no. 1272.0. Reference through: < <a href="http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary">http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary</a> >. Select: ABS classifications. 99(9999) Not stated/inadequately described		
<i>Guide for use:</i>	The data domain includes codes specified in the Field of Education classification of the Australian Standard Classification of Education. This is a three-level hierarchical classification specifying broad, narrow and detailed fields of study. For example, social work is coded to the broad field 09 'Society and Culture', the narrow field 0905 'Human Welfare Studies and Services' and the detailed field 090501 'Social Work'.  Code 99(9999) Not stated/inadequately described, is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.		

### Verification rules:

<i>Collection methods:</i>	A standard question module for self-enumerated collections is not available for this item.  For community services data collection it is recommended that collection methods permit coding to the 4-digit level.  Accurate data is best achieved using computer-assisted coding of both 'Field of education' and 'Level of highest educational attainment' at the same time.  Computer-assisted coding will return a nine-digit code comprising both 'Field of Education' and 'Level of highest educational attainment' codes.
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### Relational attributes

<i>Related metadata:</i>	supersedes the data element Education field, version 1
<i>Information Model link:</i>	Party characteristic/Person characteristic/Educational characteristic

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## Field of education

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(continued)

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* Australian Bureau of Statistics  
Australian Institute of Health and Welfare

*Source document:* Australian Bureau of Statistics 2001. Australian Standard  
Classification of Education (ASCED) Cat. no. 1272.0. Canberra: ABS.  
Reference through:  
<<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>

*Comments:*

## First language spoken

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000519	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The language the person identifies, or remembers, as being the first language that they could understand to the extent of being able to conduct a conversation.		
<b>Context:</b>	Persons whose first language is not English have been identified by service providers as a population group that may experience disadvantage when seeking to obtain equal access to government and community programs and services in Australia. Data relating to 'First language spoken' may thus provide a surrogate indicator of disadvantage potentially associated with a lack of English competence or with other factors associated with cultural background.		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N(NNN)	<b>Field size maximum:</b>	4
<b>Data domain:</b>	Refer to the ABS Australian Standard Classification of Languages, 1997, Catalogue no. 1267.0 for details.		
<b>Guide for use:</b>	<p>The Australian Standard Classification of Languages (ASCL) has a three-level hierarchical structure. The most detailed level of the classification consists of base units (languages) which are represented by four-digit codes. The second level of the classification comprises narrow groups of languages (the Narrow Group level), identified by the first two digits. The most general level of the classification consists of broad groups of languages (the Broad Group level) and is identified by the first digit. The classification includes Indigenous Australian languages and sign languages.</p> <p>For example, the Lithuanian language has a code of 3102. In this case 3 denotes that it is an Eastern European language, while 31 denotes that it is a Baltic language. The Pintupi Aboriginal language has a code of 8217. In this case 8 denotes that it is an Australian Indigenous language and 82 denotes that the language is Central Aboriginal.</p> <p>Language data may be output at the Broad Group level, Narrow Group level or base level of the classification. If necessary significant Languages within a Narrow Group can be presented separately while the remaining Languages in the Narrow Group are aggregated. The same principle can be adopted to highlight significant Narrow Groups within a Broad Group.</p>		
<b>Verification rules:</b>			
<b>Collection methods:</b>	<p>Data should be captured, classified and stored at the base level of the classification wherever possible as this allows the greatest flexibility for output.</p> <p>The recommended question is: Which language did you/the person/(name) first speak as a child?</p>		

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## First language spoken

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(continued)

To be followed by either a set of 'most likely' languages with tick boxes and an 'Other – please specify' response category for writing a language not specified in the tick box list; or a tick box for 'English' and an 'Other – please specify' response category.

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, this standard should be used wherever practically possible.

### Relational attributes

*Related metadata:* supersedes the data element First language spoken, version 1

*Information Model link:* Party characteristic/Person characteristic/Social-cultural characteristic

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Bureau of Statistics

*Source document:* Australian Bureau of Statistics 1997. Australian Standard Classification of Languages, Australia 1997. Cat. no. 1267.0. Canberra: ABS. Reference through:  
<<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>. Select: ABS classifications.

Australian Bureau of Statistics 1999. Standards for Statistics on Cultural and Language Diversity. Cat. no. 1289.0 Canberra: ABS. Reference through:  
<<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>. Select: Other ABS Statistical Standards.

*Comments:*

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## First service contact date

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000512	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The date on which a service episode commenced.		
<i>Context:</i>	This data element is used in calculation of measures of periods of support and duration of assistance.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	8
<i>Representational layout:</i>	DDMMYYYY	<i>Field size maximum:</i>	8
<i>Data domain:</i>	Valid dates		
<i>Guide for use:</i>	<p>Due to the considerable variation in the types of services provided in the community services sector, it is not possible at this stage to define in generic terms what will constitute commencement of a service episode. Individual collections should however define what constitutes commencement for their own purposes. For example, it may be at contact stage in some instances or in others when a case plan is formulated.</p> <p>This data element should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a service episode commenced on July 1 2000 the First service contact date should be recorded as 01072000 as specified in the representational layout.</p>		

### *Verification rules:*

<i>Collection methods:</i>	Date assistance commenced must be related to a particular service episode.
	For each separate service episode a separate 'First service contact date' should be recorded.

### Relational attributes

<i>Related metadata:</i>	supersedes the data element Date assistance commenced, version 1
<i>Information Model link:</i>	Event/Health and welfare Service event/Entry into Service event

### Administrative attributes

<i>Registration authority:</i>	NCSIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	01/07/2000
<i>Source organisation:</i>	Australian Institute of Health and Welfare		
<i>Source document:</i>			
<i>Comments:</i>			

## Full-time equivalent paid staff

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000597	<b>Version number:</b>	1
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	<p>The aggregate full time equivalent staff units for all paid staff.</p> <p>Full time equivalent staff units are the on-job hours paid for (including overtime) and hours of paid leave of any type for a staff member (or contract employee where applicable) divided by the number of ordinary-time hours normally paid for a full-time staff member when on the job (or contract employee where applicable).</p>		
<b>Context:</b>	<p>Resource and service planning:</p> <p>To assist in analyses of the resource use and activity of institutional health care providers. Inclusion of these data, classified by staffing category, allows analysis of costs per unit of labour and analysis of staffing inputs against establishment outputs.</p>		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	QUANTITATIVE VALUE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	NNNNN	<b>Field size maximum:</b>	5
<b>Data domain:</b>	Calculated number of staff (full-time equivalents) for each staffing category.		
<b>Guide for use:</b>	<p>The ordinary time hours normally worked may differ according to the type of work. The hours under the relevant award or agreement should be used if known. If the relevant award or agreement staff hours for an occupation is not known, or the worker is undertaking a variety of tasks, 38 hours per week should be used as a substitute.</p> <p>Hours of unpaid leave are to be excluded.</p> <p>Contract staff employed through an agency are included where the contract is for the supply of labour (e.g. nursing) rather than of products (e.g. provision of photocopies). In the former case, the contract would normally specify the amount of labour supplied and could be reported as full-time equivalent units.</p> <p>Round to one decimal place.</p> <p>If under the relevant award of agreement a full-time nurse is paid for an 80 (ordinary time) hour fortnight, the full-time equivalent for a part time nurse who works 64 hours is 0.8 (64 divided by 80). If a full-time nurse under the same award is paid for a 100 hours for that fortnight (20 hours overtime), then the full time equivalent is 100 divided by 80=1.25.</p> <p>Where staff provide services to more than one establishment, full-time equivalent staff members should be apportioned between all establishments to which services are provided on the basis of hours paid for in each. (Salary costs should be apportioned on the same basis).</p>		
<b>Verification rules:</b>			
<b>Collection methods:</b>	This item may be calculated over weeks, fortnights, months or an annual basis.		

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## Full-time equivalent paid staff

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(continued)

It is not intended to be a completely accurate calculation of staff hours, but a general indication of the number of hours an agency is staffed by paid staff.

### Relational attributes

*Related metadata:* relates to the data element concept Employed – working full-time/part-time, version 2

*Information Model link:* Party characteristic/Agency characteristic

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Institute of Health and Welfare

*Source document:* National Health Data Dictionary

*Comments:*

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## Full-time equivalent volunteer/unpaid staff

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000598	<b>Version number:</b>	1
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The aggregate full time equivalent staff units for all volunteer/unpaid staff. Full-time equivalent staff units are the on-job hours of any type, divided by the ordinary time hours normally worked for a full-time staff member.		
<b>Context:</b>	Resource and service planning: To help in the analysis of resource use and staffing of community service agencies.		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	QUANTITATIVE VALUE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	NNNNN	<b>Field size maximum:</b>	5
<b>Data domain:</b>	Total full-time equivalent staff units.		
<b>Guide for use:</b>	The ordinary time hours normally worked may differ according to the type of work a volunteer is doing. The hours under the relevant award or agreement should be used if known. If the relevant award or agreement staff hours for an occupation is not known, or the volunteer is undertaking a variety of tasks, 38 hours per week should be used as a substitute. Round to one decimal place. Example: A volunteer kitchen hand works 10 hours over a week. The relevant award specifies that a full time kitchen hand usually works 38 hours in a week. Full time equivalent staff units = $10/38 = 0.263$ (for that person for a week). This number would then be added to the full time equivalent staff units for all other staff and the number rounded to one decimal place.		
<b>Verification rules:</b>			
<b>Collection methods:</b>	This item may be calculated over weeks, fortnights, months or an annual basis. It is not intended to be a completely accurate calculation of staff hours, but a general indication of the number of volunteer hours an agency is staffed.		

### Relational attributes

<b>Related metadata:</b>	relates to the data element concept Volunteer, version 2
<b>Information Model link:</b>	Party characteristic/Agency characteristic

### Administrative attributes

<b>Registration authority:</b>	NCSIMG	
<b>Administrative status:</b>	CURRENT	<b>Effective date:</b> 01/07/2000



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## Full-time equivalent volunteer/unpaid staff

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(continued)

*Source organisation:* Australian Institute of Health and Welfare

*Source document:* National Health Data Dictionary

*Comments:*

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## Functioning

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000855	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	Functioning is the umbrella term for any or all of: body functions, structures, activities and participation. Functioning is a multi-dimensional concept denoting the neutral aspects of the interaction between an individual (with a health condition) and that individual's environmental and personal factors.		
<i>Context:</i>	An individual's functioning in a specific domain is an interaction or complex relationship between health conditions and environmental and personal factors.  Functioning and disability are dual concepts in a broad framework, with disability focussing on the more negative aspects of this interaction.		

### Representational attributes

<i>Data type:</i>		
<i>Representational form:</i>		<i>Field size minimum:</i>
<i>Representational layout:</i>		<i>Field size maximum:</i>
<i>Data domain:</i>		
<i>Guide for use:</i>		
<i>Verification rules:</i>		
<i>Collection methods:</i>		

### Relational attributes

<i>Related metadata:</i>	relates to the data element Activities and participation domains, version 2
	relates to the data element Activity – level of difficulty, version 2
	relates to the data element Body functions, version 2
	relates to the data element Body structures, version 1
	relates to the data element concept Activity – functioning, disability and health, version 1
	relates to the data element concept Assistance with activities and participation, version 1
	relates to the data element concept Disability, version 2
	relates to the data element concept Participation – functioning, disability and health, version 1
	relates to the data element Disability grouping, version 2
	relates to the data element Environmental factors – extent of influence, version 2
	relates to the data element Environmental factors, version 2
	relates to the data element Impairment extent, version 2
	relates to the data element Participation extent, version 2
	relates to the data element Participation satisfaction level, version 2
<i>Information Model link:</i>	Party characteristic/Person characteristic/Functional characteristic

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## Functioning

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(continued)

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 02/09/2003
<i>Source organisation:</i>	World Health Organization	
<i>Source document:</i>	World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO. Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide. Version 1.0. Canberra: AIHW.	
<i>Comments:</i>	<p>This metadata item is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 and is a core member of the WHO family of health related classifications. Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003b) and the following web sites.</p> <ul style="list-style-type: none"> <li>- Australian Collaborating Centre ICF web site: &lt;<a href="http://www.aihw.gov.au/disability/icf/index.html">http://www.aihw.gov.au/disability/icf/index.html</a>&gt;</li> <li>- WHO ICF web site: &lt;<a href="http://www3.who.int/icf/icftemplate.cfm">http://www3.who.int/icf/icftemplate.cfm</a>&gt;</li> </ul> <p>The ICF provides a framework for the description of human functioning. The components of the ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001).</p>	

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## Geographic indicator

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000573	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	<p>A classification scheme that divides an area into mutually exclusive sub-areas based on geographic location.</p> <p>Some geographic indicators are:</p> <ul style="list-style-type: none"> <li>- Australian Standard Geographical Classification (ASGC, ABS Catalogue no. 1216.0).</li> <li>- Administrative regions</li> <li>- Electorates</li> <li>- Accessibility/Remoteness Index of Australia (ARIA)</li> <li>- Rural, Remote and Metropolitan Area Classification (RRMA)</li> <li>- Country.</li> </ul>		
<i>Context:</i>	<p>To enable the analysis of data on a geographical basis. Facilitates analysis of service provision in relation to demographic and other characteristics of the population of a geographic area.</p> <p>'Postcode – Australian' is not included in the above listing, as it is, strictly speaking, not a geographic indicator. Sometimes postcodes are used in the analysis of data on a geographical basis, which involves a conversion to Statistical Local Area (an Australian Bureau of Statistics geographical structure). This conversion results in some inaccuracy of information. However, in some data sets 'Postcode – Australian' is the only geographic identifier, therefore the use of other more accurate indicators (for example, conversion from 'Address line' to Statistical Local Area) is not always possible.</p>		

### Representational attributes

<i>Data type:</i>	
<i>Representational form:</i>	<i>Field size minimum:</i>
<i>Representational layout:</i>	<i>Field size maximum:</i>
<i>Data domain:</i>	
<i>Guide for use:</i>	
<i>Verification rules:</i>	
<i>Collection methods:</i>	

### Relational attributes

<i>Related metadata:</i>	<p>relates to the data element concept Address, version 1</p> <p>relates to the data element Geographic location – SLA, version 3</p> <p>supersedes the data element Geographic identifier, version 1</p>
<i>Information Model link:</i>	Location/ Address

### Administrative attributes

<i>Registration authority:</i>	NCSIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	02/09/2003
<i>Source organisation:</i>	Australian Institute of Health and Welfare		

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## Geographic indicator

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(continued)

*Source document:*

*Comments:*

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## Geographic location—SLA

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000504	<i>Version number:</i>	3
<i>Metadata type:</i>	DERIVED DATA ELEMENT		
<i>Definition:</i>	The geographical location of a person, organisation, object or place using a five-digit numerical code which indicates the Statistical Local Area (SLA) within the State or Territory of Australia.		
<i>Context:</i>	This is used in analysis of geographical patterns of service distribution and utilisation.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	5
<i>Representational layout:</i>	NNNNN	<i>Field size maximum:</i>	5
<i>Data domain:</i>	Valid codes from the Australian Standard Geographical Classification (ASGC). Australian Bureau of Statistics Cat. no. 1216.0. Reference through: < <a href="http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary">http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary</a> >. Select: ABS Classifications. 00000 Not applicable		

<i>Guide for use:</i>	<p>The most up-to-date edition of the Australian Standard Geographical Classification available for the data collection reference year should be used.</p> <p>Details on which edition was used in a particular data set should be included in the documentation of metadata accompanying that data set. Coding to ASGC codes is preferably done using the ABS National Localities Index, to map actual address. In some data collections, a compromise has to be made and the ASGC code derived from suburb/town/locality and/or 'Postcode – Australian' only. However, this solution results in some inaccuracy of information.</p> <p>The accurate recording of the State or Territory is essential.</p> <p>Code 00000 Not applicable, is used for national reporting purposes in instances where the person is not resident in Australia, that is, the person lives in another country, or at sea, or has no fixed address.</p>
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### *Verification rules:*

<i>Collection methods:</i>	<p>When collecting the geographical location of a person's usual place of residence, the ABS recommends that 'usual' be defined as: 'the place where the person has or intends to live for 6 months or more, or the place that the person regards as their main residence, or where the person has no other residence, the place they currently reside.'</p> <p>Apart from collecting a person's usual place of residence there is also a need in some collections to collect area of residence immediately prior to or after assistance is provided, or at some other point in time.</p>
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### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Address, version 1
	relates to the data element concept Geographic indicator, version 2
	supersedes the derived data element Geographical location, version 2

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## Geographic location—SLA

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(continued)

*Information Model link:* Location/Address

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* Australian Bureau of Statistics

*Source document:* Australian Bureau of Statistics 2001. Australian Standard Geographical Classification (ASGC). Cat. no. 1216.0. Canberra: ABS.  
Reference through:  
<<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>

*Comments:*

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## Given name(s)

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	002008	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The person's identifying name(s) within the family group or by which the person is socially identified.		
<b>Context:</b>	Administrative purposes and individual identification.		

### Representational attributes

<b>Data type:</b>	Alphanumeric		
<b>Representational form:</b>	TEXT	<b>Field size minimum:</b>	0
<b>Representational layout:</b>	AN(40)	<b>Field size maximum:</b>	40
<b>Data domain:</b>	Text		

**Guide for use:** The agency or establishment should record the client's full given name(s) on their information systems.

NCSDD specific:

In instances where there is uncertainty about which name to record for a person living in a remote Aboriginal or Torres Strait Islander community, Centrelink follows the practice of recording the indigenous person's name as it is first provided to Centrelink. Or, where proof of identity is required, as the name is recorded on a majority of the higher point scoring documents that are produced as proof of identity.

**Verification rules:**

**Collection methods:**

This data element should be recorded for all clients.

Given name(s) should be recorded in the format preferred by the person. The format should be the same as that written by the person on a (pre) registration form or in the same format as that printed on an identification card, such as Medicare card, to ensure consistent collection of name data.

It is acknowledged that some people use more than one given name (e.g. formal name, birth name, nick name or shortened name, or tribal name) depending on the circumstances. A person is able to change his or her name by usage in all States and Territories of Australia with the exception of Western Australia, where a person may only change his or her name under the Change of Name Act.

A person should generally be registered using their preferred name as it is more likely to be used in common usage and on subsequent visits to the agency or establishment. The person's preferred name may in fact be their legal (or Medicare card) name. The Name Type data element (see Comments) can be used to distinguish between the different types of names that may be used by the person.

The following format may assist with data collection:

What is the given name you would like to be known by?

\_\_\_\_\_

Are you known by any other given names that you would like recorded?



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## Given name(s)

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(continued)

If so, what are they

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Please indicate the 'type' of given name that is to be recorded:

(a) Medicare card name (if different to preferred name).

(b) Alias (any other name that you are known by).

Whenever a person informs the agency or establishment of a change of given name (e.g. prefers to be known by their middle name), the former name should be recorded according to the appropriate name type. Do not delete or overwrite a previous given name, e.g. 'Mary Georgina Smith' informs the hospital that she prefers to be known as 'Georgina'. Record 'Georgina' as her preferred 'Given Name' and record 'Mary' as the Medicare card 'Given Name'.

e.g. The agency or establishment is informed that 'Baby of Louise Jones' has been named 'Mary Jones'. Retain 'Baby of Louise' as the newborn name and also record 'Mary' as the preferred 'Given Name'.

Registering an unidentified health care client:

If the person is a health care client and her/his given name is not known record unknown in the 'Given Name' field and use alias name type. When the person's name becomes known, add the actual name as preferred Name Type (or other as appropriate). Do not delete or overwrite the alias name of unknown.

Use of first initial:

If the person's given name is not known, but the first letter (initial) of the given name is known, record the first letter in the preferred 'Given Name' field. Do not record a full stop following the initial.

Persons with only one name:

Some people do not have a family name and a given name: they have only one name by which they are known. If the person has only one name, record it in the 'Family Name' field and leave the 'Given Name' blank.

Multiple given names (middle, second, third, etc. names):

All of the person's given names should be recorded in the 'Given Name' field, leaving a space between each name.

Record complete information:

If the person has many given names and all of them cannot fit in the field, record as many names in full as possible, in preference to recording initials.

Shortened or alternate first given name:

If the person uses a shortened version or an alternate version of their first given name, record their preferred name, the actual name as their Medicare card name and any alternative versions as alias names as appropriate.

e.g. The person's given name is Jennifer but she prefers to be called Jenny. Record 'Jenny' as the preferred 'Given Name' and 'Jennifer' as her Medicare card name.

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## Given name(s)

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(continued)

e.g. The person's given name is 'Giovanni' but he prefers to be called 'John'. Record 'John' as the preferred 'Given Name' and 'Giovanni' as the Medicare card name.

Punctuation:

If special characters form part of the given names they shall be included, e.g. hyphenated names shall be entered with the hyphen.

- hyphen, e.g. Anne-Maree, Mary-Jane

Do not leave a space before or after the hyphen, that is, between last letter of 'Anne' and the hyphen, nor a space between the hyphen and the first letter of 'Maree'.

- spaces, e.g. Jean Claude

If the person has recorded their given name as more than one word, displaying spaces in between the words, record their given names in data collection systems in the same way.

e.g. Oscar Peter, Wendy Hilda

Leave a single space between the person's first name and each of their middle names.

Registering an unnamed newborn baby:

An unnamed (newborn) baby is to be registered using the mother's given name in conjunction with the prefix 'Baby of'. For example, if the baby's mother's given name is Fiona, then record 'Baby of Fiona' in the preferred 'Given Name' field for the baby. This name is recorded under the newborn Name Type. If a name is subsequently given, record the new name as the preferred given name and retain the newborn name.

Registering unnamed multiple births:

An unnamed (newborn) baby from a multiple birth should use their mother's given name plus a reference to the multiple birth. For example, if the baby's mother's given name is 'Fiona' and a set of twins is to be registered, then record 'Twin 1 of Fiona' in the 'Given Name' field for the first born baby, and 'Twin 2 of Fiona' in the 'Given Name' field of the second born baby. Arabic numbers (1, 2, 3 ...) are used, not Roman Numerals (I, II, III .....).

In the case of triplets or other multiple births the same logic applies. The following terms should be used for recording multiple births:

- Twin: use Twin, that is, Twin 1 of Fiona
- Triplet: use Trip, that is, Trip 1 of Fiona
- Quadruplet: use Quad, that is, Quad 1 of Fiona
- Quintuplet: use Quin, that is, Quin 1 of Fiona
- Sextuplet: use Sext, that is, Sext 1 of Fiona
- Septuplet: use Sept, that is, Sept 1 of Fiona.

These names should be recorded under the newborn Name Type.

When the babies are named, the actual names should be recorded as the preferred name. The newborn name is retained.

## Given name(s)

(continued)

Aboriginal/Torres Strait Islander names not for continued use:

For cultural reasons, an Aboriginal or Torres Strait Islander may advise an agency or establishment that they are no longer using the given name that they had previously registered and are now using an alternative current name. Record their current name as the preferred 'Given Name' and record their previous used given name as an alias name.

Ethnic Names:

The Centrelink Naming Systems for Ethnic Groups publication provides the correct coding for ethnic names. Refer to Ethnic Names Condensed Guide for summary information.

Misspelled given names:

If the person's given name has been misspelled in error, update the Given Name field with the correct spelling and record the misspelled given name as an Alias Name. Recording misspelled names is important for filing documents that may be issued with previous versions of the client's name. Discretion should be used regarding the degree of recording that is maintained.

Often people use a variety of names, including legal names, married/maiden names, nicknames, assumed names, traditional names, etc. Even small differences in recording—such as the difference between Thomas and Tom—can make Record linkage impossible. To minimise discrepancies in the recording and reporting of name information, agencies or establishments should ask the person for their full (formal) Given name and Family name. These may be different from the name that the person may prefer the agency or establishment workers to use in personal dealings. Agencies or establishments may choose to separately record the preferred name that the person wishes to be used by agency or establishment workers. In some cultures it is traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies or establishments should always ask the person to specify their first given name and their family or surname separately. These should then be recorded as Given name and Family name as appropriate, regardless of the order in which they may be traditionally given.

### Relational attributes

*Related metadata:*

supersedes the NCSDD data element Given name, version 1  
relates to the NCSDD data element concept Record linkage, version 2  
relates to the NCSDD data element concept Family, version 2

*Information Model link:*

Party characteristic/Person characteristic/Other person characteristic

### Administrative attributes

*Registration authority:* NCSIMG & NHIMG

*Administrative status:* CURRENT

*Effective date:* 02/09/2003

*Source organisation:* Australian Institute of Health and Welfare  
Standards Australia

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## Given name(s)

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(continued)

National Health Data Committee and National Community Services Data Committee

**Source document:**

Commonwealth Department of Health and Family Services 1998. Home and Community Care Data Dictionary Version 1.0. Canberra: DHFS.

Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia.

**Comments:**

This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.

NCSDD specific:

Selected letters of the Given name in combination with selected letters of the Family name, Date of birth and Sex may be used for Record linkage for statistical purposes only (see data element concept Record linkage).

Name type is a metadata item in Australian Standard AS5017-2002 Health care client identification (Standards Australia 2002) and in the National Health Data Dictionary, Version 12 (NHDC 2003). In both cases the Data domain refers to Code A Alias name; Code M Medicare card name; Code N Newborn name; and Code P Preferred name. A name type data element is being considered for inclusion in a future version of the National Community Services Data Dictionary.

## Goods and equipment received

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000574	<b>Version number:</b>	1
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The goods or equipment received by the client (by purchase, loan, or gift) during a Service Event or Service Episode.		
<b>Context:</b>	Resource and financial planning: This provides one measure of the assistance received by a client or clients on a service event or service episode. In this case it will measure the types and number of goods and equipment received. This data element does not record an amount of assistance with goods and equipment in the same way that an amount is recorded for the other types of assistance provided by agencies (that is, in time, quantity or cost). Rather this data element indicates the type of goods or equipment that the agency provides to the person on an occasion of service delivery. Information about the types of goods and equipment provided to clients by agencies facilitates interstate and cross regional comparisons of service provision and comparisons between different client sub-populations.		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1
<b>Data domain:</b>	1	Self-care aids (e.g. button hook for dressing or bowl care for eating)	
	2	Support and mobility aids (e.g. walking frame, manual wheelchair)	
	3	Mobility aids for blind persons (e.g. white cane, guide dog)	
	4	Communication aids (e.g. hearing aids, mouthstick)	
	5	Reading aids (e.g. magnifying glass, braille books)	
	6	Medical care aids (e.g. ventilator, pacemaker)	
	7	Car modifications (e.g. car ramp, room for wheelchair)	
	8	Other goods and equipment (other goods and equipment n.e.c)	
	9	Not stated/inadequately described	

#### Guide for use:

#### Verification rules:

**Collection methods:** The agency should record the type of goods or equipment received by the client (on loan or by purchase) on each Service Event or Service Episode. This information can then be amalgamated to provide a measure of the types and number of goods and equipment received by a client over a reporting period (which will vary according to collection requirements).

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## Goods and equipment received

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(continued)

Where the client receives more than one of the same type of good or equipment (e.g. several food packets) on the same occasion, the agency should only record this once. Where the client receives different types of goods or equipment on the same occasion, the agency should separately record each type of goods or equipment against the same date.

Where greater detail in the data domain is required refer to HACC Data Dictionary Version 1.0, Appendix B: Code list for Goods and Equipment.

### Relational attributes

*Related metadata:* relates to the data element concept Client, version 1  
relates to the data element concept Service event, version 1

*Information Model link:* Event/Health and welfare Service event/Service provision event

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Institute of Health and Welfare

*Source document:* Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

*Comments:*

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# Homelessness

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## Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000575	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	<p>A person is homeless if he or she does not have access to safe, secure and stable housing. Hence even if a person has a physical home, they would be considered homeless if:</p> <ul style="list-style-type: none"> <li>- They were not safe at home;</li> <li>- They had no legal right to continued occupation of their home (security of tenure); or</li> <li>- The home lacked the amenities or resources necessary for living.</li> </ul>		
<i>Context:</i>	<p>There is considerable concern over the number of homeless people in society and the assistance they require. Collecting information on homeless people is problematic, as the concept of 'homelessness' encompasses elements in addition to whether, someone resides in a dwelling or not.</p>		

## Representational attributes

<i>Data type:</i>		
<i>Representational form:</i>		<i>Field size minimum:</i>
<i>Representational layout:</i>		<i>Field size maximum:</i>
<i>Data domain:</i>		
<i>Guide for use:</i>		
<i>Verification rules:</i>		
<i>Collection methods:</i>		

## Relational attributes

<i>Related metadata:</i>	relates to the data element Assistance request reason, version 1
	relates to the data element concept Dwelling, version 1
<i>Information Model link:</i>	Party characteristic/Person characteristic/Accommodation/living characteristic

## Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 01/07/2000
<i>Source organisation:</i>	SAAP National Data Collection Agency Australian Institute of Health and Welfare	
<i>Source document:</i>	Supported Accommodation Assistance Program (SAAP) National Data Collection Agency 2001. National Data Collection Data Dictionary. Version 2. Unpublished.	
<i>Comments:</i>		

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## Hours per week—paid staff

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000599	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The total hours worked by all paid staff in a 7 day week.		
<i>Context:</i>	Service and resource planning: To assist in the analysis of staffing inputs and to enable a comparison of the staffing requirements of different service types.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	QUANTITATIVE VALUE	<i>Field size minimum:</i>	5
<i>Representational layout:</i>	NNNNN	<i>Field size maximum:</i>	5
<i>Data domain:</i>	Total hours expressed as 00000, 00001, 00425, etc.		
<i>Guide for use:</i>	<p>This item is asking for actual staff hours worked, not the rostered hours or full-time equivalent staff.</p> <p>Contract staff employed through an agency are included where the contract is for the supply of labour (e.g. nursing) rather than of products (e.g. photocopier maintenance).</p> <p>Where agencies have fortnightly pay rolls Total hours worked per week may be calculated by dividing fortnightly hours worked by 2.</p>		
<i>Verification rules:</i>			
<i>Collection methods:</i>	In some collections this item may be specified as the hours on a specific week (such as the CSTDA NMDS, where the week leading up to the 'snapshot' collection day is the week counted). Other collections may specify a 'usual' week or an average week calculated from a number of weeks or the entire year.		

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Employed – working full-time/part-time, version 2
<i>Information Model link:</i>	Party characteristic/Agency characteristic

### Administrative attributes

<i>Registration authority:</i>	NCSIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	01/07/2000
<i>Source organisation:</i>	Australian Institute of Health and Welfare		
<i>Source document:</i>	Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03		
<i>Comments:</i>			



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## Hours per week—volunteer/unpaid staff

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000600	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The total hours worked by all volunteer/unpaid staff in a 7 day week.		
<i>Context:</i>	Service and resource planning: To assist in the analysis of staffing inputs and to enable a comparison of the staffing requirements of different service types. It is important to include volunteers due to the significant contribution they make within many organisations.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	QUANTITATIVE VALUE	<i>Field size minimum:</i>	5
<i>Representational layout:</i>	NNNNN	<i>Field size maximum:</i>	5
<i>Data domain:</i>	Total hours expressed as 00000, 00001, 00425, etc.		
<i>Guide for use:</i>	This item is asking for actual staff hours worked by volunteer staff, not the rostered hours or full-time equivalent staff.		
<i>Verification rules:</i>			
<i>Collection methods:</i>	In some collections this item may be specified as the hours on a specific week (such as the CSTDA NMDS, where the week leading up to the 'snapshot' collection day is the week counted). Other collections may specify a 'usual' week or an average week calculated from a number of weeks or the entire year.		

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Volunteer, version 2
<i>Information Model link:</i>	Party characteristic/Agency characteristic

### Administrative attributes

<i>Registration authority:</i>	NCSIMG
<i>Administrative status:</i>	CURRENT <i>Effective date:</i> 01/07/2000
<i>Source organisation:</i>	Australian Institute of Health and Welfare
<i>Source document:</i>	Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03

*Comments:*

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## Household

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000521	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	A group of two or more related or unrelated people who usually reside in the same dwelling, who regard themselves as a household and who make common provision for food or other essentials for living. Or a 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.		
<i>Context:</i>	Together with Family, Household is considered one of the basic groups of social aggregation. Information on household numbers and composition aids in identifying groups within the population such as multiple family households or the number of people living alone.		

### Representational attributes

<i>Data type:</i>		
<i>Representational form:</i>		<i>Field size minimum:</i>
<i>Representational layout:</i>		<i>Field size maximum:</i>
<i>Data domain:</i>		
<i>Guide for use:</i>		
<i>Verification rules:</i>		
<i>Collection methods:</i>		

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Dwelling, version 1
	relates to the data element concept Family, version 2
	relates to the data element concept Household family, version 1
	relates to the data element concept Target group, version 1
	relates to the data element Household family type, version 3
	relates to the data element Household type, version 3
	relates to the data element Income unit, version 2
	relates to the data element Relationship in household, version 3
	relates to the data element Service delivery setting, version 3
	relates to the data element Sources of cash income, version 1
	supersedes the data element Household , version 1
<i>Information Model link:</i>	Party/Party group/Household

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 02/09/2003
<i>Source organisation:</i>	Australian Bureau of Statistics	

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## Household

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(continued)

*Source document:*

Australian Bureau of Statistics 1995. Standards for Statistics on the Family. Cat. no. 1286.0. Canberra: ABS

*Comments:*

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## Household family

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000854	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	Two or more persons, one of whom is at least 15 years of age, who are related by blood, marriage (registered or defacto), adoption, step or fostering, and who are usually resident in the same household.		
<i>Context:</i>	<p>A person's family may form the central core of their support network. The basis of a family is formed by identifying the presence of a couple relationship, lone parent-child relationship or other blood relationship. A family may or may not live together and this co-residence may change over time. Related persons who live in other households may participate in the lives of family members they do not live with in a variety of ways, including financial, material, physical, emotional, legal and spiritual. For instance, frail older people may receive help from their adult children even though they do not live in the same household.</p> <p>Nonetheless, the household family has been traditionally viewed as a building block of society and is the predominant unit reported statistically and historically.</p> <p>Data on families, including co-resident families, are essential elements for the study of the well being of family groups and in this way for the study of the well being of individuals. They can be a tool indicating the type of and level of support to which a person has access.</p>		

### Representational attributes

<i>Data type:</i>		<i>Field size minimum:</i>	
<i>Representational form:</i>		<i>Field size maximum:</i>	
<i>Representational layout:</i>			
<i>Data domain:</i>			
<i>Guide for use:</i>			
<i>Verification rules:</i>			
<i>Collection methods:</i>			

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Family, version 2
	relates to the data element concept Household, version 2
	relates to the data element Household family type, version 3
<i>Information Model link:</i>	Party/Party group

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 02/09/2003
<i>Source organisation:</i>		
<i>Source document:</i>	Australian Bureau of Statistics 1995. Standards for Statistics on the Family 1995. Cat. no. 1286.0. Canberra: ABS	

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## Household family

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(continued)

*Comments:*

This definition is the standard definition for 'Family' of the Australian Bureau of Statistics and is based around ABS collections of information from households.

A household may include more than one family.

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## Household family type

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### Identifying and definitional attributes

**Knowledgebase ID:** 000518 **Version number:** 3

**Metadata type:** DATA ELEMENT

**Definition:** The composition of the family within the household.  
The household family is defined as two or more persons, one of whom is at least 15 years of age, who are related by blood, marriage (registered or de-facto), adoption, step or fostering, and who are usually resident in the same household.

**Context:** The family is a fundamental building block of society. As a social entity, it is universal and a topic of interest and investigation by social researchers. In a multicultural society such as contemporary Australia, this interest is stronger and more widespread than ever.

Data on families are essential elements for the study of the well being of family groups and in this way for the study of the well being of individuals.

### Representational attributes

**Data type:** Numeric

**Representational form:** CODE **Field size minimum:** 1

**Representational layout:** N **Field size maximum:** 1

**Data domain:**

1	Couple family with children
2	Couple family without children
3	One parent family
4	Other family
9	Not stated/inadequately described

**Guide for use:** Children refers to children of any age, dependent and non-dependent.  
The basis of a family is formed by identifying the presence of a couple relationship, lone parent-child relationship or other blood relationship. Some households will, therefore, contain more than one family.

The classification is based on the Australian Bureau of Statistics Standards for Statistics on the Family (ABS Catalogue. no. 1286.0) which contains a 4-level hierarchical classification. Only level 1 of this classification has been adopted for this metadata item. If individual agencies need to classify family types at a lower level of detail than specified in this metadata item (for example, if they wish to split children into dependent and non-dependent children), they should ensure that the more detailed ABS classification is used.

Code 9 Not stated/inadequately described, is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

**Verification rules:**

**Collection methods:**

### Relational attributes

**Related metadata:** relates to the data element concept Family, version 2

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## Household family type

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(continued)

relates to the data element concept Household family, version 1

relates to the data element concept Household, version 2

supersedes the data element Family type, version 2

**Information Model link:** Party characteristic/Party group characteristic/Family characteristic/Other family characteristic

### Administrative attributes

**Registration authority:** NCSIMG

**Administrative status:** CURRENT **Effective date:** 02/09/2003

**Source organisation:** Australian Bureau of Statistics

**Source document:** Australian Bureau of Statistics 1995. Standards for Statistics on the Family 1995. Cat. no. 1286.0. Canberra: ABS

**Comments:**

## Household type

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000522	<b>Version number:</b>	3
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	A categorisation of a household based on the presence or absence of family members.		
<b>Context:</b>	Together with 'family', a household is considered one of the basic groups of social aggregation. Information on household numbers and composition aids in identifying groups within the population such as multiple family households or the number of people living alone.		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1
<b>Data domain:</b>	1	Family household with only family members present	
	2	Family household with non-family members present	
	3	Non-family household	
	4	Not classifiable	
	9	Not stated/inadequately described	

<b>Guide for use:</b>	<p>The classification is based on the ABS 2-level hierarchy. Only level 1 of this classification has been adopted for this data element.</p> <p>If individual agencies need to classify household types at a lower level of detail than specified in this dictionary, they should ensure that the more detailed ABS classification is used. The lower levels in the classification cover detail on the number of families or the number of household members. Thus, Household type is allocated dependent on the basis of the number of families and whether unrelated household members are present (if it is a family household), or the number of household members if it is a non-family household.</p> <p>It should be noted that only usual residents of a household are considered when describing and categorising households by Household type. Since households are differentiated in terms of families, and visitors to a household are excluded from family coding, the identification of usual residence is essential to determine Household type.</p> <p>Code 4 Not classifiable: Operationally, all households must contain at least one member 15 years of age or older. Any household consisting only of a person or persons all under 15 years of age is coded to 'Not classifiable'. This approach is consistent with that used in the Household family type data domain, in which a family is likewise not defined unless it consists of at least one member aged 15 years or older.</p> <p>Code 9 Not stated/inadequately described, is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.</p>
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**Verification rules:**

**Collection methods:**



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## Household type

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(continued)

### Relational attributes

*Related metadata:* relates to the data element concept Family, version 2  
relates to the data element concept Household, version 2  
supersedes the data element Household type, version 2

*Information Model link:* Party characteristic/Party group characteristic/Household characteristic/Other household characteristic

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* Australian Bureau of Statistics

*Source document:* Australian Bureau of Statistics 1995. Standards for Statistics on Families 1995. Cat. no. 1286.0. Canberra: ABS

*Comments:*

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## Impairment extent

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000566	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	<p>The degree of impairment in a specified body function or structure.</p> <p>Impairments are problems in body function or structure such as a loss or significant departure from population standards or averages.</p>		
<b>Context:</b>	<p>Impairments represent variation in body parts, structures and functions which depart from generally accepted population standards and averages in the biomedical status of the body and its structure and function.</p> <p>Impairments are recorded in terms of the extent or magnitude of this variation. Definition of the constituents of impairment is undertaken primarily by those qualified to evaluate physical and mental functioning or structure according to these standards.</p> <p>Impairments of body structure can involve an anomaly, defect, absence, loss or other significant variation.</p> <p>'Body functions' and 'Body structures' are used with this metadata item to indicate the areas of impairment and, potentially, the sorts of interventions that may result in improved functioning. This could be in the form of rehabilitation, health-related interventions, equipment, or support for example.</p>		

### Representational attributes

<b>Data type:</b>	Numeric														
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1												
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1												
<b>Data domain:</b>	<table> <tr> <td>0</td> <td>No impairment</td> </tr> <tr> <td>1</td> <td>Mild impairment</td> </tr> <tr> <td>2</td> <td>Moderate impairment</td> </tr> <tr> <td>3</td> <td>Severe impairment</td> </tr> <tr> <td>4</td> <td>Complete impairment</td> </tr> <tr> <td>9</td> <td>Not specified/not applicable</td> </tr> </table>			0	No impairment	1	Mild impairment	2	Moderate impairment	3	Severe impairment	4	Complete impairment	9	Not specified/not applicable
0	No impairment														
1	Mild impairment														
2	Moderate impairment														
3	Severe impairment														
4	Complete impairment														
9	Not specified/not applicable														
<b>Guide for use:</b>	<p>Code 1 No impairment, is recorded when there is no significant variation from accepted population standards in the biomedical status of the body and its functions [0-4%].</p> <p>Code 2 Mild impairment, is recorded when there is a slight or low variation from accepted population standards in the biomedical status of the body and its functions [5-24%].</p> <p>Code 3 Moderate impairment, is recorded when there is a medium (significant but not severe) variation from accepted population standards in the biomedical status of the body and its functions [25-49%].</p> <p>Code 4 Severe impairment, is recorded when there is an extreme variation from accepted population standards in the biomedical status of the body and its functions [50-95%].</p>														

## Impairment extent

(continued)

Code 5 Complete impairment, is recorded when there is a total variation from accepted population standards in the biomedical status of the body and its functions [96-100%].

*Verification rules:*

*Collection methods:*

This coding is used in conjunction with specified body functions and body structures, for example 'mild impairment of structures related to movement'.

Broad ranges of percentages are provided for collections where calibrated assessment instruments or other standards are available to quantify the impairment. Many existing assessment tools are in use, and are embedded in measurement and payment methods in services in Australia. Calibration and mapping of existing tools within this international framework will be an important process towards greater national consistency of data on body functions, structures and impairments thereof.

Impairments should be detectable or noticeable by others or the person by direct observation or by inference from indirect observation. Impairments are not the same as the underlying pathology, but are manifestations of that pathology.

Impairments can be temporary or permanent; progressive, regressive or static; intermittent or continuous. The deviation from the population norm may be slight or severe and may fluctuate over time. Impairments may result in other impairments.

Impairments may be part or an expression of a health condition, but do not necessarily indicate that a disease is present or that the individual should be regarded as sick.

### Relational attributes

*Related metadata:*

relates to the data element concept Activity – functioning, disability and health, version 1

relates to the data element concept Assistance with activities and participation, version 1

relates to the data element concept Disability, version 2

relates to the data element concept Functioning, version 1

relates to the data element concept Participation – functioning, disability and health, version 1

supersedes the data element Impairment extent, version 1

*Information Model link:*

Party characteristic/Person characteristic/Impairment characteristic

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT

*Effective date:* 02/09/2003

*Source organisation:* World Health Organization

*Source document:* World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO.

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## Impairment extent

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(continued)

Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide. Version 1.0. Canberra: AIHW.

**Comments:**

The ICF was endorsed by the World Health Assembly in 2001 and is a core member of the WHO family of health related classifications. Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003b) and the following web sites.

- Australian Collaborating Centre ICF web site:

<<http://www.aihw.gov.au/disability/icf/index.html>>

- WHO ICF web site: <<http://www3.who.int/icf/icftemplate.cfm>>

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## Income unit

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000523	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	<p>One person or a group of related persons within a household, whose command over income is shared, or any person living in a non-private dwelling who is in receipt of personal income.</p> <p>Income units are restricted to relationships of marriage (registered or de facto) and of parent/dependent child who usually resides in the same household. This means that an income unit can be defined as:</p> <ul style="list-style-type: none"> <li>- a married couple or sole parent, and dependent children only; or</li> <li>- a married couple only with no dependent children present; or</li> <li>- a person who is not related to any other household member either by marriage or by the parent/dependent child relationship.</li> </ul>		
<i>Context:</i>	This is the standard statistical unit for analyses of economic well being, and in the community services context is an important measure in assessing the needs and circumstances of individuals and families.		

### Representational attributes

<i>Data type:</i>		<i>Field size minimum:</i>	
<i>Representational form:</i>		<i>Field size maximum:</i>	
<i>Representational layout:</i>			
<i>Data domain:</i>			
<i>Guide for use:</i>			
<i>Verification rules:</i>			
<i>Collection methods:</i>			

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Dwelling, version 1
	relates to the data element concept Household, version 2
	relates to the data element Relationship in household, version 3
	supersedes the data element Income unit, version 1
<i>Information Model link:</i>	Party characteristic/Party group characteristic/Household characteristic/Household income characteristic

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	<i>Effective date:</i>	01/07/2000
<i>Administrative status:</i>	CURRENT		
<i>Source organisation:</i>	Australian Bureau of Statistics		
<i>Source document:</i>	Australian Bureau of Statistics 1995. A Provisional Framework for Household Income, Consumption, Saving and Wealth. Cat. no. 6549.0. Canberra: ABS		

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## Income unit

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(continued)

**Comments:**

It should be noted that the reference to 'dependent child' in this context is guided by the following definition. 'A dependent child is any person aged under 15 years, or person aged 15 to 24 years who is a full-time student and lives with a parent(s), guardian or other relative and who does not have a spouse or offspring of the person living in the same location'.

## Indigenous status

### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	002009	<i>Version number:</i>	5
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	Indigenous status is a measure of whether a person identifies as being of Aboriginal or Torres Strait Islander origin. This is in accord with the first two of three components of the Commonwealth definition. See Comments for the Commonwealth definition.		
<i>Context:</i>	Australia's Aboriginal and Torres Strait Islander peoples occupy a unique place in Australian society and culture. In the current climate of reconciliation, accurate and consistent statistics about Aboriginal and Torres Strait Islander peoples are needed in order to plan, promote and deliver essential services, to monitor changes in wellbeing and to account for government expenditure in this area. The purpose of this data element is to provide information about people who identify as being of Aboriginal or Torres Strait Islander origin. Agencies or establishments wishing to determine the eligibility of individuals for particular benefits, services or rights will need to make their own judgements about the suitability of the standard measure for these purposes, having regard to the specific eligibility criteria for the program concerned.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	1	Aboriginal but not Torres Strait Islander origin	
	2	Torres Strait Islander but not Aboriginal origin	
	3	Both Aboriginal and Torres Strait Islander origin	
	4	Neither Aboriginal nor Torres Strait Islander origin	
	9	Not stated/inadequately described	

*Guide for use:* This data element is based on the ABS Standard for Indigenous Status. For detailed advice on its use and application please refer to the ABS web site as indicated below under Source document.

The classification for 'Indigenous Status' has a hierarchical structure comprising two levels. There are four categories at the detailed level of the classification which are grouped into two categories at the broad level. There is one supplementary category for 'not stated' responses. The classification is as follows:

Indigenous:

- Aboriginal but not Torres Strait Islander Origin
- Torres Strait Islander but not Aboriginal Origin
- Both Aboriginal and Torres Strait Islander Origin

Non-indigenous:

- Neither Aboriginal nor Torres Strait Islander Origin

Not stated/inadequately described:

This category is not to be available as a valid answer to the questions but is intended for use:

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## Indigenous status

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(continued)

- primarily when importing data from other data collections that do not contain mappable data;
- where an answer was refused;
- where the question was not able to be asked prior to completion of assistance because the client was unable to communicate or a person who knows the client was not available.

Only in the last two situations may the tick boxes on the questionnaire be left blank.

**Verification rules:**

**Collection methods:**

The standard question for Indigenous Status is as follows:

[Are you] [Is the person] [Is (name)] of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No.....

Yes, Aboriginal.....

Yes, Torres Strait Islander.....

This question is recommended for self-enumerated or interview-based collections. It can also be used in circumstances where a close relative, friend, or another member of the household is answering on behalf of the subject.

When someone is not present, the person answering for them should be in a position to do so, that is, this person must know well the person about whom the question is being asked and feel confident to provide accurate information about them. However, it is strongly recommended that this question be asked directly wherever possible.

This question must always be asked regardless of data collectors' perceptions based on appearance or other factors.

The Indigenous status question allows for more than one response. The procedure for coding multiple responses is as follows:

If the respondent marks 'No' and either 'Aboriginal' or 'Torres Strait Islander', then the response should be coded to either Aboriginal or Torres Strait Islander as indicated (that is, disregard the 'No' response).

If the respondent marks both the 'Aboriginal' and 'Torres Strait Islander' boxes, then their response should be coded to 'Both Aboriginal and Torres Strait Islander Origin'.

If the respondent marks all three boxes ('No', 'Aboriginal' and 'Torres Strait Islander'), then the response should be coded to 'Both Aboriginal and Torres Strait Islander Origin' (that is, disregard the 'No' response).

This approach may be problematical in some data collections, for example when data are collected by interview or using screen based data capture systems. An additional response category may be included if this better suits the data collection practices of the agency or establishment concerned.

e.g. Yes, both Aboriginal and Torres Strait Islander...



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## Indigenous status

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(continued)

### Relational attributes

*Related metadata:* supersedes the NCSDD data element Indigenous status, version 2

*Information Model link:* Party characteristic/Person characteristic/Social-cultural characteristic

### Administrative attributes

*Registration authority:* NCSIMG & NHIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* Australian Bureau of Statistics  
National Health Data Committee and National Community Services Data Committee

*Source document:* The ABS standards for the collection of Indigenous status appear on the ABS web site:  
<<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>. Select: Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Demographic Variables/Cultural Diversity Variables/Indigenous Status.

*Comments:* This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.  
The following definition, commonly known as 'The Commonwealth Definition', was given in a High Court judgement in the case of Commonwealth v Tasmania (1983) 46 ALR 625.

'An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives'.

There are three components to the Commonwealth definition:

- descent;
- self-identification; and
- community acceptance.

In practice, it is not feasible to collect information on the community acceptance part of this definition in general purpose statistical and administrative collections and therefore standard questions on Indigenous status relate to descent and self-identification only.

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## Informal carer

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000508	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT CONCEPT		
<b>Definition:</b>	<p>A carer includes any person, such as a family member, friend or neighbour, who is giving regular, ongoing assistance to another person without payment for the care given.</p> <p>The definition excludes formal care services such as homecare, care provided by volunteers or foster care that is arranged by formal services. It also excludes unregistered child carers who are receiving payment for their services. Where a potential carer is not prepared to undertake the caring role, the carer is considered to be not available.</p>		
<b>Context:</b>	<p>Care and support networks where the carers are unpaid (other than pension or benefit) play a critical role in community services provision, especially in caring for frail aged and younger people with disabilities within the community.</p> <p>Information about carers is therefore of fundamental importance in assessing the ongoing needs of clients and their carers, and in service planning. The presence of a carer is often a key indicator of a person's ability to remain at home, especially if the person requires assistance. The absence of a carer, where a vulnerable client lives alone, is an indicator of client risk. Information on client living arrangement and informal carer availability provides an indicator of the potential in-home support and the extent to which the burden of care is absorbed by the informal caring system.</p> <p>The stability or otherwise of the carer's availability may be significant in the capacity of the client continuing to remain at home.</p> <p>Existing carer definitions (e.g. for purposes of establishing eligibility for Domiciliary Nursing Care Benefits (DNCB)/Carer Allowance/Carer's Pension/Carer Payment) used in ABS population surveys of disability, ageing and carers vary in context and purpose.</p>		

### Representational attributes

<b>Data type:</b>	
<b>Representational form:</b>	<b>Field size minimum:</b>
<b>Representational layout:</b>	<b>Field size maximum:</b>
<b>Data domain:</b>	
<b>Guide for use:</b>	
<b>Verification rules:</b>	
<b>Collection methods:</b>	

### Relational attributes

<b>Related metadata:</b>	relates to the data element Activity – level of difficulty, version 1
	relates to the data element Carer co-residency, version 1
	relates to the data element concept Family, version 2
	relates to the data element concept Volunteer, version 2

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## Informal carer

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(continued)

relates to the data element Relationship of carer to care recipient, version 1

*Information Model link:* Party role/Person role/Carer role

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Institute of Health and Welfare

*Source document:* Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

*Comments:*

## Informal carer availability

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	002003	<b>Version number:</b>	4
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	<p>Whether someone, such as a family member, friend or neighbour, has been identified as providing regular and sustained informal care and assistance to the person requiring care.</p> <p>Carers include those people who receive a pension or benefit for their caring role but does not include paid or volunteer carers organised by formal services.</p>		
<b>Context:</b>	<p>Ageing, disability and health:</p> <p>Recent years have witnessed a growing recognition of the critical role that informal support networks play in caring for frail older people and people with disabilities within the community. Not only are informal carers responsible for maintaining people with often high levels of functional dependence within the community, but the absence of an informal carer is a significant risk factor contributing to institutionalisation. Increasing interest in the needs of carers and the role they play has prompted greater interest in collecting more reliable and detailed information about carers and the relationship between informal care and the provision of and need for formal services.</p>		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1
<b>Data domain:</b>	1	Has a carer	
	2	Has no carer	
	9	Not stated/inadequately described	

<b>Guide for use:</b>	<p>This data element is purely descriptive of a client's circumstances. It is not intended to reflect whether the carer is considered by the service provider to be capable of undertaking the caring role.</p> <p>In line with this, the expressed views of the client and/or their carer should be used as the basis for determining whether the client is recorded as having a carer or not.</p> <p>A carer is someone who provides a significant amount of care and/or assistance to the person on a regular and sustained basis. Excluded from the definition of carers are paid workers or volunteers organised by formal services (including paid staff in funded group houses).</p> <p>When asking a client about the availability of a carer, it is important for agencies or establishments 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 client does not have to live with the client in order to be called a carer.</p>
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## Informal carer availability

(continued)

The availability of a carer should also be distinguished from living with someone else. Although in many instances a co-resident will also be a carer, this is not necessarily the case. The data element Living arrangement is designed to record information about person(s) with whom the client may live.

*Verification rules:*

*Collection methods:*

Agencies or establishments and service providers may collect this item at the beginning of each service episode and also assess this information at subsequent assessments or re-assessments.

Some agencies, establishments/providers may record this information historically so that they can track changes over time. Historical recording refers to the practice of maintaining a record of changes over time where each change is accompanied by the appropriate date.

### Relational attributes

*Related metadata:*

relates to the NCSDD data element concept Family, version 2

relates to the NCSDD data element concept Informal carer, version 2

relates to the NCSDD data element concept Volunteer, version 2

supersedes the NCSDD data element Carer availability, version 1

*Information Model link:*

Party role/Person role/Carer role

### Administrative attributes

*Registration authority:*

NCSIMG & NHIMG

*Administrative status:*

CURRENT

*Effective date:* 02/09/2003

*Source organisation:*

Australian Institute of Health and Welfare

National Health Data Committee and National Community Services Data Committee

*Source document:*

*Comments:*

This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.

This definition of 'Informal carer availability' is not the same as the ABS definition of 'Principal carer' used in the 1993 Disability, Ageing and Carers Survey and 'Primary carer' used in the 1998 survey. The ABS definitions require that the carer has or will provide care for a certain amount of time and that they provide certain types of care. This may not be appropriate for agencies or establishments wishing to obtain information about a person's carer regardless of the amount of time that care is for or the types of care provided. Information such as the amount of time for which care is provided can of course be collected separately but, if it were not needed, it would place a burden on service providers.

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## Interpreter services required

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000525	<i>Version number:</i>	3
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	Requirement for interpreter services in verbal languages other than English or non-verbal language.		
<i>Context:</i>	To assist in planning for provision of interpreter services.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	1	Interpreter required	
	2	Interpreter not required	

#### *Guide for use:*

#### *Verification rules:*

*Collection methods:* The Australian Standard Classification of Languages (ABS Catalogue no. 1267.0) should be used for the identification of the language in which the interpreter is required.

### Relational attributes

<i>Related metadata:</i>	supersedes the data element Interpreter services required, version 2
<i>Information Model link:</i>	Need

### Administrative attributes

<i>Registration authority:</i>	NCSIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	02/09/2003
<i>Source organisation:</i>			
<i>Source document:</i>			

*Comments:* For reasons of practicality and usefulness, sign languages and invented languages, which have not developed and evolved in the same fashion as 'natural' languages, have been included in the Australian Standard Classification of Languages.

Where interpreter services are provided using technology interface/aids or equipment refer to the data element 'Communication method'.

## Labour force status

### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	002010	<i>Version number:</i>	3
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The self reported status the person currently has in being either in the labour force (employed/unemployed) or not in the labour force. The categories are determined by a person's status in relation to current economic activity (which is measured by their activities in relation to work in a specified reference period).		
<i>Context:</i>	Labour force status is one indicator of the socio-economic status of a person and is a key element in assessing the circumstances and needs of individuals and families.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	1	Employed	
	2	Unemployed	
	3	Not in the labour force	
	9	Not stated/inadequately described	
<i>Guide for use:</i>	Code 1 Employed: Persons aged 15 years and over who, during the reference week: <ul style="list-style-type: none"> <li>(a) worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (comprising 'Employees', 'Employers' and 'Own Account Workers'); or</li> <li>(b) worked for one hour or more without pay in a family business or on a farm (that is, 'Contributing Family Worker'); or</li> <li>(c) were 'Employees' who had a job but were not at work and were: <ul style="list-style-type: none"> <li>- on paid leave</li> <li>- on leave without pay, for less than four weeks, up to the end of the reference week</li> <li>- stood down without pay because of bad weather or plant breakdown at their place of employment, for less than four weeks up to the end of the reference week</li> <li>- on strike or locked out</li> <li>- on workers' compensation and expected to be returning to their job, or</li> <li>- receiving wages or salary while undertaking full-time study; or</li> </ul> </li> <li>(d) were 'Employers', 'Own Account Workers' or 'Contributing Family Workers' who had a job, business or farm, but were not at work.</li> </ul> Code 2 Unemployed: Persons aged 15 years and over who were not employed during the reference week, and:		

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## Labour force status

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(continued)

(a) had actively looked for full-time or part-time work at any time in the four weeks up to the end of the reference week. Were available for work in the reference week, or would have been available except for temporary illness (that is, lasting for less than four weeks to the end of the reference week). Or were waiting to start a new job within four weeks from the end of the reference week and would have started in the reference week if the job had been available then; or

(b) were waiting to be called back to a full-time or part-time job from which they had been stood down without pay for less than four weeks up to the end of the reference week (including the whole of the reference week) for reasons other than bad weather or plant breakdown.

Note: Actively looking for work includes writing, telephoning or applying in person to an employer for work. It also includes answering a newspaper advertisement for a job, checking factory or job placement agency notice boards, being registered with a job placement agency, checking or registering with any other employment agency, advertising or tendering for work or contacting friends or relatives.

Code 3 Not in the Labour Force: Persons aged 15 years and over who, during the reference week, were not in the employed or unemployed, as defined. They include persons who were keeping house (unpaid), retired, voluntarily inactive, permanently unable to work, persons in institutions (hospitals, gaols, sanatoriums, etc.), trainee teachers, members of contemplative religious orders, and persons whose only activity during the reference week was jury service or unpaid voluntary work for a charitable organisation.

### *Verification rules:*

### *Collection methods:*

For information about collection, refer to the ABS web site:

<<http://www.abs.gov.au>>

### **Relational attributes**

#### *Related metadata:*

supersedes the NCSDD data element Labour force status, version 2

#### *Information Model link:*

Party characteristic/Person characteristic/Labour characteristic

### **Administrative attributes**

#### *Registration authority:*

NCSIMG & NHIMG

#### *Administrative status:*

CURRENT

*Effective date:* 02/09/2003

#### *Source organisation:*

Australian Bureau of Statistics

National Health Data Committee and National Community Services Data Committee

#### *Source document:*

Australian Bureau of Statistics 1995. Directory of Concepts and Standards for Social, Labour and Demographic Variables. Australia 1995. Cat. no. 1361.30.00. Canberra: ABS

#### *Comments:*

This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.



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## Last service contact date

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000513	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The date on which a service episode was completed.		
<i>Context:</i>	This data element may be used in the calculation of measures of periods of support and duration of assistance.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	8
<i>Representational layout:</i>	DDMMYYYY	<i>Field size maximum:</i>	8
<i>Data domain:</i>	Valid dates		
<i>Guide for use:</i>	<p>Due to the considerable variation in the types of services provided in the community services sector, it is not possible at this stage to define in generic terms what will constitute completion of a service episode. Individual collections should however define what constitutes completion for their own purposes.</p> <p>This data element should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a service episode is completed on July 1 2000 the Date assistance completed should be recorded as 01072000 as specified in the representational layout.</p>		

### Verification rules:

<i>Collection methods:</i>	Last service contact date must be related to a particular service episode. For each separate service episode a separate 'Last service contact date' should be recorded.
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### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Service episode, version 1 supersedes the data element Date assistance completed, version 1
<i>Information Model link:</i>	Event/Health and welfare service event/Exit/discharge from service event

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 01/07/2000
<i>Source organisation:</i>	Australian Institute of Health and Welfare	
<i>Source document:</i>		
<i>Comments:</i>		

## Legal order

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000578	<b>Version number:</b>	1
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The type of legal order or legal arrangement, to which a person is a subject of, or party to.		
<b>Context:</b>	<p>The legal status of a person is directly relevant to service provision in some community services areas (for example, care and protection orders in the child protection area, juvenile justice orders, restraining orders in SAAP). It may also be useful for agencies to assist in the provision of appropriate legal and other services. Mental health legal status is required to monitor trends in the use of compulsory treatment provisions under State and Territory mental health legislation by Australian hospitals and community health care facilities including, 24 hour community based residential services. Mental health legal status is an essential data element within local records for those hospitals and community mental health services that provide psychiatric treatment to involuntary patients.</p> <p>Information on legal status also provides a way of examining the link between clients and the criminal justice system and other service systems.</p>		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N(N)	<b>Field size maximum:</b>	3
<b>Data domain:</b>	1	Not subject of, or party to, a legal order or arrangement	
	2	Subject of, or party to, a legal order or arrangement	
	2.1	Care and protection order	
	2.2	Juvenile justice order	
	2.3	Involuntary mental health patient (under mental health legislation)	
	2.4	Restraining order	
	2.5	Other legal order	
	9	Not stated/inadequately described	

**Guide for use:** A person may be the subject of, or party to, more than one of the legal orders or legal arrangements at the same time (and may therefore have multiple codes).

The legal orders and arrangements listed above are a State responsibility and may vary across jurisdictions (for example, the number and type of care and protection orders vary quite considerably). As a result care should be taken in interpreting data differences across jurisdictions.

Care and protection orders: A legal order for the care and protection of a child under 18 years of age. Care and protection orders comprise the following:

- Finalised guardianship or finalised custody orders sought through a court, or administrative arrangements that have the impact of transferring custody or guardianship;

## Legal order

(continued)

- Finalised supervisory and other finalised court orders which give the department some responsibility for the child's welfare; and

- Interim and temporary orders and care applications.

Care and protection orders exclude administrative and voluntary arrangements with the community services departments that do not have the effect of transferring custody or guardianship.

There is a wide range of orders and arrangements included as care and protection orders, such as guardianship, custody, supervisory, undertakings, interim and temporary orders and undertakings. The types and numbers of orders vary considerably across States and Territories.

Juvenile Justice orders: Legal orders or arrangements under state and Territory juvenile justice legislation. Includes orders involving detention and non-detention (non-detention orders may require supervision, commitments or undertakings from young people, fines and good behaviour bonds).

Involuntary mental health patient: Approval is required under the State or Territory mental health legislation in order to detain patients for the provision of mental health care or for patients to be treated compulsorily in the community. Each State and Territory mental health legislation differs in the number of categories of involuntary patient that are recognised, and the specific titles and legal conditions applying to each type. The legal status categories, which provide for compulsory detention or compulsory treatment of the patient can be readily differentiated within each jurisdiction. These include special categories for forensic patients who are charged with or convicted of some form of criminal activity.

The mental health legal status of admitted patients treated within approved hospitals may change many times throughout the episode of care. Patients may be admitted to hospital on an involuntary basis and subsequently be changed to voluntary status; some patients are admitted as voluntary but are transferred to involuntary status during the hospital stay. Multiple changes between voluntary and involuntary status during an episode of care in hospital or treatment in the community may occur depending on the patient's clinical condition and his/her capacity to consent to treatment.

*Verification rules:*

*Collection methods:*

This data item will be collected at different times depending on the requirements of the data collection. For some it may be at the time a person is seeking a service while for others it may be at regular or irregular intervals.

### Relational attributes

*Related metadata:*

*Information Model link:* Party characteristic/Person characteristic/Legal characteristic

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT

*Effective date:* 01/07/2000

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## Legal order

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(continued)

*Source organisation:* Australian Institute of Health and Welfare

*Source document:* National Health Data Dictionary Version 8.0.

Children of care and protection orders, Australia: data collection standards, tables and counting rules, 1998-99.

SAAP National Data Collection Data Dictionary Version 1.1, 1999.

*Comments:*

## Level of highest educational attainment

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000579	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The highest qualification reported by a person in any field of study, or the highest year of school completed, whichever is the higher.		
<b>Context:</b>	This item provides an indication of diversity in educational attainment.		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N(NN)	<b>Field size maximum:</b>	3
<b>Data domain:</b>	1	Degree or higher	
	2	Diploma or Advanced Diploma	
	3	Certificate	
	4	Senior Secondary Education (e.g. Year 12, Senior Secondary Certificate of Education)	
	5	Junior Secondary Education (e.g. Year 10)	
	6	Primary School Education	
	7	Did not attend primary or secondary school	
	9	Not stated/inadequately described	

**Guide for use:** The data domain can be linked to categories specified in the Level of Education classification of the Australian Standard Classification of Education (ASCED). This classification allows for data to be collected at a greater level of detail if desired. In this case valid codes from the ASCED should be used as the data domain.

### Verification rules:

**Collection methods:** The recommended question wording for this data element is as follows:

'What is the highest level of education you/the person/(name) has completed?' (Mark one box only).

The levels should be listed as set out in the data domain above (Codes 1-7 only).

The focus of the item is completed education so if the client is in Year 11, then the category Junior Secondary Education (Year 10) should be marked as the highest level of education completed.

Primary School Education includes school up to Years 6 in New South Wales, Victoria, Tasmania and the Australian Capital Territory; and up to Year 7 in Queensland, South Australia, Western Australia and the Northern Territory.

Code 9 Not stated/inadequately described, is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

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## Level of highest educational attainment

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(continued)

### Relational attributes

*Related metadata:* supersedes the data element Education level, version 1

*Information Model link:* Party characteristic/Person characteristic/Educational characteristic

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* Australian Bureau of Statistics  
Australian Institute of Health and Welfare

*Source document:* Australian Bureau of Statistics 2001. Australian Standard  
Classification of Education (ASCED) 2001. Cat. no. 1272.0. Canberra:  
ABS. Reference through:  
<<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>

*Comments:*

# Living arrangement

## Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000527	<i>Version number:</i>	3
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	Whether a person usually resides alone or with others.		
<i>Context:</i>	It is important to record the type of living arrangement for a person in order to develop a sense of the level of support, both physically and emotionally, to which a person may have access.		

## Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	1	Lives alone	
	2	Lives with family	
	3	Lives with others	
	9	Not stated/inadequately described	

<i>Guide for use:</i>	Code 2 Lives with family: If the person's household includes both family and non-family members, the person should be recorded as living with family. 'Living with family' should be considered to include defacto and same sex relationships.
	On occasion, difficulties can arise in deciding the living arrangement of a person due to their type of accommodation (e.g. boarding houses, hostels, group homes, retirement villages, residential aged care facilities).
	In these circumstances the person should be regarded as living alone, except in those instances in which they are sharing their own private space/room within the premises with a significant other (e.g. partner, sibling, close friend).

### *Verification rules:*

<i>Collection methods:</i>	Generally this item is collected for the person's usual living arrangement, but may also, if required, be collected for a person's main living arrangement or living arrangement at a particular time reference point.
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## Relational attributes

<i>Related metadata:</i>	relates to the data element concept Dwelling, version 1
	relates to the data element concept Family, version 2
	relates to the data element concept Household, version 2
	supersedes previous data element Living arrangements, version 2
<i>Information Model link:</i>	Party characteristic/Person characteristic/Accommodation/living characteristic

## Administrative attributes

<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	02/09/2003
<i>Source organisation:</i>	Commonwealth and State/Territory Home and Community Care Officials		

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## Living arrangement

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(continued)

National Health Data Committee and National Community Services Data Committee

*Source document:*

Commonwealth Department of Health and Family Services 1998. Home and Community Care Data Dictionary. Version 1.0. Canberra: DHFS

*Comments:*



## Main language other than English spoken at home

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	002012	<b>Version number:</b>	3
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The language reported by a person as the main language other than English spoken by that person in his/her home (or most recent private residential setting occupied by the person) on a regular basis, to communicate with other residents of the home or setting and regular visitors.		
<b>Context:</b>	<p>This data element is important in identifying those people most likely to suffer disadvantage in terms of their ability to access services due to language and/or cultural difficulties. In conjunction with Indigenous status, Proficiency in spoken English and Country of birth, this data element forms the minimum core set of cultural and language indicators recommended by the Australian Bureau of Statistics (ABS).</p> <p>Data on main language other than English spoken at home are regarded as an indicator of 'active' ethnicity and also as useful for the study of inter-generational language retention. The availability of such data may help providers of health and community services to effectively target the geographic areas or population groups that need those services. It may be used for the investigation and development of language services such as interpreter/translation services.</p>		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	4
<b>Representational layout:</b>	NNNN	<b>Field size maximum:</b>	4
<b>Data domain:</b>	Valid codes from ABS Australian Standard Classification of Languages 1997 (ABS Catalogue no. 1267.0)		
<b>Guide for use:</b>	<p>The Australian Standard Classification of Languages (ASCL) has a three-level hierarchical structure. The most detailed level of the classification consists of base units (languages) which are represented by four-digit codes. The second level of the classification comprises narrow groups of languages (the Narrow Group level), identified by the first two digits. The most general level of the classification consists of broad groups of languages (the Broad Group level) and is identified by the first digit. The classification includes Indigenous Australian languages and sign languages.</p> <p>For example, the Lithuanian language is coded as 3102. In this case 3 denotes that it is an Eastern European language, while 31 denotes that it is a Baltic language. The Pintupi Aboriginal language is coded as 8217. In this case 8 denotes that it is an Australian Indigenous language and 82 denotes that the language is Central Aboriginal.</p> <p>Language data may be output at the Broad Group level, Narrow Group level or base level of the classification. If necessary significant Languages within a Narrow Group can be presented separately while the remaining Languages in the Narrow Group are aggregated. The same principle can be adopted to highlight significant Narrow Groups within a Broad Group.</p>		

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## Main language other than English spoken at home

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(continued)

Note that Code 9900 should be used where language is Not stated/inadequately described. Code 9900 is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Persons not in private residential settings should respond for 'at home' as the most recent private residential setting in which that person has resided.

The reference in the title to 'at home' may cause offence to homeless persons and should be shortened to 'Main language other than English spoken' where applicable.

**Verification rules:**

**Collection methods:**

Data collected at the 4-digit level (specific language) will provide more detailed information than that collected at the 2-digit level. It is recommended that data be collected at the 4-digit level however where this is not possible data should be collected at the 2-digit level.

Recommended question:

Do you/Does the person/Does (name) speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often.)

No (English only) \_\_\_\_

Yes, Italian \_\_\_\_

Yes, Greek \_\_\_\_

Yes, Cantonese \_\_\_\_

Yes, Mandarin \_\_\_\_

Yes, Arabic \_\_\_\_

Yes, Vietnamese \_\_\_\_

Yes, German \_\_\_\_

Yes, Spanish \_\_\_\_

Yes, Tagalog (Filipino) \_\_\_\_

Yes, Other (please specify) \_\_\_\_\_

This list reflects the 9 most common languages spoken in Australia.

Languages may be added or deleted from the above short list to reflect characteristics of the population of interest.

Alternatively a tick box for 'English' and an 'Other – please specify' response category could be used.

**Relational attributes**

**Related metadata:**

supersedes the NCSDD data element Main language other than English spoken at home, version 2

**Information Model link:**

Party characteristic/Person characteristic/Social-cultural characteristic

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## Main language other than English spoken at home

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(continued)

### Administrative attributes

*Registration authority:* NCSIMG & NHIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* Australian Bureau of Statistics  
National Health Data Committee and National Community Services Data Committee

*Source document:* Australian Bureau of Statistics 1997. Australian Standard Classification of Languages (ASCL), 1997. Cat. no. 1267.0. Canberra: ABS. Reference through:  
<<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>.  
Australian Bureau of Statistics 1999. Standards for Statistics on Cultural and Language Diversity 1999. Cat no. 1289.0. Canberra: ABS. Reference through:  
<<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>. Select: Other ABS Statistical Standards.

*Comments:* This data element is consistent with that used in the Australian Census of Population and Housing and is recommended for use whenever there is a requirement for comparison with Census data.

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## Main occupation of person

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	002013	<b>Version number:</b>	3
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The occupation of a person describes the job in which the person is principally engaged. A job in any given establishment is a set of tasks designed to be performed by one individual in return for a wage or salary. An occupation is a set of jobs with similar sets of tasks. For persons with more than one job, the main job is the one in which the person works the most hours.		
<b>Context:</b>	This data element may be useful in gaining an understanding of a clients situation and needs. For example, the occupation of a person with a disability may be directly relevant to the type of aids that they require.		

### Representational attributes

<b>Data type:</b>	Alphanumeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	2
<b>Representational layout:</b>	NN(NN-NN)	<b>Field size maximum:</b>	7
<b>Data domain:</b>	Valid codes from the Australian Standard Classification of Occupations, Second edition 1997 (ABS Cat. no. 1220.0). Reference through: < <a href="http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary">http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary</a> >. Select: ABS classifications.		
<b>Guide for use:</b>	This data element can be used to code the main occupation of persons involved in an event. Caution is advised in its use with regard to service providers as their activity as a service provider may not be their main occupation.		
<b>Verification rules:</b>			
<b>Collection methods:</b>	This data element should only be collected from people whose Labour force status is employed.  Occupation is too complex and diverse an issue to fit neatly into any useable small group of categories. Therefore the Australian Bureau of Statistics (ABS) recommend that this data element be collected by using the following two open-ended questions:  Q1. In the main job held last week (or other recent reference period), what was your/the person's occupation?  Q2. What are the main tasks that you/the person usually perform(s) in that occupation? The information gained from these two questions can then be used to select an appropriate code from the Australian Standard Classification of Occupations at any of the available levels (see Comments field below). Accurate data are best achieved using computer assisted coding. A Computer Assisted Coding system is available from the ABS to assist in coding occupational data to Australian Standard Classification of Occupations codes.  Data coded at the 4- and 6-digit level will provide more detailed information than that collected at the higher levels and may be more useful. However, the level at which data are coded and reported will depend on the purpose of collecting this information.		

## Main occupation of person

(continued)

If only one question is asked, question one should be used. The use of question one only, however, sometimes elicits responses which do not provide a clear occupation title and specification of tasks performed. As a result accurate coding at unit group or occupation level may not be possible.

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, due to the complexities of the data element 'Main occupation of person', this will result in inaccurate information. The recommended question should be used wherever possible.

### Relational attributes

**Related metadata:** relates to the NCSDD data element concept Employed – working full-time/part-time, version 2  
supersedes the NCSDD data element Occupation, version 1

**Information Model link:** Party characteristic/Person characteristic/Labour characteristic

### Administrative attributes

**Registration authority:** NCSIMG & NHIMG

**Administrative status:** CURRENT **Effective date:** 02/09/2003

**Source organisation:** Australian Bureau of Statistics  
National Health Data Committee and National Community Services Data Committee

**Source document:** Australian Bureau of Statistics 1997. Australian Standard Classification of Occupations, Second edition 1997. Cat. no. 1220.0. Canberra: ABS. Reference through:  
<<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>.

**Comments:** This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.  
The structure of the Australian Standard Classification of Occupations has five levels:

9	Major groups	1-digit codes
35	Sub-major groups	2-digit codes
81	Minor groups	3-digit codes
340	Unit groups	4-digit codes
986	Occupations	6-digit codes

For example:

Level	Code	Title
Major group	2	Professionals
Sub-major group	24	Education Professionals
Minor group	241	School Teachers
Unit group	2414	Special Education Teachers
Occupation	2414-13	Teacher of the Hearing Impaired

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## Marital status

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	002014	<b>Version number:</b>	4
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	A person's current relationship status in terms of a couple relationship or, for those not in a couple relationship, the existence of a current or previous registered marriage.		
<b>Context:</b>	<p>Marital status is a core data element in a wide range of social, labour and demographic statistics. Its main purpose is analysis of the association of marital status with the need for and use of services, and for epidemiological analysis.</p> <p>Marital status also acts as an indicator for the level of support adult recipients of the welfare system have at home. The item is also used in comparisons of administrative data and population censuses and surveys.</p>		

### Representational attributes

<b>Data type:</b>	Numeric														
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1												
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1												
<b>Data domain:</b>	<table> <tr> <td>1</td> <td>Never married</td> </tr> <tr> <td>2</td> <td>Widowed</td> </tr> <tr> <td>3</td> <td>Divorced</td> </tr> <tr> <td>4</td> <td>Separated</td> </tr> <tr> <td>5</td> <td>Married (registered and de facto)</td> </tr> <tr> <td>6</td> <td>Not stated/inadequately described</td> </tr> </table>			1	Never married	2	Widowed	3	Divorced	4	Separated	5	Married (registered and de facto)	6	Not stated/inadequately described
1	Never married														
2	Widowed														
3	Divorced														
4	Separated														
5	Married (registered and de facto)														
6	Not stated/inadequately described														

<b>Guide for use:</b>	<p>Refers to the current marital status of a person.</p> <p>Code 5 Married (registered and de facto), includes people who have been divorced or widowed but have since re-married, and should be generally accepted as applicable to all de facto couples, including of the same sex.</p> <p>Code 2 Widowed, and Code 4 Separated, usually refer to registered marriages but when self reported may also refer to de facto marriages.</p> <p>Code 6 Not stated/inadequately described, is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.</p>
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### Verification rules:

<b>Collection methods:</b>	<p>This data element collects information on social marital status. The recommended question module is:</p> <p>Do you/Does the person usually live with a partner in a registered or de facto marriage?</p> <p>Yes, in a registered marriage</p> <p>Yes, in a defacto marriage</p> <p>No, never married</p> <p>No, separated</p>
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## Marital status

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(continued)

No, divorced

No, widowed

It should be noted that information on marital status is collected differently by the ABS, using a set of questions. However, the question outlined above is suitable and mostly sufficient for use within the health and community services fields. See below (Source document) for information on how to access the ABS standards.

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, the recommended question should be used wherever practically possible.

### Relational attributes

*Related metadata:* supersedes the NCSDD data element Marital status, version 1

*Information Model link:* Party characteristic/Person characteristic/Social-cultural characteristic

### Administrative attributes

*Registration authority:* NCSIMG & NHIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* Australian Bureau of Statistics  
National Health Data Committee  
National Community Services Data Committee

*Source document:* The ABS standards for the collection of Social and Registered marital status appear on the ABS web site:  
<<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>. Select: Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Demographic Variables.

*Comments:* This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.

The ABS standards identify two concepts of marital status:

- registered marital status defined as whether a person has, or has had, a registered marriage;

- social marital status based on a person's living arrangement (including de facto marriages), as reported by the person.

It is recommended that the social marital status concept be collected when information on social support/home arrangements is sought, whereas the registered marital status concept need only be collected where it is specifically required for the purposes of the collection.

While marital status is an important factor in assessing the type and extent of support needs, such as for the elderly living in the home environment, marital status does not adequately address the need for information about social support and living arrangement and other data elements need to be formulated to capture this information.

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## Mother's original family name

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	002015	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The original family name of the person's mother as reported by the person.		
<i>Context:</i>	May be used to confirm the identity of a person.		

### Representational attributes

<i>Data type:</i>	Alphanumeric		
<i>Representational form:</i>	TEXT	<i>Field size minimum:</i>	0
<i>Representational layout:</i>	AN(40)	<i>Field size maximum:</i>	40
<i>Data domain:</i>	Text		
<i>Guide for use:</i>	Mixed case should be used (rather than upper case only).		
<i>Verification rules:</i>			
<i>Collection methods:</i>	See relevant paragraphs in the collection methods section of the data element Family name.		

### Relational attributes

<i>Related metadata:</i>	relates to the NCSDD data element concept Family, version 2
<i>Information Model link:</i>	Party characteristic/Person characteristic/Other person characteristic

### Administrative attributes

<i>Registration authority:</i>	NCSIMG & NHIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	02/09/2003
<i>Source organisation:</i>	Standards Australia National Health Data Committee and National Community Services Data Committee		
<i>Source document:</i>	Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia		
<i>Comments:</i>	This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.		



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## Name context flag

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	002016	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	An indicator of specific conditions that may be applied to a particular person's name.		
<i>Context:</i>			

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	1	Unreliable information	
	2	Name not for continued use	
	3	Special privacy/security requirement	
<i>Guide for use:</i>	Code 1 Unreliable information, should be used where it is known that the name recorded is a fictitious or partial name. These names should not be used for matching client data.		
	Code 2 Name not for continued use, includes certain tribal names which may not be appropriate for long term use.		
	Code 3 Special privacy/security requirements, may apply to names for which episodes are attached that should only be accessible to specified authorised persons. There must be a specific need to implement this additional security level. Local policy should provide guidance to the use of this code.		

*Verification rules:*

*Collection methods:*

### Relational attributes

*Related metadata:*

*Information Model link:* Party characteristic/Person characteristic/Other person characteristic

### Administrative attributes

<i>Registration authority:</i>	NCSIMG & NHIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	02/09/2003
<i>Source organisation:</i>	Standards Australia National Health Data Committee and National Community Services Data Committee		
<i>Source document:</i>	Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia		
<i>Comments:</i>	This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.		

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## Name suffix

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	002017	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	Additional term following a person's name used to identify a person when addressing them by name, whether by mail, by phone, or in person.		
<i>Context:</i>			

### Representational attributes

<i>Data type:</i>	Alphabetic		
<i>Representational form:</i>	TEXT	<i>Field size minimum:</i>	–
<i>Representational layout:</i>	A(12)	<i>Field size maximum:</i>	12
<i>Data domain:</i>	Valid abbreviations from the Australian Standard AS4590-1999 Interchange of client information		
<i>Guide for use:</i>	Mixed case should be used (rather than upper case only).		
<i>Verification rules:</i>			
<i>Collection methods:</i>	More than one Name suffix may be collected. Use a single space between each suffix. Examples of Name suffixes are 'Jr' for Junior and 'MP' for Member of Parliament.		

### Relational attributes

<i>Related metadata:</i>	relates to the NCSDD data element concept Family, version 2
<i>Information Model link:</i>	Party characteristic/Person characteristic/Other person characteristic

### Administrative attributes

<i>Registration authority:</i>	NCSIMG & NHIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	02/09/2003
<i>Source organisation:</i>	Standards Australia National Health Data Committee and National Community Services Data Committee		
<i>Source document:</i>	Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia. Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia.		
<i>Comments:</i>	This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.		

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## Name title

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	002018	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	An honorific form of address, commencing a name, used when addressing a person by name, whether by mail, by phone, or in person.		

*Context:*

### Representational attributes

<i>Data type:</i>	Alphabetic		
<i>Representational form:</i>	TEXT	<i>Field size minimum:</i>	–
<i>Representational layout:</i>	A(12)	<i>Field size maximum:</i>	12
<i>Data domain:</i>	Valid abbreviations from the Australian Standard AS4590-1999 Interchange of client information		

*Guide for use:* Name title should not be confused with job title.  
Mixed case should be used (rather than upper case only).  
An example of Name title is 'Mr' for Mister.

*Verification rules:* The Name title for Master should only be used for persons less than 15 years of age.  
Name titles for Doctor and Professor should only be applicable to persons of greater than 20 years of age.

*Collection methods:*

### Relational attributes

<i>Related metadata:</i>	relates to the NCSDD data element concept Client, version 1		
<i>Information Model link:</i>	Party characteristic/Person characteristic/Other person characteristic		

### Administrative attributes

<i>Registration authority:</i>	NCSIMG & NHIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	02/09/2003
<i>Source organisation:</i>	Standards Australia National Health Data Committee and National Community Services Data Committee		
<i>Source document:</i>	Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia. Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia.		
<i>Comments:</i>	This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.		

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## Participation extent

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000568	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The degree of participation by an individual in a specified life area.		
<b>Context:</b>	<p>This data element contributes to the definition of the concept 'Disability' and gives an indication of the experience of disability for a person.</p> <p>This data element may be used to describe the extent of participation in life situations for an individual with a disability. The standard or norm to which an individual's participation is compared is that of an individual without a similar health condition in that particular society. The participation restriction records the discordance between the experienced participation and the expected participation of an individual without a similar health condition. The definition of 'particular society' is not specified and will inevitably give rise to different interpretations. If limiting the interpretation it will be necessary to state the factors which are taken into account, for example, age, gender, ethnicity, religion, education, locality (town, state, rural, remote, urban).</p> <p>Extent of participation is always associated with a health condition. For example, a restriction in participation in exchange of information may be recorded when the person has had a stroke, but not when the restriction is associated only with linguistic diversity, without a related health condition. A value is attached to restriction of participation (that is, a participation restriction is a disadvantage). The value is dependent on cultural norms, so that an individual can be disadvantaged in one group or location and not in another place.</p> <p>The ICF is intended to be grounded in a human rights philosophy, and its relationship to the Standard Rules on Equalization of Opportunities for Persons with Disabilities endorsed by the United Nations in 1994 is acknowledged. The purpose of the Rules is to ensure that people with disabilities, as members of their societies, may exercise the same rights and obligations as others.</p>		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1
<b>Data domain:</b>	0	Full participation	
	1	Mild participation restriction	
	2	Moderate participation restriction	
	3	Severe participation restriction	
	4	Complete participation restriction	
	8	Not applicable	
	9	Not stated/inadequately described	

## Participation extent

(continued)

**Guide for use:**

This data element gives an external rating of the extent of restriction in participation in terms of duration, frequency, manner or outcome. The coding is used with specified Participation domains, for example, 'mild restriction of participation in mobility'.

Code 8 Not applicable, is recorded when participation in a life area is not relevant, such as employment for an infant.

**Verification rules:**

**Collection methods:**

This coding is used in conjunction with specified Participation domains. For example a 'mild restriction in participation in exchange of information'.

The life area in which an individual experiences a participation restriction is indicated in the data element 'Activities and participation domains'. The levels of satisfaction with participation in a given life area are indicated in 'Participation – satisfaction level'.

Calibration and mapping of existing tools within this international framework will be an important process towards greater national consistency in recording the extent of participation.

### Relational attributes

**Related metadata:**

relates to the data element concept Activities and participation domains, version 2

relates to the data element concept Assistance with activities and participation, version 1

relates to the data element concept Disability, version 2

relates to the data element concept Functioning, version 1

relates to the data element concept Participation – functioning, disability and health, version 1

supersedes the data element Participation extent, version 1

**Information Model link:**

Person participation/independence

### Administrative attributes

**Registration authority:**

NCSIMG

**Administrative status:**

CURRENT

**Effective date:** 02/09/2003

**Source organisation:**

World Health Organization

**Source document:**

World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO.

Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide. Version 1.0. Canberra: AIHW.

**Comments:**

The ICF was endorsed by the World Health Assembly in 2001 and is a core member of the WHO family of health related classifications. Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003b) and the following web sites.

- Australian Collaborating Centre ICF web site:

<<http://www.aihw.gov.au/disability/icf/index.html>>

- WHO ICF web site: <<http://www3.who.int/icf/icftemplate.cfm>>

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## Participation—functioning, disability and health

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000857	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	In the context of health, participation is involvement in a life situation. Participation restrictions are problems an individual may experience in involvement in life situations.		
<i>Context:</i>	<p>Involvement refers to the lived experience of people in the actual context in which they live. This context includes 'Environmental Factors' – all aspects of the physical, social and attitudinal world.</p> <p>The individual's degree of involvement can be reflected by this element when combined with 'Participation extent' and 'Participation – satisfaction level'.</p> <p>'Activities and participation' is one of three components that define the concept 'Disability', along with 'Body functions and structures' and 'Environmental factors'. 'Activities and participation' is also encompassed within the concept 'Functioning'.</p> <p>The concept 'Participation', as defined here and as measured in the data elements 'Participation extent' and 'Participation – satisfaction level', may be relevant to people and human services not related to disability. In time, a related and more generic data element may be developed. In the meantime, the addition of 'functioning, disability and health' to the name of the data element concept indicates that the current concept is based on the concept and framework developed by World Health Organization to assist in the classification and description of functioning and disability, as contained in the International Classification of Functioning, Disability and Health (ICF).</p>		

### Representational attributes

<i>Data type:</i>		<i>Field size minimum:</i>	
<i>Representational form:</i>		<i>Field size maximum:</i>	
<i>Representational layout:</i>			
<i>Data domain:</i>			
<i>Guide for use:</i>			
<i>Verification rules:</i>			
<i>Collection methods:</i>			

### Relational attributes

<i>Related metadata:</i>	relates to the data element Activities and participation domains, version 2
	relates to the data element Activity – level of difficulty, version 2
	relates to the data element Body functions, version 2
	relates to the data element Body structures, version 1
	relates to the data element concept Activity – functioning, disability and health, version 1
	relates to the data element concept Assistance with activities and participation, version 1

## Participation—functioning, disability and health

(continued)

relates to the data element concept Disability, version 2  
 relates to the data element concept Functioning, version 1  
 relates to the data element Disability grouping, version 2  
 relates to the data element Environmental factors—extent of influence, version 2  
 relates to the data element Environmental factors, version 2  
 relates to the data element Impairment extent, version 2  
 relates to the data element Participation extent, version 2  
 relates to the data element Participation satisfaction level, version 2

*Information Model link:* Person participation/independence

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* World Health Organization

*Source document:* World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO.  
 Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide. Version 1.0. Canberra: AIHW.

*Comments:* 'Activities and participation' is one of three components in the ICF that define disability. The ICF was endorsed by the World Health Assembly in 2001 and is a core member of the WHO family of health related classifications. Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003b) and the following web sites.

- Australian Collaborating Centre ICF web site:

<<http://www.aihw.gov.au/disability/icf/index.html>>

- WHO ICF web site: <<http://www3.who.int/icf/icftemplate.cfm>>

The ICF provides a framework for the description of human functioning. The components of the ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001).

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## Participation satisfaction level

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000589	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	A person's level of satisfaction with their participation in an area of life, in relation to their current life goals. Participation restrictions are problems an individual may experience in involvement in life situations.		
<i>Context:</i>	The individual's experience of life situations may be described by this data element in conjunction with 'Activities and participation domains' and 'Participation extent'. This data element may contribute to the definition of disability and give an indication of the experience of disability from a personal perspective.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	1	High satisfaction with participation	
	2	Moderate satisfaction with participation	
	3	Moderate dissatisfaction with participation	
	4	Extreme dissatisfaction with participation	
	5	No participation	
	6	No participation and none desired	
	8	Not applicable	
	9	Not stated/inadequately described	

<i>Guide for use:</i>	<p>This data element gives a rating of the person's degree of satisfaction with participation in a domain of life, in relation to their current life goals. Choice and autonomy are key aspects of satisfaction and quality of life for all people.</p> <p>Satisfaction with participation may also be affected by duration, frequency, manner or outcome of participation. Duration and frequency may be less than or more than desired by the individual.</p> <p>Code 1 High satisfaction with participation, is recorded if a person is involved in the specified life situation as he or she wishes, to fulfil his or her current life goals in terms of duration, frequency, manner and outcome.</p> <p>Code 2 Moderate satisfaction with participation, is recorded if the person is reasonably satisfied with their participation in this life situation, in terms of duration, frequency, manner and outcome. This could occur if one of the criteria (duration, frequency, manner or outcome) is not fulfilled and that criterion is not critical to the person's goals. For example, the person does not participate in the specified life situation as frequently as wished, but the other criteria are met and the frequency is not so affected that it is critical to the person's satisfaction.</p>
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## Participation satisfaction level

(continued)

Code 3 Moderate dissatisfaction with participation, is recorded if two or three criteria (duration, frequency, manner or outcome) are not fulfilled, but are not so badly affected, in relation to the person's goals in that life area, that the person is extremely dissatisfied. For example, a person is able to participate in work, but is placed in supported employment rather than employment in the open labour market. This is not in line with the person's goals, so that the manner and outcome of the participation are not fulfilled.

Code 4 Extreme dissatisfaction with participation, is recorded when all criteria (duration, frequency, manner and outcome) are not fulfilled for the specified life situation, or where any of the criteria are so badly affected in relation to the person's goals that they consider themselves to be extremely dissatisfied with this life area. An example of the latter would arise when a person is extremely dissatisfied with participation in interpersonal activities because his/her goal in terms of duration of social visits is never fulfilled, although other criteria (frequency and manner) may be fulfilled.

Code 5 No participation, is recorded when the person does not participate in this life situation in line with his or her own goals, that is, in an area where they wish to participate.

Code 6 No participation and none desired, is recorded when the person does not participate in this area, but does not wish to do so.

Code 8 Not applicable, is recorded when participation in a life situation is not relevant, such as employment for an infant.

### *Verification rules:*

### *Collection methods:*

Satisfaction with participation should be coded from the perspective of the person.

This coding is used in conjunction with 'Activities and participation domains'.

For example, a person's 'moderate satisfaction with participation in exchange of information'.

The area in which an individual experiences a participation restriction is indicated in 'Activities and participation domains'. The extent of participation in a given area is indicated in 'Participation extent'.

### **Relational attributes**

#### *Related metadata:*

relates to the data element concept Activity – functioning, disability and health, version 1

relates to the data element concept Assistance with activities and participation, version 1

relates to the data element concept Disability, version 2

relates to the data element concept Functioning, version 1

relates to the data element concept Participation – functioning, disability and health, version 1

supersedes the data element Participation satisfaction level, version 1

#### *Information Model link:*

Person participation/independence

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## Participation satisfaction level

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(continued)

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* World Health Organization

*Source document:* World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO.  
Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide. Version 1.0. Canberra: AIHW.

*Comments:* The ICF was endorsed by the World Health Assembly in 2001 and is a core member of the WHO family of health related classifications. Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003b) and the following web sites.

- Australian Collaborating Centre ICF web site:  
<<http://www.aihw.gov.au/disability/icf/index.html>>

- WHO ICF web site: <<http://www3.who.int/icf/icftemplate.cfm>>

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## Person identifier

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	002020	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	Person identifier unique within an establishment or agency.		
<i>Context:</i>	This item could be used for editing at the agency, establishment or collection authority level and, potentially, for episode linkage. There is no intention that this item would be available beyond collection authority level.		

### Representational attributes

<i>Data type:</i>	Alphanumeric		
<i>Representational form:</i>	IDENTIFICATION NUMBER	<i>Field size minimum:</i>	6
<i>Representational layout:</i>	AN(20)	<i>Field size maximum:</i>	20
<i>Data domain:</i>	Valid person identification number.		
<i>Guide for use:</i>	Individual agencies, establishments or collection authorities may use their own alphabetic, numeric or alphanumeric coding systems.		
<i>Verification rules:</i>	Field cannot be blank.		
<i>Collection methods:</i>			

### Relational attributes

<i>Related metadata:</i>	relates to the NCSDD data element concept Agency, version 1
<i>Information Model link:</i>	Party role/Person role/Recipient role

### Administrative attributes

<i>Registration authority:</i>	NCSIMG & NHIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	02/09/2003
<i>Source organisation:</i>	National Health Data Committee and National Community Services Data Committee		
<i>Source document:</i>			
<i>Comments:</i>	This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.		

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## Postal delivery point identifier

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	002022	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	A unique number assigned to a postal address as recorded on the Australia Post Postal Address File (PAF).		
<i>Context:</i>			

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	–
<i>Representational layout:</i>	N(8)	<i>Field size maximum:</i>	8
<i>Data domain:</i>	Valid Postal Delivery Point Identifier (PDPID) Code or blank.		
<i>Guide for use:</i>	<p>Australia Post maintains a Postal Address File (PAF) database which contains Australian postal delivery addresses and their corresponding eight (8) character unique identification number known as a delivery point identifier. While the PAF is concerned with postal address, for many persons' a postal address will be the same as their residential address. The PAF can be used to improve the recording of address data at the time of data entry.</p> <p>The Postal Address File may be used at the time of data entry to confirm that the combined data elements of Address line, Suburb/town/locality, Australian State/territory identifier and Postcode – Australian are accurately recorded.</p>		
<i>Verification rules:</i>	Field may be blank (where the person's address is not a recognised Australia Post delivery address).		
<i>Collection methods:</i>	The delivery point identifier is assigned electronically to recognised Australia Post delivery addresses following reference to the PAF database.		

### Relational attributes

<i>Related metadata:</i>	
<i>Information Model link:</i>	Location/ Address

### Administrative attributes

<i>Registration authority:</i>	NCSIMG & NHIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 02/09/2003
<i>Source organisation:</i>	Standards Australia National Health Data Committee and National Community Services Data Committee	
<i>Source document:</i>	Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia	

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## Postal delivery point identifier

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(continued)

**Comments:**

This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.

In October 1999, Australia Post introduced a bar-coding system for bulk mail lodgements. Agencies or establishments can use software to improve the quality of person address data it collects and records and, at the same time, receive financial benefits by reducing its postage expenses.

The delivery point identifier is easily converted to a bar code and can be included on correspondence and address labels. If the bar code is displayed on a standard envelope that passes through a mail-franking machine (e.g. as used by most major hospitals), the postage cost is reduced.

Every three months, Australia Post provides updates to the PAF database. For more information, contact Australia Post.

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## Postcode—Australian

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	002021	<i>Version number:</i>	3
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a party (person or organisation), as defined by Australia Post.		
<i>Context:</i>	Postcode is an important part of a person's or organisation's postal address and facilitates written communication. It is one of a number of geographic identifiers that can be used to determine a geographic location. Postcode may assist with uniquely identifying a person or organisation.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	4
<i>Representational layout:</i>	NNNN	<i>Field size maximum:</i>	4
<i>Data domain:</i>	Valid Australia Post postal code.		
<i>Guide for use:</i>	The postcode book is updated more than once annually as postcodes are a dynamic entity and are constantly changing.		
<i>Verification rules:</i>			
<i>Collection methods:</i>	May be collected as part of Address line or separately. Postal addresses may be different from where a person actually resides, or a service is actually located.		
	Leave Postcode – Australian blank for:		
	Any overseas address		
	Unknown address		
	No fixed address.		

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Address, version 1
	relates to the data element concept Agency, version 1
	relates to the data element concept Geographic indicator, version 2
	supersedes the data element Postcode, version 2
<i>Information Model link:</i>	Location/ Address

### Administrative attributes

<i>Registration authority:</i>	NCSIMG & NHIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	02/09/2003
<i>Source organisation:</i>	National Health Data Committee and National Community Services Data Committee Standards Australia		
<i>Source document:</i>	Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia.		
	Australia Post Postcode book. Reference through: < <a href="http://www1.auspost.com.au/postcodes">http://www1.auspost.com.au/postcodes</a> >.		

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## Postcode—Australian

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(continued)

*Comments:*

This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.

Postcode—Australian may be used in the analysis of data on a geographical basis, which involves a conversion from postcodes to the ABS postal areas. This conversion results in some inaccuracy of information. However, in some data sets postcode is the only geographic identifier, therefore the use of other more accurate indicators (e.g. Statistical Local Area) is not always possible.

When dealing with aggregate data, postal areas, converted from postcodes, can be mapped to ASGC codes using an ABS concordance, for example to determine Statistical Local Areas. It should be noted that such concordances should not be used to determine the Statistical Local Area of any individual's postcode. Where individual street addresses are available, these can be mapped to ASGC codes (e.g. Statistical Local Areas) using the ABS National Localities Index (NLI). Refer to ABS Catalogue no. 1252.0 for full details of the National Localities Index.

## Principal source of income

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000531	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The source by which a person derives most (equal to or greater than 50%) of his/her income. If the person has multiple sources of income and none equal to or greater than 50%, the one, which contributes the largest percentage, should be counted.		
<b>Context:</b>	The element is an indicator of the needs and circumstances of individuals and sometimes, used in assessment of income equity.		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N(N)	<b>Field size maximum:</b>	2
<b>Data domain:</b>	1	Primary cash income	
	2	Property cash income	
	3	Cash Transfers	
	31	Australian Government Cash Transfers	
	4	Other income	
	5	Nil income	
	9	Not stated/not known/inadequately described	

<b>Guide for use:</b>	<p>The data domain categories shown above can be linked to broad sources of cash income specified in the new (yet to be released) Australian Standard Classification of Sources of Cash Income.</p> <p>A person with more than one source of income should be categorised only to the data domain category, which best describes their primary source of income. If there is more than one source and they are exactly equal, list the source of employment to which the person most identifies as a primary occupation.</p> <p>This question is not asked of person's aged less than 15 years because they are generally dependants. Primary cash income: includes employee cash income such as wages and salaries and cash income from entrepreneurial activity by an employer or own account worker.</p> <p>Property cash income: includes cash income deriving from the ownership of assets; it comprises returns from financial assets (interest, dividend) from physical assets (rent) and from intellectual assets (royalties).</p> <p>Cash transfers: can be broken down to 'Australian Government Cash Transfers' (Code 31). This category can be further classified to the 3-digit level which, is categorised by target groups. For example, payments to parents could be broken down into payments to single parents and payments to partnered parents. The latter can be broken down again between those receiving the basic amount and those on full or above basic amounts. Similarly, payments to persons of employable age not elsewhere included, can be divided between different payments like Newstart and Mature Age Allowance, or between job seekers and others. See 'Sources of cash income'.</p>
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## Principal source of income

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(continued)

*Verification rules:*

*Collection methods:* Individual community services data collections may use more detailed categories for one or more of the above for program or service-specific purposes. For example, the Commonwealth State Disability Agreement National Minimum Data Set separately identifies disability support pension recipients and other pension/benefit recipients.

### Relational attributes

*Related metadata:* is used in conjunction with Sources of cash income, version 1 supersedes the data element Principal source of income, version 1

*Information Model link:* Party characteristic/Person characteristic/Income characteristic

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Bureau of Statistics

*Source document:* Australian Bureau of Statistics 1995. Directory of concepts and standards for social, labour and demographic variables. Cat. no. 1361.30.001 (Statistical Concepts Library). Canberra: ABS.

Australian Standard Classification of Sources of Cash Income (under development).

*Comments:*

## Proficiency in spoken English

### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	002023	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	A person's self-assessed level of ability to speak English.		
<b>Context:</b>	<p>This data element identifies those people who may suffer disadvantage in terms of their ability to access services due to lack of ability in the spoken English language. This information can be used to target the provision of services to people whose lack of ability in spoken English is potentially a barrier to gaining access to government programs and services.</p> <p>In conjunction with 'Indigenous status', 'Main language other than English spoken at home' and 'Country of birth', this data element forms the minimum core set of cultural and language indicators recommended by the Australian Bureau of Statistics.</p>		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1
<b>Data domain:</b>	0	Not applicable (persons under 5 years of age or who speak only English)	
	1	Very well	
	2	Well	
	3	Not well	
	4	Not at all	
	9	Not stated/inadequately described	
<b>Guide for use:</b>	<p>Code 0 Not applicable, is to be used for people under 5 year of age and people who speak only English.</p> <p>Code 9 Not stated/inadequately described, is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.</p>		

### Verification rules:

<b>Collection methods:</b>	<p>This data element is only intended to be collected if a person has a 'Main language other than English spoken at home'; and/or 'First Language spoken' is not English.</p> <p>Recommended question:</p> <p>How well do you speak English? (tick one)</p> <ol style="list-style-type: none"> <li>1. Very well</li> <li>2. Well</li> <li>3. Not well</li> <li>4. Not at all</li> </ol>
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## Proficiency in spoken English

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(continued)

Generally this would be a self-reported question, but in some circumstances (particularly where a person does not speak English well) assistance will be required in answering this question. It is important that the person's self-assessed proficiency in spoken English be recorded wherever possible. This data element does not purport to be a technical assessment of proficiency but is a self-assessment in the four broad categories outlined above.

This data element is not relevant to and should not be collected for persons under the age of five years.

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, this standard should be used wherever practically possible.

### Relational attributes

**Related metadata:** supersedes the NCSDD data element Proficiency in spoken English, version 1

**Information Model link:** Party characteristic/Person characteristic/Social-cultural characteristic

### Administrative attributes

**Registration authority:** NCSIMG & NHIMG

**Administrative status:** CURRENT **Effective date:** 02/09/2003

**Source organisation:** Australian Bureau of Statistics  
National Health Data Committee and National Community Services Data Committee

**Source document:** Australian Bureau of Statistics 1999. Standards for Statistics on Cultural and Language Diversity 1999. Cat. no. 1289.0. Canberra: ABS. Reference through:  
<<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>. Select: Other ABS Statistical Standards, Standards for Social, Labour and Demographic Variables, Language Variables.

**Comments:** This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary. The ABS advises that the most useful information provided by this data element is in the distinction between the two category groups of Very well/Well and Not well/Not at all.

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## Record linkage

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000532	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	A process, technique or method that enables the bringing together of two or more records that are believed to belong to the same individual. Linkage can occur across data systems or within data systems and may be done by using a range of identifiers.		
<i>Context:</i>	Record linkage may facilitate improved service provision, treatment or case management to individual clients. For statistical purposes, including planning, research or the measurement of service or program outcomes, record linkage facilitates separating multiple items clustered around individuals from total counts (for example, double counting of clients can be reduced when calculating total numbers of clients across several agencies).		

### Representational attributes

<i>Data type:</i>		
<i>Representational form:</i>		<i>Field size minimum:</i>
<i>Representational layout:</i>		<i>Field size maximum:</i>
<i>Data domain:</i>		
<i>Guide for use:</i>		
<i>Verification rules:</i>		
<i>Collection methods:</i>		

### Relational attributes

<i>Related metadata:</i>	relates to the data element Estimated date flag, version 1
<i>Information Model link:</i>	Party role/Agency role

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 01/07/2000
<i>Source organisation:</i>	Australian Institute of Health and Welfare	
<i>Source document:</i>	Commonwealth Department of Health and Family Services 1998. Home and Community Care (HACC) Data Dictionary Version 1.0. Canberra: DHFS.	
<i>Comments:</i>	The proposed use of a linkage key in the HACC Minimum Data Set is intended to make it possible to count the number of HACC clients (without counting clients more than once) and the services which they receive. The Commonwealth State/Territory Disability Agreement National Minimum Data Set is using the statistical linkage key based on that for the HACC MDS.	

## Referral/contact method

### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000581	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The method by which contact with an agency (by a person, party or other agency, or a referral to an agency) was made.		
<i>Context:</i>	Service planning: This item can be used to describe the way in which contact was made with an agency at any time, and the method by which a referral to an agency was made.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	1 Face to face 2 Over the telephone 3 In writing (including electronic) 4 Other method of referral/contact 9 Not stated/inadequately described		

*Guide for use:* This item only describes the way in which contact or referral was made. It can be applied to anyone or any party making contact or referral. Source of referral to community service agency provides the information on who is actually making the contact or referral.

*Verification rules:*

*Collection methods:* This information should be collected at the time at which contact or referral is made. It can be collected for each contact or referral or specified ones (for example, initial contact, referral from particular agencies, etc.)

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Agency, version 1
<i>Information Model link:</i>	Event/Health and welfare Service event/Referral event

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 01/07/2000
<i>Source organisation:</i>	Australian Institute of Health and Welfare	
<i>Source document:</i>	Supported Accommodation Assistance Program (SAAP) National Data Collection Agency 2001. National Data Collection Data Dictionary. Version 2. Unpublished.	

*Comments:*

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## Referral date

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000515	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The date on which an agency receives a client referral from another party.		
<i>Context:</i>	Many providers collect the date of referral because it has administrative importance. It can be used in the calculation of response times and for performance indicators that measure the provision of service. Can also be used to measure work-load (that is, the number of referrals coming to a particular agency).  This may be measured for particular clients or particular types of services.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	DATE	<i>Field size minimum:</i>	8
<i>Representational layout:</i>	DDMMYYYY	<i>Field size maximum:</i>	8
<i>Data domain:</i>	Valid dates		
<i>Guide for use:</i>	This data element should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if an agency receives a client referral on July 1 2000 the Referral date should be recorded as 01072000 as specified in the representational layout.		

#### *Verification rules:*

<i>Collection methods:</i>	Can be collected at initial referral of a client to an agency or at each referral, although this should be done consistently within a collection. Individual collections will also need to determine what constitutes a referral for their purposes (e.g. is it only formal referrals that are considered, or are self-referral counted as a referral also, etc.).
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### Relational attributes

<i>Related metadata:</i>	is used in conjunction with Referral source, version 2 relates to the data element concept Agency, version 1 relates to the data element concept Client, version 1 supersedes the data element Date of referral, version 1
<i>Information Model link:</i>	Event/Health and welfare Service event/Referral event

### Administrative attributes

<i>Registration authority:</i>	NCSIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	01/07/2000
<i>Source organisation:</i>	National Health Data Committee		
<i>Source document:</i>	National Health Data Dictionary		

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## Referral date

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(continued)

*Comments:*

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## Referral source

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000536	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The party (person or agency) responsible for the referral of a client to a community service agency.		
<i>Context:</i>	Source of referral is important in assisting in the analyses of inter-service client flow and for community service planning.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N(.N)	<i>Field size maximum:</i>	3
<i>Data domain:</i>	1	Agency	
	1.1	Health agency	
	1.2	Community services agency	
	1.3	Educational agency	
	1.4	Legal agency	
	1.5	Employment/job placement agency	
	1.6	Other agency	
	2	Non-agency	
	2.1	Self	
	2.2	Family	
	2.3	Friends	
	2.4	General Medical Practitioner	
	2.5	Other party	
	9	Not stated/inadequately described	

*Guide for use:* Individual data collections use specific categories relevant to their particular information needs. These categories should be mappable to the above generic domain at the 1- or 2-digit level.

The separation of agency from non-agency for source of referral is a significant distinction. For instance, it is important to differentiate between a referral from a private practising general medical practitioner and a referral from a health agency, such as a health clinic in a hospital.

Examples:

- Aged care assessment team would map to category 1.1
- Residential aged care factor to category 1.1
- Community nursing service to category 1.1
- School/other education institution to category 1.3
- General Practitioner to category 2.4
- Police/legal unit to category 1.4, etc.

*Verification rules:*



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## Referral source

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(continued)

**Collection methods:** Individual collections may like to expand categories further for example, by distinguishing between immediate family and non-immediate family.

In addition, this item may be collected at the point of initial contact with an agency, or for other contact points as well, for the agency as a whole, or for different services provided by that agency.

### Relational attributes

**Related metadata:** is used in conjunction with Referral date, version 2  
 relates to the data element concept Agency, version 1  
 relates to the data element concept Client, version 1  
 relates to the data element concept Family, version 2  
 supersedes the data element Source of referral, version 1

**Information Model link:** Event/Health and welfare Service event/Referral event

### Administrative attributes

**Registration authority:** NCSIMG

**Administrative status:** CURRENT **Effective date:** 01/07/2000

**Source organisation:** Australian Institute of Health and Welfare

**Source document:** Supported Accommodation Assistance Program (SAAP) National Data Collection Agency 2001. National Data Collection Data Dictionary. Version 2. Unpublished.

**Comments:**

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## Relationship in household

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000534	<i>Version number:</i>	3
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The familial and non-familial relationship of each person in a given household to the reference person in that same household.		
<i>Context:</i>	The ability to determine familial relationships between persons residing within the same household is essential in a wide range of statistics on household type, family type and income unit. It may also be useful in determining possible levels of need and support available for clients.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N(.NN)	<i>Field size maximum:</i>	4
<i>Data domain:</i>	<ul style="list-style-type: none"> <li>0 Household reference person</li> <li>1 Husband, wife, or partner</li> <li>1.1 In a registered marriage</li> <li>1.2 In a de facto marriage</li> <li>1.21 Opposite-sex couple</li> <li>1.22 Same-sex couple</li> <li>2 Lone parent</li> <li>2.1 Lone parent</li> <li>3 Child under 15</li> <li>3.0 Child under 15 (not further defined)</li> <li>3.1 Natural or adopted child under 15</li> <li>3.2 Step-child under 15</li> <li>3.3 Foster child under 15</li> <li>3.4 Otherwise related child under 15</li> <li>3.5 Unrelated child under 15</li> <li>4 Dependent student</li> <li>4.0 Dependent student (not further defined)</li> <li>4.1 Natural or adopted dependent student</li> <li>4.2 Student step-child</li> <li>4.3 Student foster child</li> <li>5 Non-dependent child</li> <li>5.0 Non-dependent child (not further defined)</li> <li>5.1 Non-dependent natural or adopted child</li> <li>5.2 Non-dependent step-child</li> <li>5.3 Non-dependent foster child</li> <li>6 Other related individual</li> <li>6.0 Other related individual (not further defined)</li> <li>6.1 Brother/Sister</li> </ul>		

## Relationship in household

(continued)

- 6.2 Father/Mother
- 6.3 Grandchild
- 6.4 Grandfather/Grandmother
- 6.5 Cousin
- 6.6 Uncle/Aunt
- 6.7 Nephew/Niece
- 6.8 Other related individual (not elsewhere classified)
- 7 Non-family member
- 7.1 Unrelated individual living in a family household
- 7.2 Group household member
- 7.3 Lone person
- 8 Not stated/inadequately described
- 9 Visitor
- 9.9 Visitor

**Guide for use:**

This item is measured using relationships in respect of a household reference person. Relationships in the household are determined by establishing the relationship between this household reference person and each other member of the household in turn.

The household reference person may be determined in a variety of ways. For example, it could be the person first listed on a form ('Person 1'), or the oldest person in the household, or the community services client. In measuring the types of relationships that exist between persons in a household, we must recognise that there may not be any familial relationship.

Thus, there must be a category for persons who are non-related. Adopted relationships are treated as natural relationships.

Code 2 Lone parent, should be used where a person has no spouse or partner present in the household but who forms a parent-child relationship with at least one dependent or non-dependent child who is usually resident in the household.

Code 8 Not stated/inadequately described, is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

All the levels of the ABS classification have been adopted for this metadata item. Individual agencies may wish to classify 'Relationship in household' at the highest 1-digit level using the 2- or 3-digit level as a guide.

**Verification rules:**

**Collection methods:**

Collecting these data is quite complex, due to inter-relationships that may exist in a household. Refer to ABS Standards for Statistics on the Family, ABS Catalogue No. 1286.0, for details of interviewer or self enumerated collection methods.

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## Relationship in household

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(continued)

### Relational attributes

*Related metadata:* relates to the data element concept Family, version 2  
relates to the data element concept Household, version 2  
relates to the data element concept Income unit, version 1  
supersedes the data element Relationship in household, version 2

*Information Model link:* Party characteristic/Party group characteristic/Household characteristic/Other household characteristic

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* Australian Bureau of Statistics

*Source document:* Australian Bureau of Statistics 1995. Standards for Statistics on the Family 1995. Cat. no. 1286.0. Canberra: ABS

*Comments:* For the purposes of this metadata item the term child refers to the relationship to the reference person and not a person under 15 years of age.

## Relationship of carer to care recipient

### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000585	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The relationship of the carer to the person for whom they care.		
<i>Context:</i>	Resource and service planning: Information about this relationship assists in the establishment of a profile of informal caring relationships and the assistance provided (such as by the HACC program) to maintain and support those relationships. As such it increases knowledge about the dynamics of caring and provides an insight into the gender and inter-generational patterns of informal care giving in the community.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	1	Spouse/partner	
	2	Parent	
	3	Child	
	4	Child-in-law	
	5	Other relative	
	6	Friend/neighbour	
	9	Not stated/inadequately described	

<i>Guide for use:</i>	<p>This data element should always be used to record the relationship of the carer to the person for whom they care, regardless of whether the client of the agency is the carer or the person for whom they care.</p> <p>For example, if a woman were caring for her frail aged mother-in-law, the agency would record that the carer is the daughter-in-law of the care recipient (that is, Code 4 Child-in-law). Similarly, if a man were caring for his disabled son, then the agency would record that the carer is the father of the care recipient (that is, Code 2 Parent).</p> <p>If a person has more than one carer (e.g. a spouse and a son), the coding response to Relationship of carer to care recipient should relate to the carer who provides the most significant care and assistance related to the person's capacity to remain living at home. The expressed views of the client and/or their carer or significant other should be used as the basis for determining which carer should be considered to be the primary or principal carer in this regard.</p> <p>Code 1 Spouse/partner, includes defacto and same sex partnerships.</p>
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### *Verification rules:*

<i>Collection methods:</i>	To obtain greater detailed information about carers data can be collected using other elements such as 'Age' and 'Sex', etc.
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### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Informal carer, version 2
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## Relationship of carer to care recipient

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(continued)

*Information Model link:* Party role/Person role/Carer role

### **Administrative attributes**

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Institute of Health and Welfare

*Source document:* Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

*Comments:* There is inconsistency between the definition of 'Informal carer' with the ABS definition of 'Principal carer'.

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## Religious affiliation

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000586	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The religious group to which a person belongs or adheres.		
<b>Context:</b>	In some circumstances this item can allow agencies to provide more culturally relevant services to some clients. It also provides a useful indicator of aspects of cultural diversity.		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N(NNN)	<b>Field size maximum:</b>	4
<b>Data domain:</b>	Valid codes from the Australian Standard Classification of Religious Groups (ASCRG). Australian Bureau of Statistics Cat. no. 1266.0. Reference through: < <a href="http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary">http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary</a> >. Select: ABS Classifications. 9(999) Not stated/inadequately described		
<b>Guide for use:</b>	<p>The Australian Standard Classification of Religious Groups (ASCRG) is a three-level hierarchical classification.</p> <p>The first and most general level contains 7 broad groups: Buddhism, Christianity, Hinduism, Islam, Judaism, Other religions and No religion.</p> <p>The second level contains 33 narrow groups of religious groups similar in terms of religious beliefs, religious practices and/or cultural heritage.</p> <p>The third and most detailed level contains 107 religious groups.</p> <p>Wherever possible, data should be collected, classified and stored at the most detailed level of the classification. This allows the greatest flexibility for the output of data, enables more detailed and complex analyses, facilitates comparisons with previous data using different classifications, and preserves information that may prove historically useful.</p> <p>Responses provided in statistical and administrative collections do not always relate directly to classification categories. A coding index is therefore provided in the ABS publication of the ASCRG. This acts as a link between responses and the classification, enabling responses to be assigned accurately and quickly to the appropriate category of the classification.</p> <p>Code 9(999) Not stated/inadequately described, is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.</p>		

### Verification rules:

<b>Collection methods:</b>	It is essential that where this question is asked, it be clearly marked as optional. The following question is recommended.
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## Religious affiliation

(continued)

Q1. What is your/the person's/(name)'s religion? (Answering this question is OPTIONAL.)

For example, Salvation Army, Hinduism, Judaism or Humanism.

If no religion, mark last option.

Catholic (not Eastern Churches)

Anglican (Church of England)

Uniting Church

Presbyterian

Greek Orthodox

Baptist

Lutheran

Islam

Buddhism

Other – please specify: . . . . .

No religion

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, the recommended question should be used wherever practically possible.

### Relational attributes

*Related metadata:* supersedes the data element Religious affiliation, version 1

*Information Model link:* Party characteristic/Person characteristic/Social-cultural characteristic

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* Australian Bureau of Statistics

*Source document:* Australian Bureau of Statistics 1996. Australian Standard Classification of Religious Groups 1996 (ASCRG). Cat. no. 1266.0. Canberra: ABS. Reference through:  
<<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>

*Comments:*



## Residential setting

### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000587	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The setting in which a person resides.		
<i>Context:</i>	Linking human service outcomes with people's housing situations has been identified as an important step in providing better targeted services. Collecting information about residential setting also gives an indication of the type and variety of settings to which agencies deliver their services when providing assistance. This data element assists when making comparisons of data from administrative data collections with data from the five yearly Census of Population and Housing, and to assist in analyses of de-institutionalisation.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	1	Private setting	
	2	Community based setting	
	3	Institutional setting	
	4	None/homeless/public place	
	9	Not stated/inadequately described	

*Guide for use:* To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS V2, but they should always be mappable to categories in the NCCS V2. Categories used in individual community services data collections such as the Home and Community Care (HACC), Commonwealth State/Territory Disability Agreement (CSTDA) and the Supported Accommodation Assistance Program (SAAP) have been mapped to the settings classification in the National Classifications of Community Services.

Code 1 Private setting: A largely self contained dwelling intended for occupation by one or more usual residents, or movable, makeshift or improvised dwelling occupied by one or more usual residents, regardless of whether the dwelling is owned, being purchased or being rented privately, publicly or through a community organisation. This includes, Owner/purchaser/renter occupied dwellings and Unsupported independent living facilities.

For example houses, flats, units, hotels/motels, caravan, craft in a marina, a houseboat, independent living in a retirement village (where no support services are provided as a package with the accommodation) and makeshift and improvised dwellings (such as humpies).

Code 2 Community based setting: This type of setting includes Short-term crisis or emergency accommodation facility, Supported independent residential facility, Transitional accommodation facility, Supported accommodation facility (where support is provided together with the accommodation as a package) and Supported independent living.

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## Residential setting

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(continued)

The distinguishing features of a community based setting as opposed to private:

- An adult accommodated in a community setting has less control or choice, over when, where and how, they undertake basic personal activities than in a private setting (e.g. shared or scheduled meals, communal laundry, etc.).
- In community based settings some form of service by paid staff is generally provided in association with occupancy of a dwelling.
- The person has more choice or control over such activities in a community based setting than in an institutional setting.
- Persons living in community settings are generally housed in domestic scale sized dwellings.
- Located within the general community, in areas where other people live privately.

Code 3 Institutional setting: This category includes Hospital (including psychiatric), Special purpose residential facility (including those that provide 'out of home' placements for children who cannot live with their families), Community care unit and Custodial settings, (prisons, remand centres, corrective institutions for children/youth).

It also includes larger institutions for people with disabilities, larger institutional supported accommodation facilities, convents and monasteries, boarding schools and residential colleges.

The distinguishing features of an institutional setting (as opposed to community):

- Existence of a regulatory or licensing body.
- Accommodation units are usually not self contained.
- Adult residents have little or no control over when, where and how they undertake basic personal activities (e.g. shared or scheduled meals, communal laundry, etc.).
- They are generally situated out of the general community (e.g. gaols, hospitals).
- They are often of a larger scale than community settings.

Should difficulties arise concerning the categorisation of a setting, refer to the features listed below for guidance:

- Level of choice/control
- Scale/size
- Location within/outside of general community
- Existence of a regulatory or licensing body
- Paid staff.

Code 4 None/homeless/public place, includes non dwelling living rough and informal housing.

Code 9 Not stated/inadequately described, is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

*Verification rules:*

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## Residential setting

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(continued)

*Collection methods:* This data element could be used to describe the residential setting of individual persons, groups of people or households.

### Relational attributes

*Related metadata:*

*Information Model link:* Party characteristic/Person characteristic/Accommodation/living characteristic

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Institute of Health and Welfare

*Source document:*

*Comments:*

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## Service activity type

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000603	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The type(s) of services that are usually available to or provided to persons.		
<i>Context:</i>	Service and resource planning.		

### Representational attributes

<i>Data type:</i>	Alphanumeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	3
<i>Representational layout:</i>	ANN(.N.NN)	<i>Field size maximum:</i>	8
<i>Data domain:</i>	A data domain appropriate for a particular collection should be mappable to the service activities classification in the National Classifications of Community Services Version 2. Reference through: < <a href="http://www.aihw.gov.au/publications/hwi/nccsv2/index.html">http://www.aihw.gov.au/publications/hwi/nccsv2/index.html</a> >.		
<i>Guide for use:</i>	Service activities should be collected according to the lower level of coding in the NCCS V2.  To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the service activities classification of the NCCS V2, but they should always be mappable to categories in the NCCS V2.		

### Verification rules:

<i>Collection methods:</i>	Can be collected for the main type of service provided or all types on either an individual client event or episode of care or reflect general availability. In some collections this item may be more narrowly defined to include only the services that are relevant to that collection. For example in the CSTDA NMDS, only the support activity which the service outlet has been funded to provide under the CSTDA is collected. There could be instances though where an agency provides other services that are not funded by the CSTDA.
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### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Agency, version 1 relates to the data element concept Client, version 1 supersedes the data element Service types available, version 1
<i>Information Model link:</i>	Service/Activity

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 02/09/2003
<i>Source organisation:</i>	Australian Institute of Health and Welfare	

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## Service activity type

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(continued)

**Source document:**

Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW. Reference through:  
<<http://www.aihw.gov.au/publications/hwi/nccsv2/index.html>>

**Comments:**

Categories used in individual community services data collections such as the Home and Community Care (HACC), Commonwealth State/Territory Disability Agreement (CSTDA) and the Supported Accommodation Assistance Program (SAAP) have been mapped to the service activities classification in the National Classifications of Community Services.

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## Service activity type requested

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000601	<b>Version number:</b>	2
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The type(s) of assistance that a person or persons requests from a community service agency. The type of assistance may or may not be provided by the agency.		
<b>Context:</b>	Service planning: Useful in the analysis of unmet demand where a person asks for assistance but it is not provided. This information can be used by agencies to plan appropriate services for their target group, and by funding departments to help them make better decisions about services.		

### Representational attributes

<b>Data type:</b>	Alphanumeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	3
<b>Representational layout:</b>	ANN(N.N.NN)	<b>Field size maximum:</b>	8
<b>Data domain:</b>	A data domain appropriate for a particular collection should be mappable to the service activities classification in the National Classifications of Community Services Version 2. Reference through: < <a href="http://www.aihw.gov.au/publications/hwi/nccsv2/index.html">http://www.aihw.gov.au/publications/hwi/nccsv2/index.html</a> >.		
<b>Guide for use:</b>	A person or persons may request more than one type of assistance on a single occasion. Categories used in individual community services data collections should be mappable to the service activities classification in the NCCS V2. Service activities should be collected according to the lower level of coding in the NCCS V2. To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the service activities classification but they should always be mappable to categories in this classification.		
<b>Verification rules:</b>			
<b>Collection methods:</b>	This item can be collected for the main service activity type requested or all types.		

### Relational attributes

<b>Related metadata:</b>	relates to the data element concept Agency, version 1 supersedes the data element Assistance type requested, version 1		
<b>Information Model link:</b>	Service/Activity		

### Administrative attributes

<b>Registration authority:</b>	NCSIMG		
<b>Administrative status:</b>	CURRENT	<b>Effective date:</b>	02/09/2003
<b>Source organisation:</b>	Australian Institute of Health and Welfare		

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## Service activity type requested

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(continued)

**Source document:**

Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW. Reference through:  
<<http://www.aihw.gov.au/publications/hwi/nccsv2/index.html>>

**Comments:**

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## Service cessation reason

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000607	<b>Version number:</b>	1
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The reason that the person ceased to receive services from the agency.		
<b>Context:</b>	Service provision and planning: This data element provides information about the circumstances surrounding the ending of a client's receipt of services from an agency. This data element contributes to a general understanding of the patterns of client movement into and out of the care and support of agencies. Reason for cessation of services also gives some indication of the impact on client turnover of factors relating to the agency's operations and to changes in client needs and circumstances.		

### Representational attributes

<b>Data type:</b>	Numeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1
<b>Data domain:</b>	1	Client no longer needs assistance from agency	
	2	Client referred or moved to other agency	
	3	Client's needs have not changed but agency can or will no longer provide assistance	
	4	Client moved out of area	
	5	Client terminated service	
	6	Client died	
	8	Other reason	
	9	Not stated/inadequately described	

**Guide for use:** Code 1 Client no longer needs assistance from agency: Where the problem is resolved or no longer exists or client is able to manage without the agency's assistance. Where the client has moved to another agency or form of assistance (either of their own choice or the agency's) code 2 Client referred or moved to other agency, should be used.

Code 2 Client referred or moved to other agency, includes situations where the client's changing dependency or need for assistance has reached the point where the agency can no longer provide the necessary assistance and the client is referred to a more appropriate agency. Includes situations where the agency's assistance is no longer provided because the client has moved onto another form of assistance (e.g. from home with a carer to an institutional or residential care setting or a supported accommodation care setting).



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## Service cessation reason

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(continued)

Code 3 Client's needs have not changed but agency can or will no longer provide assistance, includes situations where the client's need for assistance has not changed but the agency has ceased to provide assistance to the client because of the agency's resource limitations. This would usually be associated with a review of the relative need of all agency clients in order to decide on which clients have priority. Where the main reason the client ceased to receive services from the agency was because the client's increased level of need/dependency led to a referral to another agency or program that provides a higher level of community care, Code 2 Client referred or moved to other agency, should be used. Also includes when an agency terminates service to a client for worker (or volunteer) occupational health and safety reasons. Safety issues may relate to the physical setting of service delivery (e.g. unsafe or unsanitary dwelling) or to concerns with the physical or emotional wellbeing of the worker (or volunteer) due to the client's behaviour.

Code 4 Client moved out of area: The client ceased to receive assistance from the agency because the client moved out of the geographic area of coverage of the agency. That is, the reason the agency ceases to assist the client is primarily because of a change in client's residential location and not because of any change in their need for assistance.

Code 5 Client terminated service: The decision to cease receiving assistance from the agency is made by the client. That is, it was the client's choice and not the result of any agency assessment of need or change in the client's external circumstances. If the client had not made this choice they would have continued to receive assistance from the agency.

### *Verification rules:*

### *Collection methods:*

This data element should be recorded for clients who cease to receive funded assistance from an agency. Where the client has ceased to receive services for more than one reason, the agency should clearly record the main or primary reason for the cessation of service. Other reasons can also be collected if necessary.

### **Relational attributes**

#### *Related metadata:*

relates to the data element Last service contact date, version 2

#### *Information Model link:*

Event/Health and welfare Service event/Exit/discharge from Service event

### **Administrative attributes**

#### *Registration authority:*

NCSIMG

#### *Administrative status:*

CURRENT

*Effective date:* 01/07/2000

#### *Source organisation:*

Australian Institute of Health and Welfare

#### *Source document:*

Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

#### *Comments:*

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## Service delivery setting

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	000539	<b>Version number:</b>	3
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	The type of physical setting in which a service activity is actually provided or could be provided to a client, irrespective of whether or not this is the same as the usual location of the service providing agency.		
<b>Context:</b>	This element is used, in conjunction with other data elements about service provision, to obtain a more detailed appraisal of service availability and how services are provided. At the broadest level, this data element should provide a measure of the extent to which services are provided to clients in their own homes, in community settings or centre-based facilities, residential care facilities or other settings.		

### Representational attributes

<b>Data type:</b>	Alphanumeric		
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	2
<b>Representational layout:</b>	AN.N.NN	<b>Field size maximum:</b>	7
<b>Data domain:</b>	A data domain appropriate for a particular collection should be mappable to the service settings classification in the National Classifications of Community Services Version 2. Reference through: < <a href="http://www.aihw.gov.au/publications/hwi/nccsv2/index.html">http://www.aihw.gov.au/publications/hwi/nccsv2/index.html</a> >.		
<b>Guide for use:</b>	Service delivery settings should be collected according to the lower level of coding in the NCCS V2.  To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS, but they should always be mappable to categories in the NCCS V2.		

#### Verification rules:

#### Collection methods:

### Relational attributes

<b>Related metadata:</b>	relates to the data element concept Agency, version 1
	relates to the data element concept Client, version 1
	relates to the data element concept Household, version 2
	supersedes the data element Service delivery setting, version 2
<b>Information Model link:</b>	Location/Setting/Service delivery setting

### Administrative attributes

<b>Registration authority:</b>	NCSIMG	
<b>Administrative status:</b>	CURRENT	<b>Effective date:</b> 02/09/2003
<b>Source organisation:</b>	Australian Institute of Health and Welfare	

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## Service delivery setting

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(continued)

**Source document:**

Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW. Reference through:  
<<http://www.aihw.gov.au/publications/hwi/nccsv2/index.html>>

**Comments:**

Categories used in individual community services data collections such as the Home and Community Care (HACC), Commonwealth State/Territory Disability Agreement (CSTDA) and the Supported Accommodation Assistance Program (SAAP) have been mapped to the settings classification in the National Classifications of Community Services.

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## Service episode

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000590	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	A period of time during which a client receives assistance from an agency.		
<i>Context:</i>	<p>Service provision and planning:</p> <p>The concept of a Service episode (and associated data elements) is necessary for the analysis, of the length of provision of assistance to clients. In conjunction with information about the amount and type of assistance received by clients, information about the length of Service episode also gives some indication of the intensity of assistance provided by agencies.</p> <p>A client's Service episode always begins and ends with dates that mark the first and last time that the person received assistance from the agency. That is, a Service episode will always begin and end with Service event (see data element concept Service event).</p> <p>The pathway or process followed by a person entering or exiting from a Service episode varies from one agency to another and from one type of assistance to another. It cannot be assumed, for example, that every client has undergone an assessment (or the same type of assessment) before entering a Service episode. At times, a client may receive services from an agency on the basis of a referral from an established source with which the agency has well-developed referral protocols. At other times, a client who has been previously assisted by the agency may begin to receive services again without undergoing the same level of assessment on entry into a subsequent Service episode.</p> <p>The definition of Service episode has not assumed that any standard sequence of events applies to all Service episodes for all clients across all types of agencies and across all programs. Rather, the definition of a Service episode allows for the receipt of any of the types of assistance to serve as a trigger for the beginning of a Service episode. That is, the service activity associated with the beginning of a Service episode (that is, the first Service event) will vary across agencies.</p> <p>While agency policies and practices will impact upon the determination of a Service episode to some extent (e.g. different policies for taking clients 'off the books') the basic feature across agencies remain the first and the last Service events received by a client within a period of receipt of assistance. Establishing greater consistency in the determination of Service episodes would require a national cross-program approach to standardising entry and exit procedures across the community service sector.</p>		

### Representational attributes

<i>Data type:</i>		<i>Field size minimum:</i>	
<i>Representational form:</i>		<i>Field size maximum:</i>	
<i>Representational layout:</i>			
<i>Data domain:</i>			

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## Service episode

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(continued)

*Guide for use:*

*Verification rules:*

*Collection methods:*

### Relational attributes

*Related metadata:*

relates to the data element concept Agency, version 1

relates to the data element concept Client, version 1

relates to the data element concept Service event, version 1

*Information Model link:*

Event/Health and welfare Service event/Service provision event

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT

*Effective date:* 01/07/2000

*Source organisation:* Australian Institute of Health and Welfare

*Source document:* Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

*Comments:*

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## Service event

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000591	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	An instance or occasion of assistance received by a client from an agency.		
<i>Context:</i>	<p>Information about individual instances of the receipt of assistance by a client from a community service agency is of fundamental interest to service providers, but may or may not be required for national reporting purposes. However, information about an individual service event is a basic building block for other information that is of relevance to national reporting and statistical analysis. For example, if information about the length of time that certain types of persons have received particular types of assistance from specific types of agencies is required, then information about each instance of service provision should be recorded in a standard way. This should enable reliable, valid and comparable data to be reported nationally.</p> <p>Generally, a service event is described by a cluster of data elements that provide information about when it happened, where it happened, what assistance was received, how much and from whom. The need for information about service events reflects an interest in locating community service assistance to clients in time. This information may help to identify the intensity of assistance received by a person during a time period. Knowing when a person received assistance from an agency also helps to identify those records that are of interest to particular data collections. For example, an agency may be required to report on all assistance provided to clients during, say 1999-2000.</p> <p>As with the definition of Client, what constitutes a Service event is influenced by the definition of 'assistance'. That is, every interaction between an agency and a client may not be considered of sufficient significance to warrant recording as a Service event. Furthermore, decisions about what is included or excluded from the definition of 'assistance' may be affected by specific program requirements as well as practical considerations related to the amount of time and resources it takes to record every interaction between an agency and a client.</p>		

### Representational attributes

<i>Data type:</i>		<i>Field size minimum:</i>	
<i>Representational form:</i>		<i>Field size maximum:</i>	
<i>Representational layout:</i>			
<i>Data domain:</i>			
<i>Guide for use:</i>			
<i>Verification rules:</i>			
<i>Collection methods:</i>			

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Agency, version 1
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## Service event

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(continued)

relates to the data element concept Assistance received, version 1

relates to the data element concept Client, version 1

*Information Model link:* Event/Health and welfare Service event/Service provision event

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Institute of Health and Welfare

*Source document:* Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

*Comments:*

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## Service operation days

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000559	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The actual number of days per week that the agency is open for the provision of service(s) in a reference week.		
<i>Context:</i>	Service planning: This item is used to gain a greater understanding of patterns of service delivery.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	QUANTITATIVE VALUE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	Whole number of days (no fractions or decimals). Valid numbers are 1 to 7 and 9 Not stated/inadequately described.		
<i>Guide for use:</i>	Record whole numbers only for the total number of days per week that the outlet provides any service to clients on. If an outlet provides one instance or more of service to one or more clients on a particular day, it is counted as operating on that day, regardless of the amount of time that it operates. The service must be provided by the outlet but not necessarily from its physical setting. For example, home care that is arranged by an outlet to occur on a particular day on which the office of that outlet is not open still counts as a day of operation for that service outlet.  When an agency operates on a day but does not provide services to clients on that day it should still be counted as a day of operation. For example, an agency may be open for service, such as a drop in service, but no clients are seen.		

### *Verification rules:*

<i>Collection methods:</i>	This data should be collected for all the types of services that an outlet offers.  However, it can also be collected for different types of services within data collections, sectors or agencies. For example, it may be useful to know on how many days per week a certain type of service (such as counselling) is offered.  For this item to be nationally comparable though the number of days per week that the service operates providing any service needs to be collected.  For agencies or collections requiring further detail, this data could be collected within a range of other data items such as the actual days of the week that certain services are offered.  When collected in conjunction with 'Service operation hours', and 'Service operation weeks' can provide useful information on patterns of service delivery.
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### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Agency, version 1
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## Service operation days

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(continued)

*Information Model link:* Party characteristic/Agency characteristic

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 01/07/2000

*Source organisation:* Australian Institute of Health and Welfare

*Source document:* Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03

*Comments:*

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## Service operation hours

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000576	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The actual number of hours per day that the agency is open for the provision of service. (Not the number of hours staffed, e.g. a 'group home' would operate 24 hours a day, but might only be staffed a few hours if at all on some days).		
<i>Context:</i>	Service provision and planning:  This item helps in gaining a greater understanding of patterns of service delivery. When collected in conjunction with 'Service operation days', and 'Service operation weeks' can provide useful information on patterns of service delivery.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	QUANTITATIVE VALUE	<i>Field size minimum:</i>	2
<i>Representational layout:</i>	NN	<i>Field size maximum:</i>	2
<i>Data domain:</i>	Whole numbers of hours of operation per day (no decimals or fractions).  Valid numbers are 01 to 24 and 90 No regular pattern of operation through a day 99 Not stated/inadequately described		
<i>Guide for use:</i>	Round to the nearest whole hour.  Services that have no regular daily pattern of operation, or which have different weekday and weekend patterns, should tick the 'no regular pattern of operation through a day' box (e.g. Flexible hours, on call, 24 hour sleepover).		
<i>Verification rules:</i>			
<i>Collection methods:</i>	It may be necessary to collect the information separately for week-days versus weekend days, or for individual days of the week if there is no consistent pattern.		

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Agency, version 1
<i>Information Model link:</i>	Party characteristic/Agency characteristic

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	<i>Effective date:</i>	01/07/2000
<i>Administrative status:</i>	CURRENT		
<i>Source organisation:</i>	Australian Institute of Health and Welfare		
<i>Source document:</i>	Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03		
<i>Comments:</i>			

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## Service operation weeks

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000605	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The actual number of weeks per year that the agency is open for the provision of service(s).		
<i>Context:</i>	Service provision and planning: To gain a greater understanding of patterns of service delivery.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	QUANTITATIVE VALUE	<i>Field size minimum:</i>	2
<i>Representational layout:</i>	NN	<i>Field size maximum:</i>	2
<i>Data domain:</i>	The number of weeks within which the agency operates per year Valid numbers are 01 to 52 and 90 No regular pattern of operation through a year 99 Not stated/inadequately described		
<i>Guide for use:</i>	A week is measured from 12:00AM (midnight) Monday morning to 11:59PM the following Sunday. If a service operates within this period then it is counted as having operated during that week. Therefore if an agency operates for only a short time for one of the days within a week, it is counted as operating during that week.  Code 90 No regular pattern of operation through a year, is useful for 'snapshot collections'. Such as the CSTDA NMDS where data is collected on one day or short period only, or where some agencies may not be able to estimate the number of weeks that they are likely to operate in a year. For ongoing collections though, this option would be unnecessary. In such collections this data item would be collected at the end of the year (or periodically and totalled at the end of the year).		
<i>Verification rules:</i>			
<i>Collection methods:</i>	When collected in conjunction with 'Service operation hours', and 'Service operation days' can provide useful information on patterns of service delivery.		

### Relational attributes

<i>Related metadata:</i>	relates to the data element concept Agency, version 1
<i>Information Model link:</i>	Party characteristic/Agency characteristic

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 01/07/2000
<i>Source organisation:</i>	Australian Institute of Health and Welfare	
<i>Source document:</i>	Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03	

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## **Service operation weeks**

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(continued)

*Comments:*

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## Sex

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### Identifying and definitional attributes

<b>Knowledgebase ID:</b>	002024	<b>Version number:</b>	4
<b>Metadata type:</b>	DATA ELEMENT		
<b>Definition:</b>	Sex is the biological distinction between male and female. Where there is an inconsistency between anatomical and chromosomal characteristics, sex is based on anatomical characteristics.		
<b>Context:</b>	Sex is a core data element in a wide range of social, labour and demographic statistics.		

### Representational attributes

<b>Data type:</b>	Numeric										
<b>Representational form:</b>	CODE	<b>Field size minimum:</b>	1								
<b>Representational layout:</b>	N	<b>Field size maximum:</b>	1								
<b>Data domain:</b>	<table> <tr> <td>1</td> <td>Male</td> </tr> <tr> <td>2</td> <td>Female</td> </tr> <tr> <td>3</td> <td>Intersex or indeterminate</td> </tr> <tr> <td>9</td> <td>Not stated/inadequately described</td> </tr> </table>			1	Male	2	Female	3	Intersex or indeterminate	9	Not stated/inadequately described
1	Male										
2	Female										
3	Intersex or indeterminate										
9	Not stated/inadequately described										
<b>Guide for use:</b>	Code 3 Intersex or indeterminate, refers to a person, who because of a genetic condition, was born with reproductive organs or sex chromosomes that are not exclusively male or female or whose sex has not yet been determined for whatever reason.										
<b>Verification rules:</b>	<p>Code 3 Intersex or indeterminate, should be confirmed if reported for people aged 90 days or greater.</p> <p>Diagnosis and procedure codes should be checked against the national ICD-10-AM sex edits, unless the person is undergoing, or has undergone a sex change as detailed in Collection methods or has a genetic condition resulting in a conflict between sex and ICD-10-AM code.</p>										
<b>Collection methods:</b>	<p>Operationally, sex is the distinction between male and female, as reported by a person or as determined by an interviewer.</p> <p>When collecting data on sex by personal interview, asking the sex of the respondent is usually unnecessary and may be inappropriate, or even offensive. It is usually a simple matter to infer the sex of the respondent through observation, or from other cues such as the relationship of the person(s) accompanying the respondent, or first name. The interviewer may ask whether persons not present at the interview are male or female.</p> <p>A person's sex may change during their lifetime as a result of procedures known alternatively as Sex change, Gender reassignment, Transsexual surgery, Transgender reassignment or Sexual reassignment. Throughout this process, which may be over a considerable period of time, Sex could be recorded as either Male or Female.</p>										

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## Sex

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(continued)

In data collections that use the ICD-10-AM classification, where sex change is the reason for admission, diagnoses should include the appropriate ICD-10-AM code(s) that clearly identify that the person is undergoing such a process. This code(s) would also be applicable after the person has completed such a process, if they have a procedure involving an organ(s) specific to their previous sex (e.g. where the patient has prostate or ovarian cancer).

Code 3 Intersex or indeterminate, is normally used for babies for whom sex has not been determined for whatever reason; should not generally be used on data collection forms completed by the respondent; and should only be used if the person or respondent volunteers that the person is intersex or where it otherwise becomes clear during the collection process that the individual is neither male nor female.

Code 9 Not stated/inadequately described, is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

### Relational attributes

*Related metadata:* supersedes the data element Sex, version 2

*Information Model link:* Party characteristic/Person characteristic/Demographic characteristic

### Administrative attributes

*Registration authority:* NCSIMG & NHIMG

*Administrative status:* CURRENT *Effective date:* 13/08/2003

*Source organisation:* Australian Bureau of Statistics

*Source document:* The ABS standards for the collection of Sex appear on the ABS web site: <<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>>. Select: Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Demographic Variables/Sex.

*Comments:* This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary. The definition for Intersex in Guide for use is sourced from the ACT Legislation (Gay, Lesbian and Transgender) Amendment Act 2003.

## Sources of cash income

### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000592	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	Sources of all cash income which an individual (or income group or household) might receive, e.g. from employment, property or cash transfers.		
<i>Context:</i>	Socio-economic indicator: Information about the receipt by an individual of cash income can be an indicator of the extent of financial disadvantage among clients. Needs and policy planning: Information about the receipt by an individual of cash income also helps to identify sub-groups of particular policy interest, such as, carers and people with disabilities.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N(N)	<i>Field size maximum:</i>	3
<i>Data domain:</i>	<ul style="list-style-type: none"> <li>1 Primary cash income</li> <li>1.1 Employee cash income</li> <li>1.2 Entrepreneurial cash income</li> <li>2 Property cash income</li> <li>2.1 Interest</li> <li>2.2 Rent</li> <li>2.3 Dividends</li> <li>2.4 Other property cash income</li> <li>3 Transfer cash income</li> <li>3.1 Australian government cash transfers</li> <li>3.2 Superannuation/annuities</li> <li>3.3 Current cash transfers from private organisations</li> <li>3.4 Current cash transfers from other households</li> <li>3.5 Transfers from overseas governments</li> <li>3.6 Other transfer cash income</li> <li>9 Not stated/inadequately described</li> </ul>		

*Guide for use:* A person may obtain cash income from more than one of the above sources. Australian Government Cash Transfers above will be classified to a 3-digit level by target group categories which, can then be further broken down. For example, payments to parents could be broken down into payments to single parents and payments to partnered parents. The latter can be broken down again between those receiving the basic amount and those on full or above basic amounts. Similarly, payments to persons of employable age not elsewhere included, can be divided between different payments like Newstart and Mature Age Allowance, or between job seekers and others.

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## Sources of cash income

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(continued)

Social security legislation provides a classification of social security payments of different types.

Currently four Commonwealth government agencies are responsible for the administration of social security payments. These are the Department of Family and Community Services, the Department of Veterans' Affairs, the Department of Education, Training and Youth Affairs, and the Aboriginal and Torres Strait Islander Commission. See Centrelink Information: A guide to payments and services for details of payments administered by Centrelink on behalf of each of these agencies. Refer to Source documents for further details.

Currently four Commonwealth government agencies are responsible for the administration of social security payments. These are the Department of Family and Community Services, the Department of Veteran' Affairs, the Department of Education, Training and Youth Affairs, and the Aboriginal and Torres Strait Islander Commission. See Centrelink Information: A guide to payments and services for details of payments administered by Centrelink on behalf of each of these agencies. Refer to Source documents for further details.

**Verification rules:**

**Collection methods:**

This item can provide a fuller picture of a person's income and/or socio-economic status. It can be used in conjunction labour-force data items, but is not a replacement for them.

### Relational attributes

**Related metadata:**

is used in conjunction with Principal source of income, version 2  
relates to the data element concept Household, version 2

**Information Model link:**

Party characteristic/Person characteristic/Income characteristic

### Administrative attributes

**Registration authority:**

NCSIMG

**Administrative status:**

CURRENT

**Effective date:** 01/07/2000

**Source organisation:**

Australian Bureau of Statistics

Australian Institute of Health and Welfare

Commonwealth Department of Family and Community Services

**Source document:**

Centrelink Information: A guide to payments and services. 1999-2000

**Comments:**



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## Status in employment

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000594	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The person's position in relation to their employment.		
<i>Context:</i>	Status in employment is an indicator of the socio-economic status (economic activity) of a person and is a key element in assessing the circumstances and needs of individuals and families.		
	It is one of a group of items that provide a description of a person's labour force characteristics.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	1
<i>Representational layout:</i>	N	<i>Field size maximum:</i>	1
<i>Data domain:</i>	1	Employee	
	2	Employer	
	3	Own account worker	
	4	Contributing family worker	
	9	Not stated/inadequately described	

*Guide for use:* Code 1 Employee: A person who works for a public or private employer and receives remuneration in wages, salary, or a retainer fee from their employer while working on a commission basis or for tips, piece-rates or payment in kind. An employee may also be a person who operates his or her own incorporated enterprise with or without hiring employees.

Code 2 Employer: A person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires one or more employees.

Code 3 Own account worker: A person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires no employees.

Code 4 Contributing family worker: A person who works without pay in an economic enterprise operated by a relative.

Code 9 Not stated/inadequately described, is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected. Usually the standard applies to the 'main job' in which the person is employed (that is, the job in which the person usually works the most hours). However, it may also be applied to the person's 'last job', 'second job', etc.

*Verification rules:*

*Collection methods:*

### Relational attributes

*Related metadata:* relates to the data element concept Family, version 2  
supersedes the data element Employment status, version 1

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## Status in employment

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(continued)

*Information Model link:* Party characteristic/Person characteristic/Labour characteristic

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* Australian Bureau of Statistics

*Source document:* Australian Bureau of Statistics 2001. Labour Statistics Concepts, Sources and Methods. Cat. no. 6102.0. Canberra: ABS. Reference through:  
<<http://www.abs.gov.au/ausstats/abs@.nsf/StatsLibrary>>. Select: Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Labour Force Variables.

*Comments:*

## Suburb/town/locality name

### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	002026	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The full name of the general locality containing the specific address.		
<i>Context:</i>	<p>In conjunction with the data element Postcode – Australian, the data element Suburb/town/locality name is included as an alternative means of reporting information about the geographic location of the residence of a client, or an agency/establishment or where an event occurred.</p> <p>The preferred standard for reporting this information is by using a Statistical Local Area in conjunction with a State/Territory code. However, as some agencies may have difficulty allocating Statistical Local Area codes to the residential locations of their clients without more computerised assistance than is currently available to them, agencies may be given the option of reporting this information by using Postcode – Australian plus Suburb/town/locality name.</p> <p>Suburb/town/locality name may also be a component of a postal address.</p>		

### Representational attributes

<i>Data type:</i>	Alphanumeric		
<i>Representational form:</i>	TEXT	<i>Field size minimum:</i>	–
<i>Representational layout:</i>	A(50)	<i>Field size maximum:</i>	50
<i>Data domain:</i>	Name of suburb/town/locality.		
<i>Guide for use:</i>	<p>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.</p> <p>The Australian Bureau of Statistics has suggested that a maximum field length of 50 characters should be sufficient to record the vast majority of locality names.</p> <p>This item may be used to describe the location of person, organisation or event. It can be a component of a street or postal address.</p>		

### *Verification rules:*

<i>Collection methods:</i>	Enter 'Unknown' when the locality name or geographic area for a person or event is not known.
	Enter 'No fixed address' when a person has no fixed address or is homeless.

### Relational attributes

<i>Related metadata:</i>	relates to the NCSDD data element concept Address, version 2
	relates to the NCSDD data element concept Agency, version 1
	supersedes the NCSDD data element Suburb/town/locality name, version 1
<i>Information Model link:</i>	Location/ Address

### Administrative attributes

<i>Registration authority:</i>	NCSIMG & NHIMG
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## Suburb/town/locality name

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(continued)

<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 02/09/2003
<i>Source organisation:</i>	National Health Data Committee and National Community Services Data Committee	
<i>Source document:</i>	Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia	
<i>Comments:</i>	This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.	

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## Target group

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000853	<i>Version number:</i>	1
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	A group of people sharing a common characteristic or set of characteristics which a particular government policy or program, or agency seeks to assist.		
<i>Context:</i>	Target group is used in describing community services agencies, in service planning and in comparing community needs and service availability.  Target groups may relate to population groups or communities, families/households, individuals, organisations or labour force groups. Characteristics may include age, cultural identity, geographic location, specific needs and other relevant characteristics.		

### Representational attributes

<i>Data type:</i>		
<i>Representational form:</i>		<i>Field size minimum:</i>
<i>Representational layout:</i>		<i>Field size maximum:</i>
<i>Data domain:</i>		
<i>Guide for use:</i>		
<i>Verification rules:</i>		
<i>Collection methods:</i>		

### Relational attributes

<i>Related metadata:</i>	relates to the data element Assistance – reason not provided, version 1 relates to the data element concept Family, version 2 relates to the data element concept Household, version 2
<i>Information Model link:</i>	Party/Party group/Target group

### Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 02/09/2003
<i>Source organisation:</i>	Australian Institute of Health and Welfare	
<i>Source document:</i>	Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW. Reference through: < <a href="http://www.aihw.gov.au/publications/hwi/nccsv2/index.html">http://www.aihw.gov.au/publications/hwi/nccsv2/index.html</a> >	
<i>Comments:</i>	Should be supported by data items delineating the individual characteristics that define the target population, such as Sex, Country of birth, etc.	

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## Telephone number

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	002027	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	Person or organisation contact telephone number.		
<i>Context:</i>	Concerned with the use of person identification data. For organisations that create, use or maintain records on people. Organisations should use this standard, where appropriate, for collecting data when registering people. The positive and unique identification of people is a critical event in service delivery, with direct implications for the safety and quality of care delivered by health and community services.		

### Representational attributes

<i>Data type:</i>	Alphanumeric		
<i>Representational form:</i>	TEXT	<i>Field size minimum:</i>	–
<i>Representational layout:</i>	AN(40)	<i>Field size maximum:</i>	40
<i>Data domain:</i>	Numbers and spaces only.		
<i>Guide for use:</i>	<p>More than one phone number may be recorded as required. Each phone number should have an appropriate Telephone number type code assigned.</p> <p>Record the full phone number (including any prefixes) with no punctuation (hyphens or brackets).</p>		
<i>Verification rules:</i>	Numbers and spaces only.		
<i>Collection methods:</i>	<p>Prefix plus telephone number:</p> <p>Record the prefix plus telephone number. The default should be the local prefix with an ability to overtype with a different prefix.</p> <p>For example, 08 8226 6000 or 0417 123456.</p> <p>Punctuation</p> <p>Do not record punctuation.</p> <p>For example, (08) 8226 6000 or 08-8226 6000 would not be correct.</p> <p>Unknown:</p> <p>Leave the field blank.</p>		

### Relational attributes

<i>Related metadata:</i>	
<i>Information Model link:</i>	Location/Address

### Administrative attributes

<i>Registration authority:</i>	NCSIMG & NHIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 02/09/2003
<i>Source organisation:</i>	Standards Australia	
	National Health Data Committee and National Community Services Data Committee	

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## Telephone number

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(continued)

*Source document:* Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

*Comments:* This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.

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## Telephone number type

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	002028	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	A code representing a type of telephone number.		
<i>Context:</i>	Concerned with the use of person identification data. For organisations that create, use or maintain records on people. Organisations should use this standard, where appropriate, for collecting data when registering people. The positive and unique identification of people is a critical event in service delivery, with direct implications for the safety and quality of care delivered by health and community services.		

### Representational attributes

<i>Data type:</i>	Alphabetic		
<i>Representational form:</i>	CODE	<i>Field size minimum:</i>	–
<i>Representational layout:</i>	A	<i>Field size maximum:</i>	1
<i>Data domain:</i>	B Business or work H Home M Personal mobile N Contact number (not own) O Business or work mobile T Temporary		

*Guide for use:* Where more than one telephone number has been recorded, then each telephone number should have the appropriate Telephone number type code assigned.

*Verification rules:*

*Collection methods:*

### Relational attributes

*Related metadata:*

*Information Model link:* Location/ Address

### Administrative attributes

<i>Registration authority:</i>	NCSIMG & NHIMG		
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i>	02/09/2003
<i>Source organisation:</i>	Standards Australia National Health Data Committee and National Community Services Data Committee		
<i>Source document:</i>	Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia		
<i>Comments:</i>	This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.		



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# Volunteer

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## Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000608	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT CONCEPT		
<i>Definition:</i>	<p>A person who willingly gives unpaid help in the form of time, service or skills through an organisation or group.</p> <p>The reimbursement of expenses in full or part (for example, token payments) or small gifts (for example, sports club T-shirts or caps) is not regarded as payment of salary, and people who receive these are still considered to be voluntary workers.</p> <p>People who receive payment in kind for the work they do (for example, receiving farm produce as payment for work done on a farm, rather than cash) are not considered to be volunteers.</p> <p>An organisation or group is any body with a formal structure. It may be as large as a national charity or as small as a local book club. Purely ad hoc, informal and temporary gatherings of people do not constitute an organisation.</p> <p>Persons on Community Service Orders and other similar work programs are not considered volunteers.</p>		
<i>Context:</i>	Voluntary work is an important contribution to national life. It meets needs within the community at the same time as it develops and reinforces social networks and cohesion.		

## Representational attributes

<i>Data type:</i>		
<i>Representational form:</i>		<i>Field size minimum:</i>
<i>Representational layout:</i>		<i>Field size maximum:</i>
<i>Data domain:</i>		
<i>Guide for use:</i>		
<i>Verification rules:</i>		
<i>Collection methods:</i>		

## Relational attributes

<i>Related metadata:</i>	relates to the data element concept Informal carer, version 2
	relates to the data element Full-time equivalent volunteer/unpaid staff, version 1
	relates to the data element Hours per week – volunteer/unpaid staff, version 1
	supersedes the data element Volunteer, version 1
<i>Information Model link:</i>	Party role/Agency role/Service provider role (agency)

## Administrative attributes

<i>Registration authority:</i>	NCSIMG	
<i>Administrative status:</i>	CURRENT	<i>Effective date:</i> 02/09/2003
<i>Source organisation:</i>	Australian Bureau of Statistics. Australian Institute of Health and Welfare	

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## Volunteer

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(continued)

*Source document:*

Australian Bureau of Statistics 2000. Voluntary Work, Australia. Cat. no. 4441.0. Canberra: ABS

*Comments:*

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## Year of arrival in Australia

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### Identifying and definitional attributes

<i>Knowledgebase ID:</i>	000543	<i>Version number:</i>	2
<i>Metadata type:</i>	DATA ELEMENT		
<i>Definition:</i>	The year a person (born outside of Australia) first arrived in Australia, from another country, with the intention of staying in Australia for one year or more.		
<i>Context:</i>	Client demographic and support needs:  This data element is an important indicator of cultural identity, and provides further information about the person's cultural values and practices which is significant in determining service type and support required.  May also be used in conjunction with other socio-demographic data to indicate the background of the person, communication skills and their possible needs.		

### Representational attributes

<i>Data type:</i>	Numeric		
<i>Representational form:</i>	DATE	<i>Field size minimum:</i>	4
<i>Representational layout:</i>	YYYY	<i>Field size maximum:</i>	4
<i>Data domain:</i>	Actual year of arrival in Australia.		
<i>Guide for use:</i>			
<i>Verification rules:</i>			
<i>Collection methods:</i>	Recommended question:		

In what year did you/the person first arrive in Australia to live here for one year or more?

(Write in the calendar year of arrival or mark the box if here less than one year)

Calendar year of arrival

Will be here less than one year

It is anticipated that for the majority of people their response to the question will be the year of their only arrival in Australia. However, some respondents may have multiple arrivals in Australia. To deal with these cases in self-enumerated collections, an instruction such as 'Please indicate the year of first arrival only' should be included with the question.

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, the recommended question should be used wherever practically possible.

### Relational attributes

<i>Related metadata:</i>	supersedes the data element Year of arrival in Australia, version 1
<i>Information Model link:</i>	Party characteristic/Person characteristic/Social-cultural characteristic

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## Year of arrival in Australia

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(continued)

### Administrative attributes

*Registration authority:* NCSIMG

*Administrative status:* CURRENT *Effective date:* 02/09/2003

*Source organisation:* Australian Bureau of Statistics

*Source document:* The ABS standard for the collection of Year of arrival in Australia appears on the ABS web site: <<http://www.abs.gov.au>>. Select: About Statistics/About Statistical Collections (Concepts & Classifications)/Other ABS Statistical Standards/Standards for Social, Labour Cultural Diversity Variable.

*Comments:*

## 5 Other data development resources

There are a number of other data development activities and resources relevant to community services that complement this Dictionary. They include the:

- National Community Services Information Model – which provides a conceptual framework for the Dictionary
- National Classifications of Community Services – which provides a standard set of classifications that describe and categorise community services activities and service delivery settings, now in its second version
- Knowledgebase metadata register – which provides electronic access to all current and past nationally endorsed health, community services and housing assistance data definitions
- National Health Data Dictionary – which provides access to all currently endorsed data definitions for use in the health sector, now in its 12th version
- National Housing Assistance Data Dictionary – which provides access to all currently endorsed data definitions for use in the housing sector, now in its second version
- data dictionaries for specific community services areas – which provide access to definitions of data items that are included in program-specific national data collections.

Some further information about those resources of most relevance to community services is included in following sections.

Users of this Dictionary are encouraged to make use of other data development resources, such as those listed above. The boundaries that define the community services sector are often more closely related to administrative or funding structures than to the experience of those receiving or delivering community services. Increasingly, health care is provided in settings outside of hospital or private medical practice. The growth of community-based care and treatment options for people needing assistance with mental health issues or drug and alcohol problems, for example, has blurred the boundaries between community services and health sectors. There is a growing recognition of the relationships between, say, a person's health condition and their housing needs, or the level of support from family or friends available to a person and their need for community services.

The recent work on integrating data definitions across health and community services reflects a recognition of the interconnectedness of the health, community services and housing assistance sectors, and a desire to focus on the outcomes for individuals coming into contact with service providers, regardless of funding source or administrative labels.

Some useful information for data developers may also be found on the following web sites:

- Australian Bureau of Statistics <<http://www.abs.gov.au>>
- Australian Institute of Health and Welfare <<http://www.aihw.gov.au>>
- International Organization for Standardization <<http://www.iso.ch/iso/en/ISOOnline.openerpage>>
- National Centre for Classification in Health <<http://www2.fhs.usyd.edu.au/ncch>>
- United Nations Statistics Division <<http://unstats.un.org/unsd>>

## 5.1. National Community Services Information Model

### Background

The metadata items in this Dictionary relate to the National Community Services Information Model (NCSIM) Version 1.0. This Information Model was developed by the Australian Institute of Health and Welfare (AIHW) in consultation with a Working Group of the National Community Services Data Committee. The AIHW was also centrally involved in the development of the National Health Information Model Version 1.0 (1996) and Version 2.0 (2003). This experience has shown that an information model provides a valuable framework for information and data development, particularly where the subject matter is diverse and frequently contentious.

The National Community Services Information Model Version 1 is under evaluation and review with a view to producing a single model covering both the health and community services sectors, and which is consistent with the housing assistance sector's needs.

### Objectives of the Information Model

Using the National Community Services Information Model does not preclude developing and using other information models. For example, when developing a minimum data set for a specific program it may be helpful to develop a program-specific information model that more closely resembles the field in question. Designing databases or information systems also requires developing models to support their design and construction for specific purposes.

The National Community Services Information Model provides the framework for the organisation of information and the development of data including Dictionary metadata items. It identifies the things or entities we want to know about in the community services sector and labels them using generic terms to allow for applicability across the very diverse range of stakeholders. For example, the term 'person' is used rather than 'client' or 'patient' or 'consumer'. The latter terms may have currency in particular program areas but may alienate others.

Using the Model as the conceptual framework helps to identify when two or more areas of community services are collecting information about the same thing but calling it something different. It highlights where consistency may be required.

Mapping data elements to the Model (that is, identifying which entity on the Model a piece of information describes) also helps to identify gaps in national data about community services.

This framework maps data element concepts and data elements in the Dictionary to entities in the Model, a process which further assists validation of the Model. The existence, endorsement and use of a framework will ensure that individual data collections and their associated data development activities do not drive the Dictionary. National data development for community services must be considered, debated and evaluated within a broader context. The Model provides a vehicle for achieving this expansion of thought and deliberation.

While the Model's overall objective is to provide a framework for community services information development, other specific objectives of the Model are to:

- identify a commonly agreed information base to enable research and policy development;
- assist in minimising duplication of effort in community services information development;

- assist in promoting a common language and the identification of commonality in information requirements across community service sectors;
- inform and facilitate data linkage via improving data comparability; and
- provide a management tool to assist the ongoing development and communication of national community services information, and a coordinating mechanism for this work.

These objectives can only be met if data development work within community services is integrated into the Model's structure and future development. Specifically this means that as a data definition is being developed it needs to be regularly cross-checked with the underlying concept and definition of the entity to which it is being mapped and compared with other data elements also mapped to the same entity. This cross-checking ensures that the data element definition and codeset (or data domain) conforms to the accepted understanding of the entity. Where these do not conform, attributes of the data element such as the data definition may be modified accordingly. Not only does this process improve data definition, it also assists in validating the Model and its underlying entities and definitions.

The Information Model more clearly illustrates the relationships between detailed community services information, as well as gaps, overlaps and duplications, than does a stand-alone list of elements.

### **Development of the Information Model**

Development of the National Community Services Information Model occurred quite rapidly as a result of prior work undertaken by the Disability Data Reference and Advisory Group and the AIHW in developing a national information model for disability and aged care. The decision to use this national model as the basis for developing the National Community Services Information Model was quite fortuitous, as much of the potentially contentious groundwork had already been debated within the context of disability/aged care.

To progress development of the Model, four information modelling workshops were held within the AIHW between March and September 1997. Representatives from units within the Institute's Welfare Division (Children and Family Services, Disability, Aged Care, Supported Accommodation Assistance Program (SAAP) and Welfare Expenditure) participated in the workshops as well as people working on mental health within the Institute's Health Division.

Following the fourth workshop, the Model, entity definitions and identified community services data elements mapped to the model were examined and approved by the National Community Services Information Model Working Group for comment. Throughout this development phase the Model was also presented to meetings of the Disability Data Reference Advisory Group in August 1997 and the SAAP Data and Research Advisory Committee in September 1997.

Preliminary development of the Model culminated in its presentation to the Data Committee at its October 1997 meeting.

### **Metadata items mapped to the Information Model**

In conjunction with the development of the Model for community services, a review of relevant data collections, survey proformae and published material was undertaken. Identified metadata items were then mapped to the Model. The language used for metadata items within each subject area was retained. For example, while most subject areas refer to the 'Sex' of a person, information collected on the current SAAP National Data Collection Agency Client Form refers to the 'Gender' of a client. The reason for retaining the language used is to highlight the differences for discussion and possible reconciliation in the future.

The task of identifying and mapping metadata items to the Information Model proved invaluable in linking the concepts embedded within the Model to actual metadata items. The quality of the Model and its acceptance by those involved in its development improved markedly as a result of this process.

The following pages contain:

- the National Community Services Information Model, Version 1;
- a list of National Community Services Data Dictionary, Version 3, metadata items mapped to the National Community Services Information Model, Version 1; and
- a list of National Community Services Information Model, Version 1, entity definitions.



**PARTY**

PERSON

AGENCY

**PARTY GROUP**

FAMILY

HOUSEHOLD

TARGET GROUP

OTHER PARTY GROUP

**NEED**

**PERSON PARTICIPATION/INDEPENDENCE**

**LOCATION**

ADDRESS

**SETTING**

SERVICE DELIVERY SETTING

OTHER SETTING

**PARTY CHARACTERISTIC**

**PERSON CHARACTERISTIC**

DEMOGRAPHIC CHARACTERISTIC

SOCIO-CULTURAL CHARACTERISTIC

EDUCATIONAL CHARACTERISTIC

LABOUR CHARACTERISTIC

ACCOMMODATION/LIVING CHARACTERISTIC

INCOME CHARACTERISTIC

LEGAL CHARACTERISTIC

IMPAIRMENT CHARACTERISTIC

DISABILITY CHARACTERISTIC

FUNCTIONAL CHARACTERISTIC

OTHER PERSON CHARACTERISTIC

**PARTY GROUP CHARACTERISTIC**

**FAMILY CHARACTERISTIC**

FAMILY INCOME CHARACTERISTIC

OTHER FAMILY CHARACTERISTIC

**HOUSEHOLD CHARACTERISTIC**

HOUSEHOLD INCOME CHARACTERISTIC

OTHER HOUSEHOLD CHARACTERISTIC

**AGENCY CHARACTERISTIC**

**STATE OF WELLBEING**

**PERSON VIEW**

**EVENT**

**PERSON EVENT**

BIRTH EVENT

LIFE EVENT

DEATH EVENT

**ENVIRONMENTAL EVENT**

ENVIRONMENTAL MODIFICATION EVENT

**ECONOMIC TRANSACTION EVENT**

EXPENDITURE

TRANSFER/SUBSIDY

REVENUE/RECEIPT

**COMMUNITY/FAMILY EVENT**

INFORMAL CARER ASSISTANCE EVENT

INFORMAL CARE EVENT

**HEALTH AND WELFARE SERVICE EVENT**

REFERRAL EVENT

ASSESSMENT OF ELIGIBILITY FOR SERVICE EVENT

ENTRY INTO SERVICE EVENT

ASSESSMENT EVENT

SERVICE PROVISION EVENT

CASE MANAGEMENT EVENT

LEAVE FROM SERVICE EVENT

EXIT/DISCHARGE FROM SERVICE EVENT

DETERMINATION OF LEGAL STATUS EVENT

OTHER HEALTH AND WELFARE EVENT

OTHER EVENT

**ENVIRONMENT**

TOOLS AND EQUIPMENT

PERSONAL SUPPORT

SOCIAL AND CULTURAL ENVIRONMENT

ECONOMIC AND POLITICAL ENVIRONMENT

HUMAN-MADE PHYSICAL ENVIRONMENT

NATURAL ENVIRONMENT

**ENABLING FACTORS**

RESOURCE

KNOWLEDGE FACTOR

AVAILABILITY FACTOR

ACCESSIBILITY FACTOR

**HEALTH AND WELFARE PROGRAM**

**OUTCOME**

**PARTY ROLE**

**PERSON ROLE**

CITIZEN ROLE

FAMILY RELATIONSHIP ROLE

CARER ROLE

RECIPIENT ROLE

SERVICE PROVIDER ROLE (person)

**AGENCY ROLE**

SERVICE PROVIDER ROLE (agency)

SERVICE FUNDER ROLE

SERVICE PURCHASER ROLE

OTHER ROLE

**SERVICE**

FEE STRUCTURE

ACTIVITY

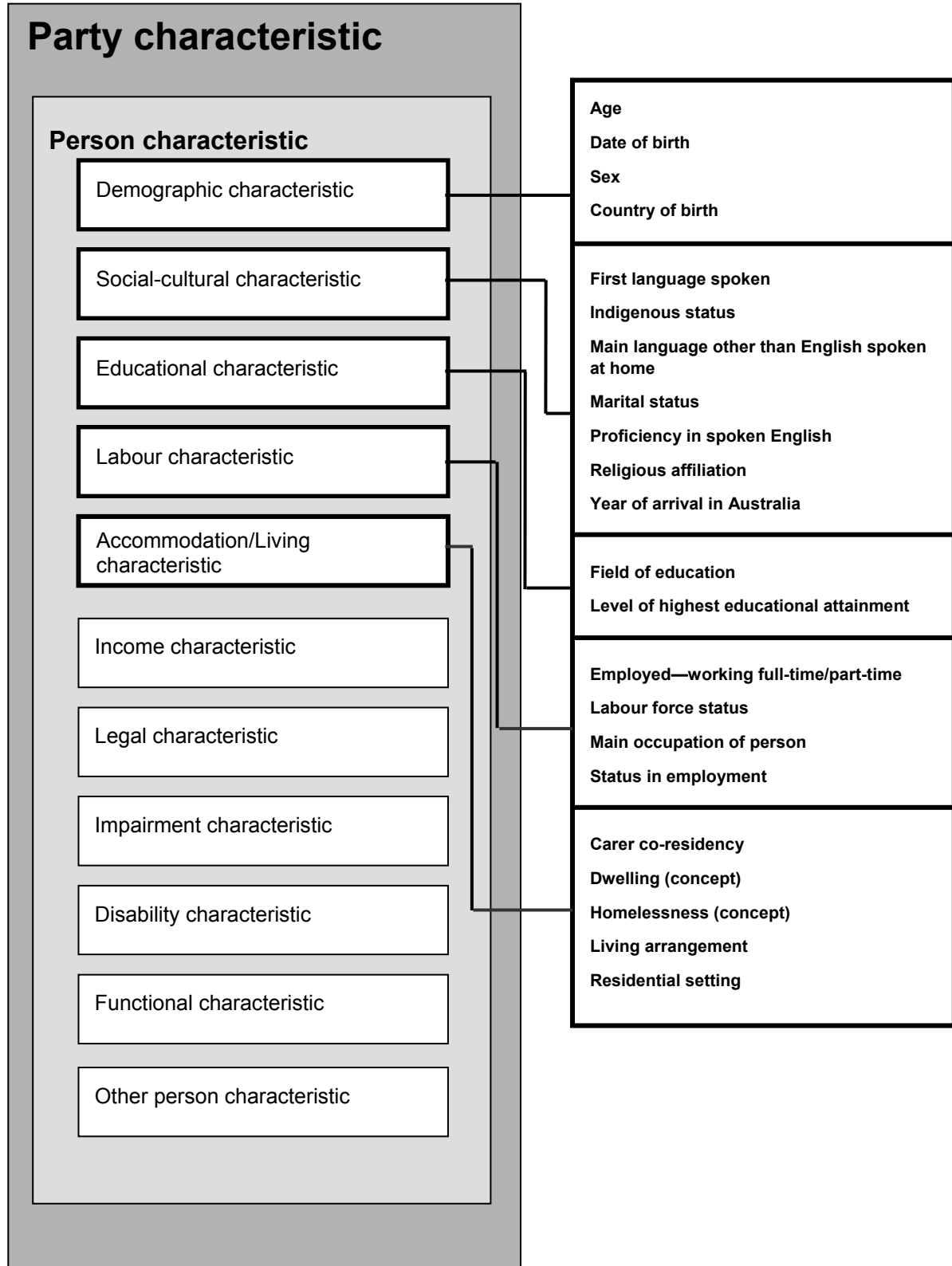


## List of metadata items—model order

### Information Model, Version 1, entities and Dictionary, Version 3, metadata items

*Model entity*

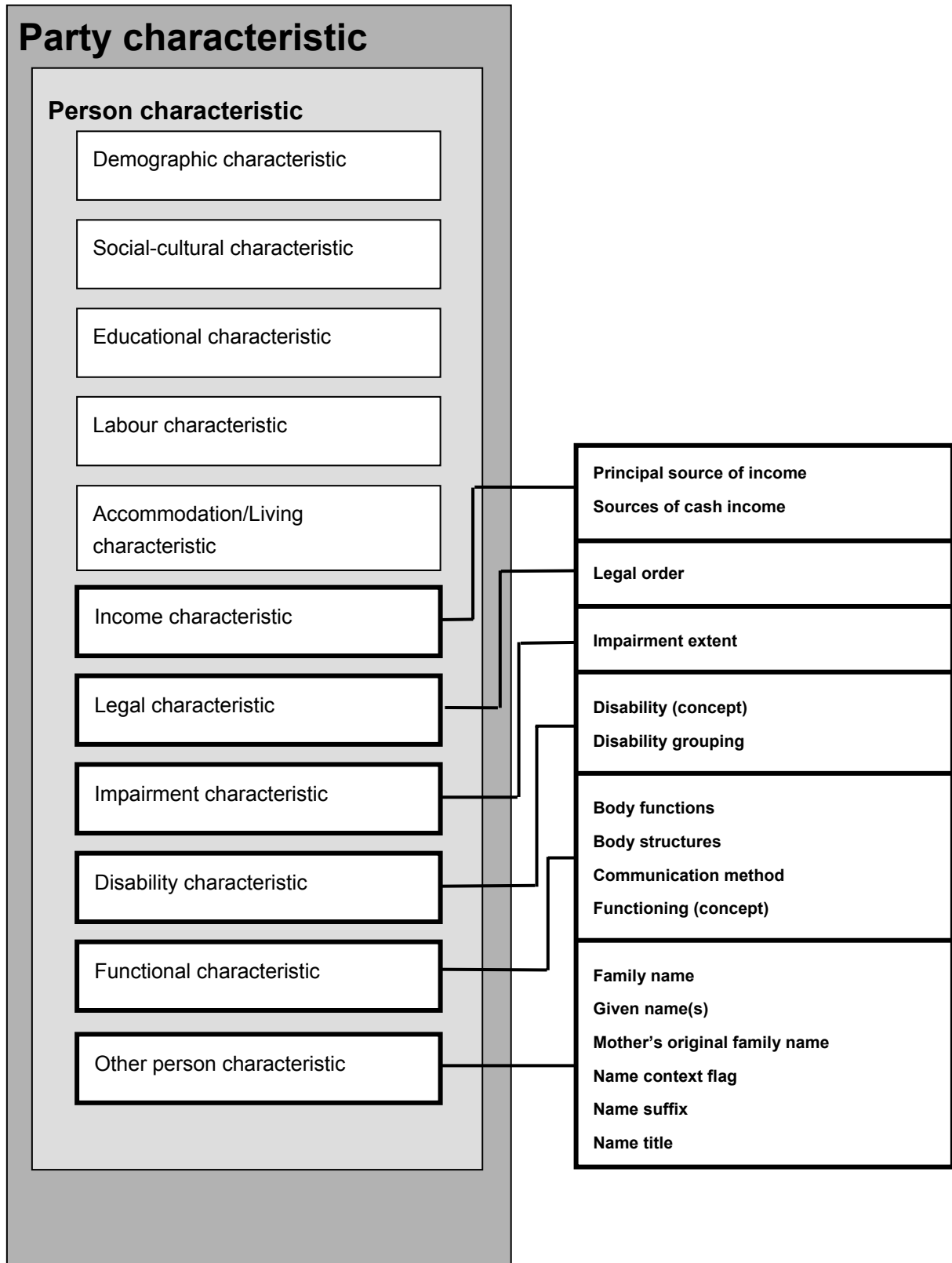
*Metadata item*



Information Model, Version 1, entities and Dictionary, Version 3, metadata items

Model entity

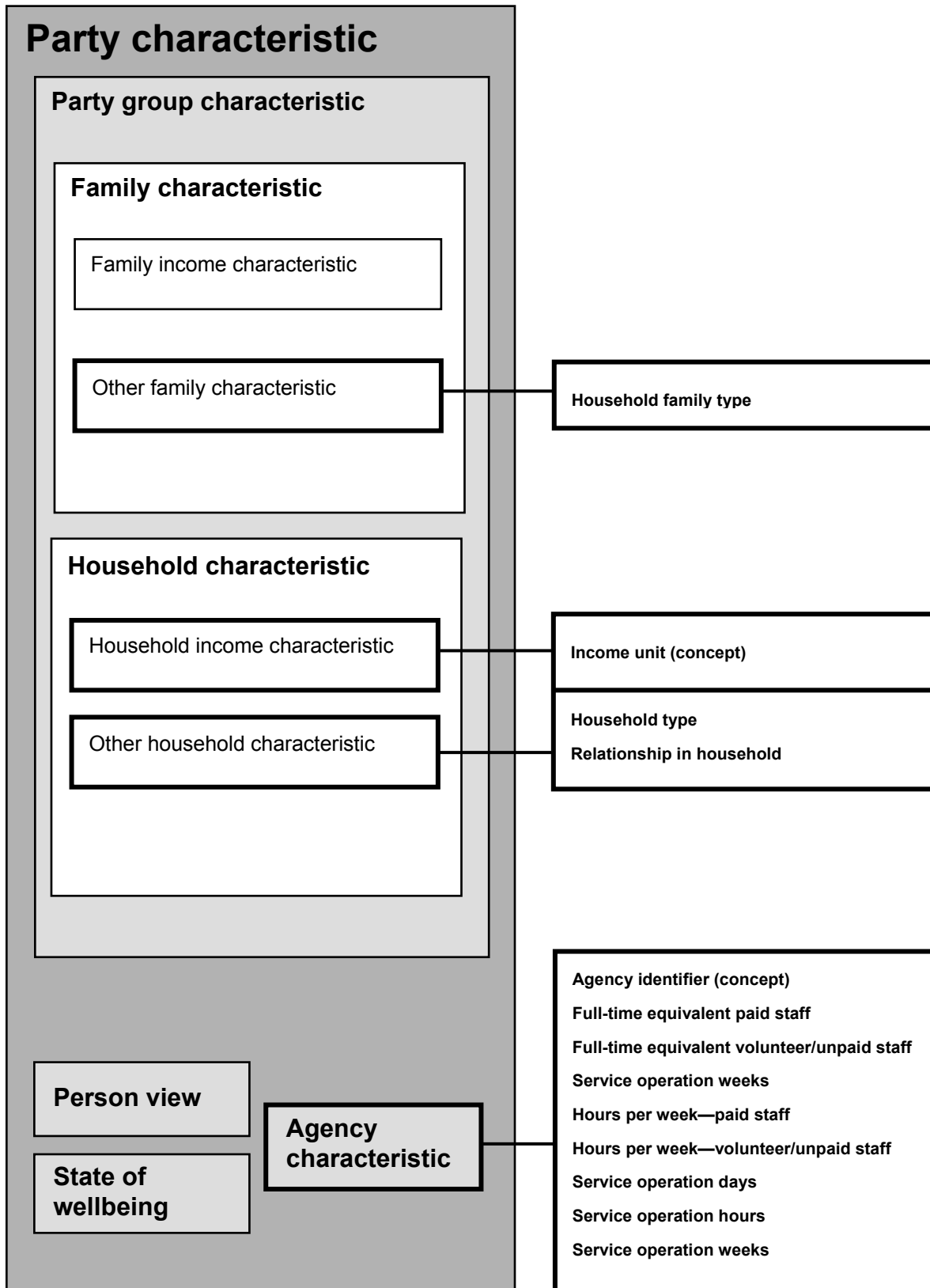
Metadata item



Information Model, Version 1, entities and Dictionary, Version 3, metadata items

Model entity

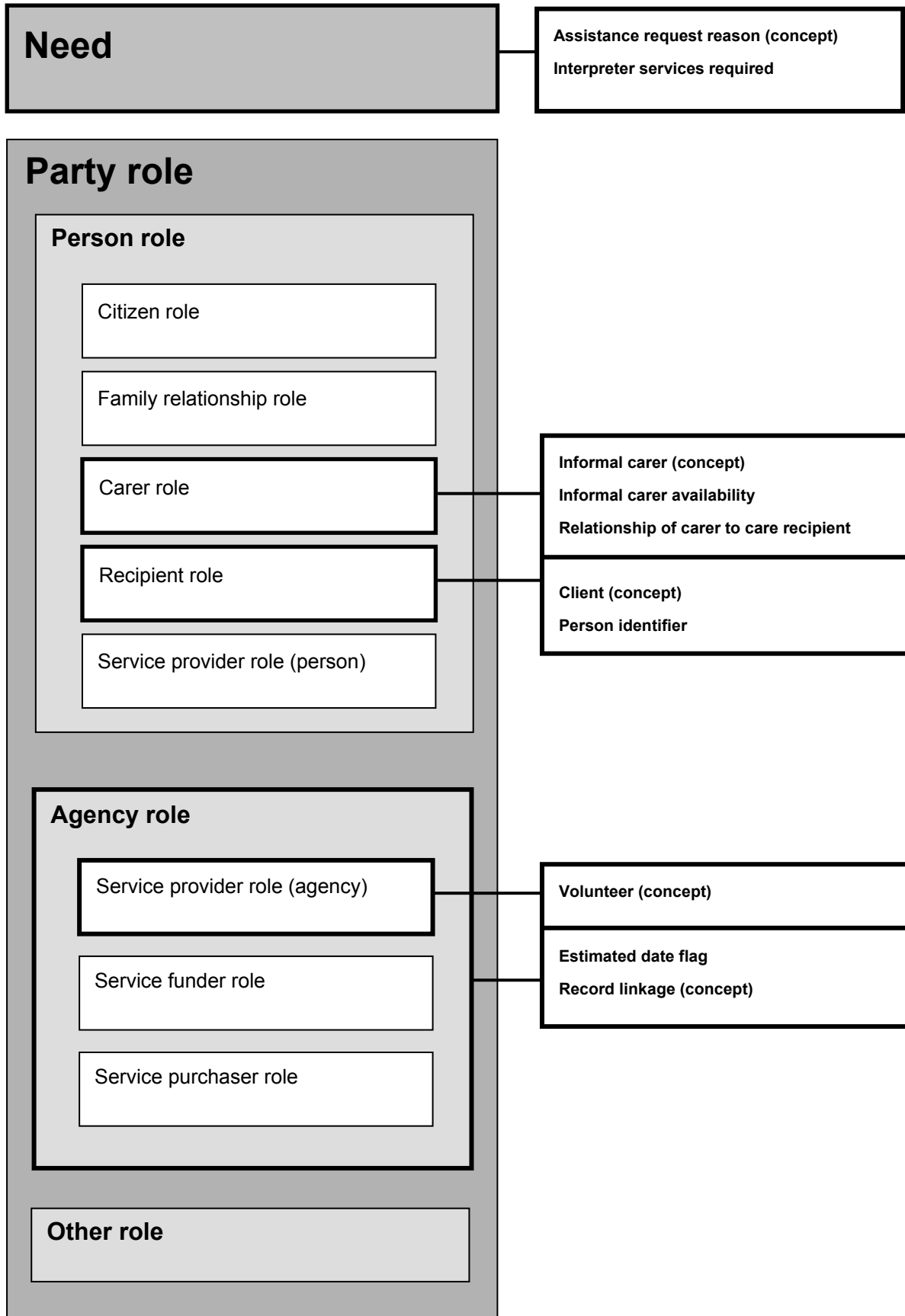
Metadata item



Information Model, Version 1, entities and Dictionary, Version 3, metadata items

Model entity

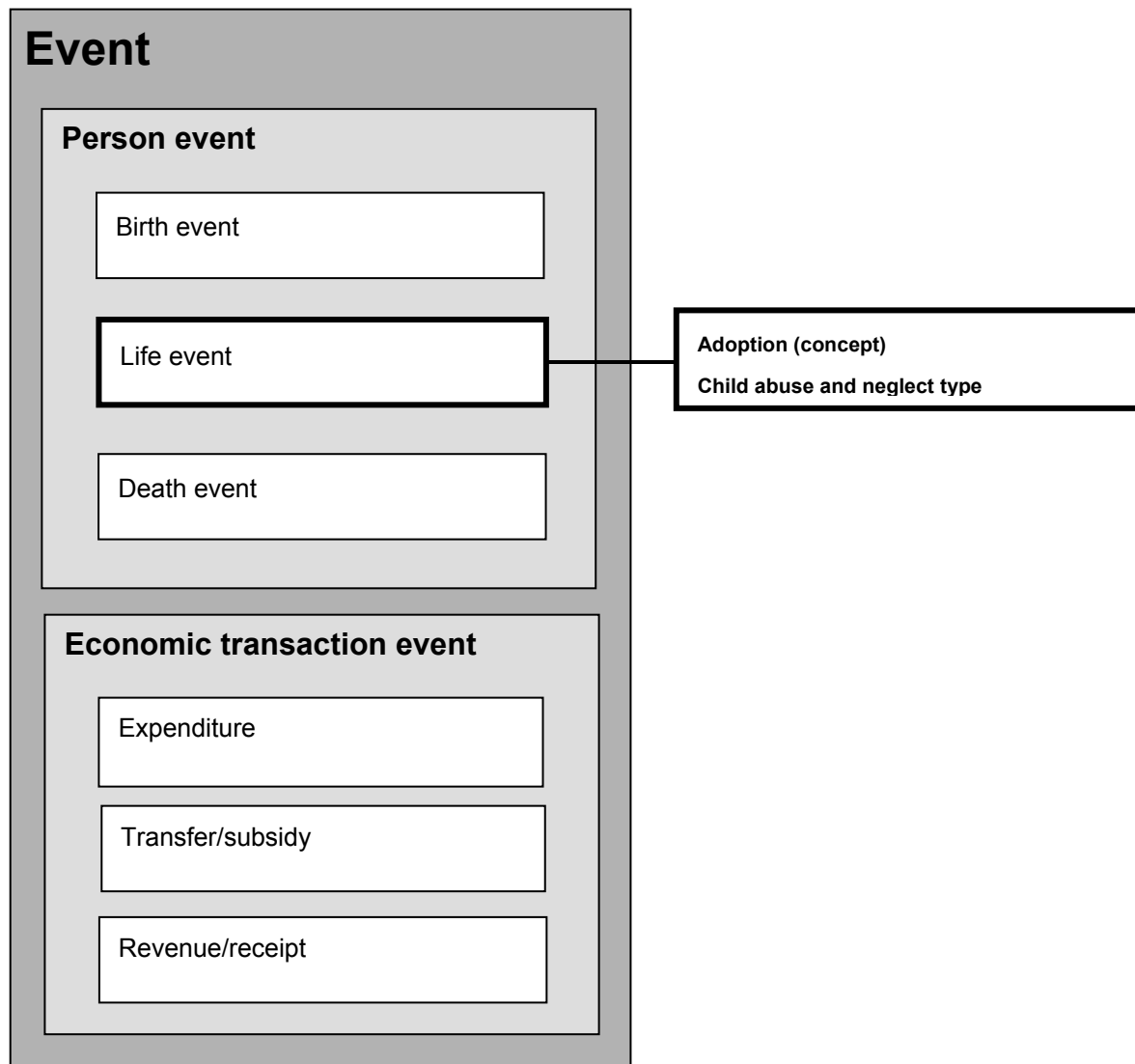
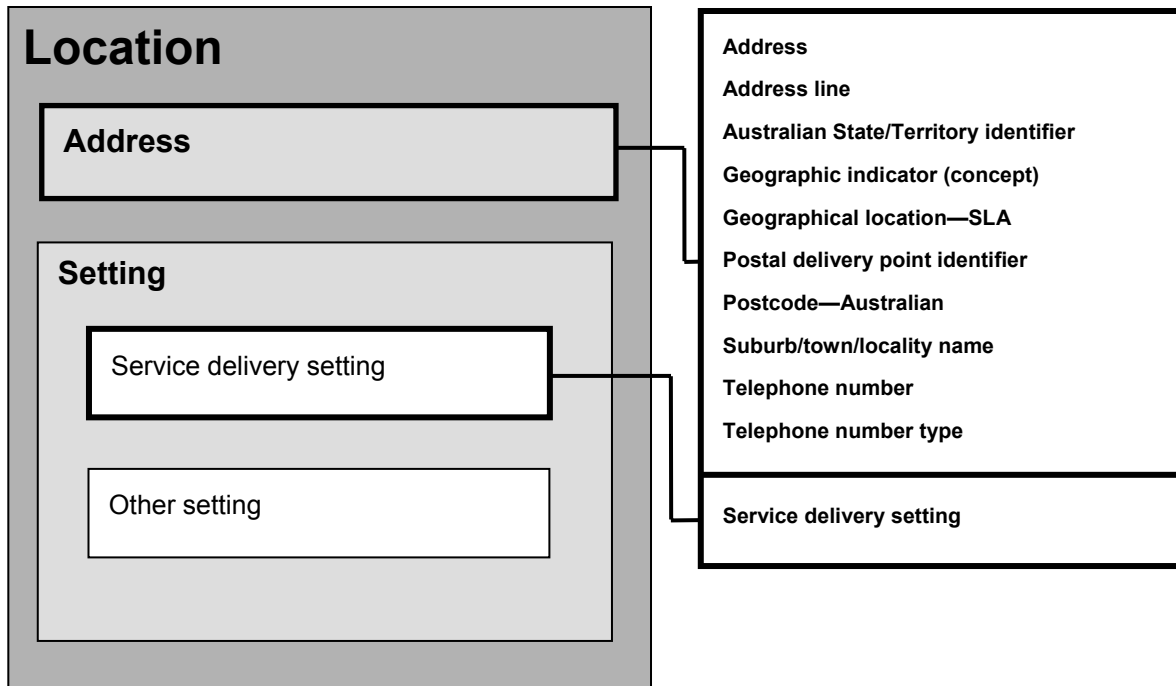
Metadata item



Information Model, Version 1, entities and Dictionary, Version 3, metadata items

Model entity

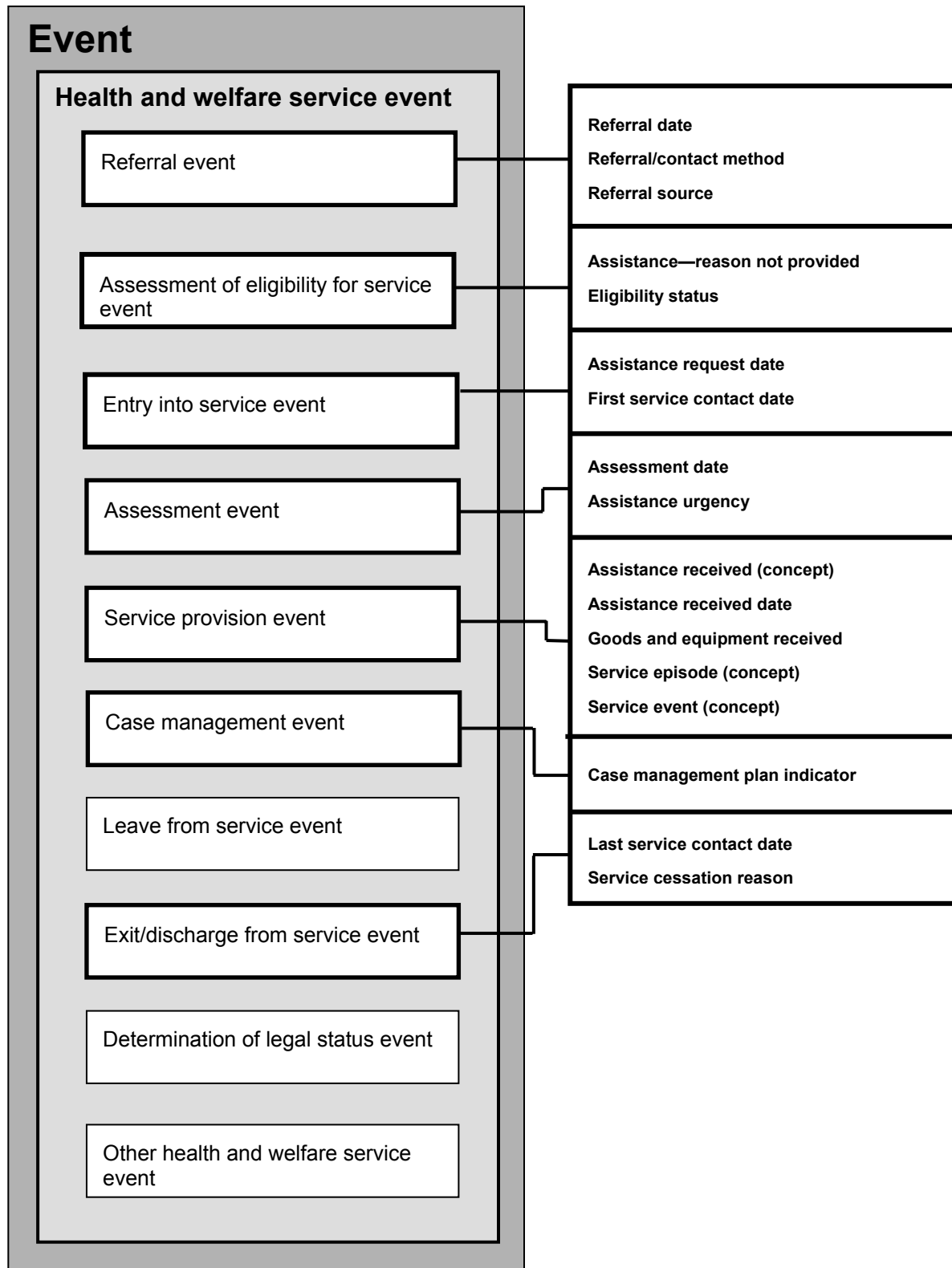
Metadata item



Information Model, Version 1, entities and Dictionary, Version 3, metadata items

Model entity

Metadata item

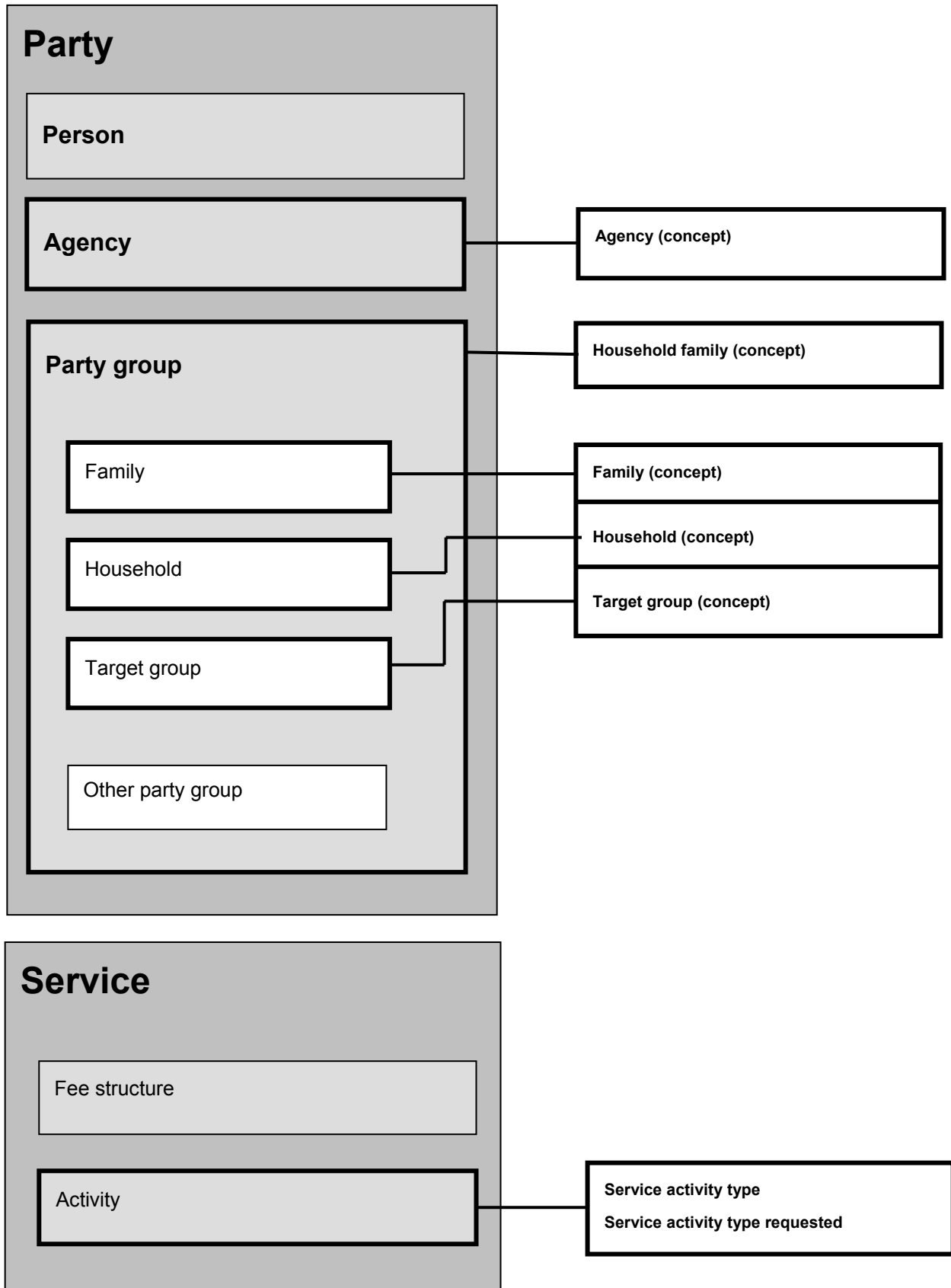




Information Model, Version 1, entities and Dictionary, Version 3, metadata items

Model entity

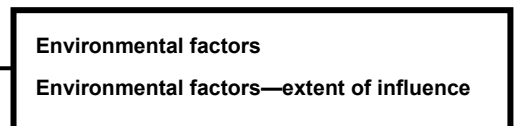
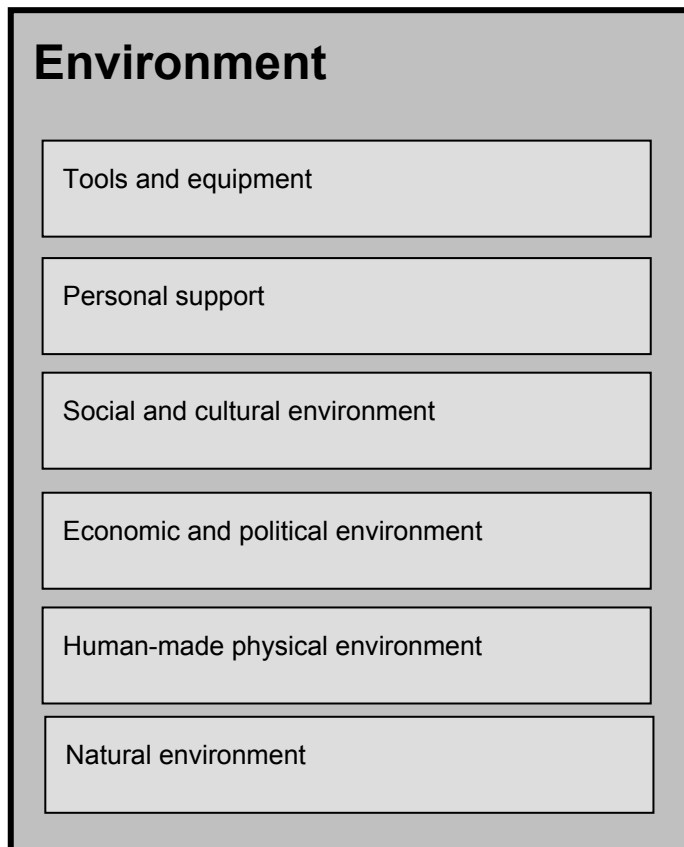
Metadata item



Information Model, Version 1, entities and Dictionary, Version 3, metadata items

Model entity

Metadata item



## National Community Services Information Model, Version 1, entity definitions

Entity name	Entity definition
Accessibility factor	<p>An instance of a factor that influences, determines or affects access to services, providers and information.</p> <p>For example, privacy of records, location of persons and providers, distance from medical services, etc.</p>
Accommodation/living characteristic	<p>Descriptive characteristics about the dwelling a PERSON usually lives in or aspects about a PERSON's family/social living arrangement.</p> <p>For example, the type of dwelling, age of dwelling, modification of dwelling to account for restricted movement, whether they live alone or not, etc.</p> <p>In the National Community Services Information Model, ACCOMMODATION/LIVING CHARACTERISTIC relates to where a PERSON usually resides. If information is being collected about accommodation characteristic at an instance in time—for example while a PERSON is in receipt of care, the data element will fall within the 'SETTING' entity.</p>
Activity	<p>A description of the type of community service provided by a PARTY, usually an AGENCY.</p> <p>See 'National Classifications of Community Services'.</p>
Address	<p>A LOCATION represented in such a way as to situate a PARTY or EVENT at a particular point in time, or to allow a PARTY to be found or communicated with.</p>
Agency	<p>A business or administrative concern created for particular ends.</p>
Agency characteristic	<p>A characteristic of an AGENCY (but unrelated to Business Factors).</p> <p>For example, the primary nature of the business or reason for trading, normal operating hours, whether the AGENCY is accredited or not.</p>
Agency role	<p>An instance of an AGENCY participating in a specific role in the health and welfare sector.</p> <p>For example, an AGENCY as a receiver of services or as a provider of services, etc.</p>
Assessment of eligibility for service event	<p>An EVENT involving an assessment of the eligibility of a PERSON or PARTY GROUP to receive health and welfare services.</p> <p>For example, referral events or the investigation of a notification of child abuse and neglect.</p>
Assessment event	<p>The instance of an EVENT involving an assessment of needs, of health, or of the care required by a PERSON or PARTY GROUP. A PERSON formally employed by the health and welfare sector makes the assessment, and may/may not occur within a SERVICE DELIVERY SETTING.</p> <p>For example, a referral event, a diagnosis or the investigation of a notified case of child abuse or neglect.</p>
Availability factor	<p>A factor that, influences, determines or affects availability of services for a PERSON or group.</p> <p>For example, the availability of services such as employment assistance for a PERSON with a disability.</p>
Birth event	<p>The EVENT of being born.</p> <p>It describes EVENTS which happen to both the baby and the mother during the birth.</p>
Carer role	<p>A PERSON in their role as a carer of another PERSON(s) who is ill or disabled and unable to perform the tasks of daily living for themselves or a PERSON caring for a child.</p> <p>For example, a PERSON providing respite care.</p>
Case management event	<p>The development of a case management plan for a PERSON or PARTY GROUP whilst in the receipt of health and welfare services.</p> <p>For example, a case management/support plan developed and agreed to for a recipient of SAAP services.</p>

## National Community Services Information Model, Version 1, entity definitions

Entity name	Entity definition
Citizen role	<p>A PERSON, about whom information may be required, but who is not engaged in a specific role within the HEALTH AND WELFARE sector.</p> <p>For example, the identification of an individual who is participating (often anonymously) in a population-based health or welfare survey.</p>
Community/family event	<p>A health and welfare event provided by the community or family, which is external to the institutions of the health and welfare sector.</p> <p>For example, the provisions of informal care such as child care or respite care.</p>
Death event	<p>The EVENT of death.</p> <p>Attributes of this entity would normally include data elements such as date, time and cause of death.</p> <p>The DEATH EVENT does not necessarily imply the end of all events relating to a PERSON, since events such as organ donation and transmission of disease may still occur.</p>
Demographic characteristic	<p>A characteristic of a PERSON which contributes to the specification of the population or sub-population to which they belong.</p> <p>For example, sex, country of birth, year of arrival in Australia, Indigenous status, etc.</p>
Determination of legal status event	<p>The instance of a change in the legal status of an individual.</p> <p>For example, a restraining order placed on one PERSON restricting their access to another PERSON or PARTY.</p>
Disability characteristic	<p>A descriptive characteristic of a PERSON which describes the type or extent of disability.</p> <p>For example, main disabling condition (such as psychiatric disorder, intellectual disability or arthritis), main disability type (sensory or physical).</p>
Economic and political environment	<p>The economic and political environment of a community.</p> <p>For example, the social security system, the education and training system, associations and organisations, economic and political institutions.</p>
Economic transaction event	<p>An EVENT involving the approval of or exchange of monies between one PARTY and another, as payments, transfers or receipts for capital or recurrent purposes.</p>
Educational characteristic	<p>A characteristic of a PERSON which relates to their formal education.</p> <p>For example, highest qualification held, age when left school, etc.</p>
Entry into service event	<p>The instance of an entry of a PERSON or PARTY GROUP into a SERVICE DELIVERY SETTING and/or into a period of care/support.</p> <p>For example, admission date (into a nursing home).</p>
Environment	<p>The sum total of surrounding things, conditions or influences.</p>
Environmental event	<p>A change in the environment which has an effect on one or more PARTYS.</p> <p>Although all events occur within an 'environment', the concept of an ENVIRONMENTAL EVENT is an event which has the environment (physical, chemical, biological, social, economic, cultural) as its principal focus. Examples of ENVIRONMENTAL EVENTS include storms, floods and droughts, riots and war, spillage of hazardous chemicals, liquids or gases and economic recession.</p>
Environmental modification event	<p>The instance of a modification to a PERSON's home, or SERVICE DELIVERY SETTING or within the community for the purpose of minimising the risk of disease or injury or to enhance the participation of individuals within their community.</p> <p>For example, the installation of handrails in the home of an elderly person(s) to minimise the risk of falling.</p>
Event	<p>Something which happens to or with a PARTY.</p>

## National Community Services Information Model, Version 1, entity definitions

Entity name	Entity definition
	This entity reflects the emphasis in the model on events which happen, and which may trigger or influence other events. Since the model is also date/time stamped at different instances in time, the model can accommodate the development of people and their health and welfare status and wellbeing by tracking these events.
Exit/discharge from service event	The instance of an exit/discharge of a PERSON or PARTY GROUP from a SERVICE DELIVERY SETTING and/or from a period of care/support.
Expenditure	<p>An ECONOMIC TRANSACTION EVENT involving expenditure or payment of monies for capital or recurrent purposes. It does not involve payments such as pensions, benefits or grants to non-profit organisations as these are deemed to be transfers (refer to the entity definition 'Transfer/subsidy').</p> <p>Examples of recurrent expenditure include wages, salaries, employer contributions to superannuation schemes, interest paid on loans, purchases of goods and services, etc.</p> <p>Examples of capital expenditure include payments for new fixed assets such as land, buildings, etc.</p>
Family	<p>Two or more persons, one of whom is at least 15 years of age, who are related by blood, marriage (registered or de facto), adoption, step, fostering or guardianship (Modification of the ABS, Operational definition of family, October 1995).</p> <p>A family may/may not live within the same household.</p>
Family characteristic	<p>A descriptive characteristic of a FAMILY.</p> <p>See definition of a FAMILY.</p>
Family income characteristic	<p>Characteristics of the combined income of the FAMILY unit.</p> <p>For example, amount of income, main source of income.</p>
Family relationship role	<p>A PERSON in their role as a family member.</p> <p>For example, mother, father, guardian, child.</p>
Fee structure	Fees charged by an AGENCY for the health and welfare services/activities they provide.
Functional characteristic	<p>Physical, mental or emotional aspects of a PERSON which influence their ability to care for themselves.</p> <p>For example, continence status.</p>
Health and welfare program	A business program specifically created for or by the health and welfare sectors.
Health and welfare service event	<p>An instance of an EVENT, which is part of the delivery or receipt of health and welfare services or care.</p> <p>These EVENTS include delivery of community programs, consultations with service providers, diagnoses, treatment, operations, delivery of care and rehabilitation, delivery of palliative care, counselling services, etc.</p>
Household	A group of two or more related or unrelated people who usually reside in the same dwelling, who regard themselves as a household and who make common provision for food or other essentials for living. Or a 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 (ABS, Operational definition of a 'household', October 1995).
Household characteristic	<p>A descriptive characteristic of a HOUSEHOLD.</p> <p>See definition of a HOUSEHOLD.</p>
Household income characteristic	<p>The combined income of a HOUSEHOLD.</p> <p>See definition of a HOUSEHOLD.</p>

## National Community Services Information Model, Version 1, entity definitions

Entity name	Entity definition
Human-made physical environment	The built (or human-made) environment in which a PERSON or community lives. For example, buildings, land use, etc.
Impairment characteristic	A descriptive characteristic of a PERSON, which describes their type of impairment defined as loss or abnormality of psychological, physiological or anatomical structure or function.
Income characteristic	Characteristics of the income of a PERSON such as main source of income or amount of income including sources derived from pensions or social security benefits.  Income characteristics are frequently collected to identify the extent of a PERSON's or PARTY GROUP's level of financial disadvantage.
Informal carer assistance event	An instance of the provision of informal care provided by a family or community member to another carer outside of formalised care provided within the health and welfare sector.  See definition of an INFORMAL CARER EVENT.
Informal carer event	An instance of the provision of informal care provided by a family or community member to a PERSON or PARTY GROUP outside of formalised care provided within the health and welfare sector.  See definition of an INFORMAL CARER ASSISTANCE EVENT.
Knowledge factor	An instance of a factor that influences, determines or affects a PARTY's state of knowledge or cognisance, particularly of elements of wellbeing, health and welfare, and their services.  For example, factors that influence 'How much a person knows about the risks from smoking', 'How much a person knows about the availability of counselling services' and 'How much a service provider knows about the latest technique for treating a particular illness'.
Labour characteristic	A characteristic of a PERSON which relates to the nature of their employment and labour force status. It does not include information collected about a PERSON, which relates to their role as a service provider such as usual number of hours worked in a week or hours of overtime.  For example, their occupation, industry of employment, etc.
Leave from service event	The instance of a period of leave by a PERSON or PARTY GROUP from a SERVICE DELIVERY SETTING.
Legal characteristic	A characteristic of a PERSON which relates to their legal status. Information recorded about a change in legal status would be mapped to the entity 'Determination of legal status event'.  For example, ward of the State, held in custody, etc.
Life event	An instance of an EVENT which occurs to or involving a PERSON during their life.  The LIFE EVENT entity provides the means of identifying those things which happen during a person's life, which affect their STATE OF WELLBEING and occur between their BIRTH EVENT and their DEATH EVENT. This entity does not include events identified elsewhere, e.g. HEALTH AND WELFARE SERVICE EVENTS, COMMUNITY/FAMILY, FEE, ENVIRONMENTAL or ECONOMIC TRANSACTION EVENTS, but does include such things as self-help events, crisis events (illness or injury) or other life events such as puberty, the loss of employment, etc. While the actual date and time when some of these events occur may not need or be able to be known, this entity provides a means to consistently represent this information.
Location	A site or position where something happens, or where a PERSON, PARTY GROUP or AGENCY is located, may be contacted, conduct their business, etc.  For example, an address or geographical region.
Natural environment	The natural environment in which a PERSON or community lives.  For example, flora and fauna, weather and air quality, sound, light, etc.
Need	The need for/reason why a PARTY is seeking access to health and welfare services.

## National Community Services Information Model, Version 1, entity definitions

Entity name	Entity definition
Other event	An EVENT which is not a PERSON EVENT, HEALTH AND WELFARE SERVICE EVENT, COMMUNITY/FAMILY EVENT, ECONOMIC TRANSACTION EVENT or ENVIRONMENTAL EVENT.
Other family characteristic	A descriptive characteristic of a FAMILY other than a FAMILY INCOME CHARACTERISTIC. See definition of a FAMILY.
Other health and welfare service event	A HEALTH AND WELFARE SERVICE EVENT other than an ASSESSMENT OF ELIGIBILITY FOR SERVICE EVENT, ENTRY INTO SERVICE EVENT, ASSESSMENT EVENT, SERVICE PROVISION EVENT, CASE MANAGEMENT EVENT, LEAVE FROM SERVICE EVENT, EXIT/DISCHARGE FROM SERVICE EVENT or DETERMINATION OF LEGAL STATUS EVENT.
Other household characteristic	A descriptive characteristic of a HOUSEHOLD other than a HOUSEHOLD INCOME CHARACTERISTIC. See definition of a HOUSEHOLD.
Other party group	An instance of a number of PERSONs considered as a collective unit other than a FAMILY, HOUSEHOLD or TARGET GROUP. For example, the Australian population, or sub-populations within it.
Other person characteristic	A characteristic of a PERSON other than a DEMOGRAPHIC CHARACTERISTIC, SOCIO-CULTURAL CHARACTERISTIC, LIFESTYLE/LEISURE CHARACTERISTIC, EDUCATIONAL CHARACTERISTIC, LABOUR CHARACTERISTIC, ACCOMMODATION/LIVING CHARACTERISTIC, INCOME CHARACTERISTIC, LEGAL CHARACTERISTIC, IMPAIRMENT CHARACTERISTIC, DISABILITY CHARACTERISTIC or FUNCTIONAL CHARACTERISTIC.
Other role	A ROLE other than a PERSON ROLE or AGENCY ROLE. An expanded list of roles relating to a PERSON or AGENCY can be found within the entities PERSON ROLE and AGENCY ROLE.
Other setting	An instance of where, in generic terms, something happens, which is not a SERVICE DELIVERY SETTING. For example, 'at home', 'on a sports field', 'at work', etc.
Outcome	A recorded change in the wellbeing of a PARTY which is expected or presumed to be, or to have been, caused by a HEALTH AND WELFARE SERVICE EVENT.
Party	A PERSON, PARTY GROUP or AGENCY who is part of the health and welfare system including those who are known to the system and those who are of interest to it. Essentially this includes all persons in Australia. For example, a PARTY as a recipient of services, provider of services, purchaser of services, funder of services, etc.
Party group	An instance of a number of PERSONs considered as a collective unit. For example, families, communities and tribes. The Australian population, or sub-populations within it, is represented in the model as a PARTY GROUP.
Party role	An instance of a PARTY participating in a role in the health and welfare sectors. The concept of PARTY ROLE in the National Community Services Information Model provides for different PERSONs, PARTY GROUPs and AGENCYs to have different roles at different times. Some of these roles refer to service delivery, planning, resource allocation or agreements.
Person	An individual of interest to the health and welfare sector. A PERSON is identified by the role they play. Refer to subtypes within the entity PERSON ROLE. A PERSON will possess a range of characteristics. Refer to the subtypes within the

## National Community Services Information Model, Version 1, entity definitions

Entity name	Entity definition
	entity PERSON CHARACTERISTIC.
Person characteristic	<p>Features which characterise a PERSON.</p> <p>A PERSON CHARACTERISTIC is one of: a DEMOGRAPHIC CHARACTERISTIC, SOCIO-CULTURAL CHARACTERISTIC, LABOUR CHARACTERISTIC, LIFESTYLE/LEISURE CHARACTERISTIC, EDUCATIONAL CHARACTERISTIC, ACCOMMODATION/LIVING CHARACTERISTIC, INCOME CHARACTERISTIC, LEGAL CHARACTERISTIC, IMPAIRMENT CHARACTERISTIC, DISABILITY CHARACTERISTIC and FUNCTIONAL CHARACTERISTIC.</p>
Person event	An EVENT which happens to a PERSON that affects their STATE OF WELLBEING from the time of their birth until their death.
Person participation/independence	<p>A PERSON's participation/independence in relation to personal maintenance, mobility, exchange of information, social relationships, work, education, leisure, spirituality, economic life and civic and community life.</p> <p>This concept is particularly relevant in the disability and aged care fields.</p>
Person role	<p>An individual in a role as distinct from a PARTY GROUP in a role or an AGENCY ROLE.</p> <p>For example, a PERSON in a role as a receiver of services, as a provider of services, as a resource worker within the health and welfare sector, etc.</p>
Person view	The attitudes, beliefs, expectations and values of an individual in relation to health, health care and the health and welfare systems.
Personal support and assistance	<p>A measure of the personal support and assistance available to a PERSON or PARTY GROUP as perceived by the PERSON or PARTY GROUP.</p> <p>For example, family members, friends, acquaintances, peers, colleagues, animals.</p>
Recipient role	<p>An instance of a role a PARTY (usually a PERSON) as a recipient of services or care plays in EVENTS.</p> <p>For example, a patient, client, consumer, customer, etc.</p>
Referral event	<p>An instance of a referral to further care or to alternative services made by a PARTY (usually an AGENCY) on behalf of another PARTY (usually a PERSON or PARTY GROUP).</p> <p>For example, Referral date, Referral source, etc.</p>
Resource	<p>The material necessary for an activity.</p> <p>For example, buildings, reusable and consumable items, financial and human resources, and the information or knowledge required.</p>
Revenue/receipt	<p>An ECONOMIC TRANSACTION EVENT involving the receipt of monies for capital or recurrent purposes. Monies received as grants are deemed to be transfers (refer to the examples given for TRANSFER/SUBSIDY).</p> <p>Examples of recurrent revenue include taxes received, fees received, fines received, rent received, interest received, etc.</p> <p>Examples of capital revenue include monies received from the sale of land, buildings, etc.</p>
Service	The services/activities and fees charged by a PARTY, usually an AGENCY, for the provision of health and welfare services to the community.
Service delivery setting	<p>A description of a setting where health and welfare services are delivered. Settings are distinguished from agencies, as the place where services are delivered may differ from the location/address of the AGENCY.</p> <p>For example, a birthing centre, a child care centre or nursing home, etc.</p>
Service funder role	An instance of a role that an AGENCY, as a health and welfare service funder, plays in EVENTS.



## National Community Services Information Model, Version 1, entity definitions

Entity name	Entity definition
Service provider role (agency)	An instance of a role that an AGENCY, as a health and welfare service provider, plays in EVENTS.
Service provider role (person)	An instance of a role that a PERSON, as a health and welfare service provider, plays in EVENTS.  This includes both PERSONS who are formally nominated as service providers (e.g. nurses and general practitioners) and PERSONS who provide their services on a voluntary basis. A distinction is made between SERVICE PROVIDER ROLE and CARER ROLE in the National Community Services Information Model due to the importance within the sector of acknowledging the role of carers as distinct from service providers, although there may well be instances where the two roles overlap.
Service provision event	An instance of the provision of a HEALTH AND WELFARE SERVICE EVENT by a service provider to a PERSON or PARTY GROUP.  For example, treatment, conduct of tests, counselling, etc.
Service purchaser role	An instance of a role that an AGENCY, as a health and welfare service purchaser, plays in EVENTS.
Setting	A description of where something happens.  SETTING differs from LOCATION in the National Community Services Information Model, as an EVENT may occur at the LOCATION of 'Corner of Jones and Smith Streets, SomeCity, WA' (the LOCATION), but it may be better known and more relevant as 'a hospital' (the SETTING).
Socio-cultural characteristic	A specific social or cultural aspect of a PERSON which identifies their religious, political, linguistic and ethnic affiliations. Information about social or cultural characteristics within a community services context is useful in being able to provide culturally appropriate services.  For example, marital status, language spoken in the home, next of kin, religion, etc.
Social and cultural environment	For example, informal social attitudes, formal social rules, population composition, variation and movement.
State of wellbeing	The measured, assessed or perceived health and wellbeing of a PARTY (usually a PERSON) recorded in aggregate terms.  For example, SF-36 instrument of health status measurement, other quality of life measurements, etc.
Target group	A population defined on the basis of a similar characteristic (e.g. sex, country of birth, etc.) which is the target of a HEALTH AND WELFARE PROGRAM or AGENCY.
Tools and equipment	Tangible items available for use by a PERSON or PARTY GROUP which contribute to enhancing their quality of life and/or their independence or participation in the community.  For example, assistive technology, educational products, money and other assets, products or substances for personal consumption.
Transfer/subsidy	An ECONOMIC TRANSACTION EVENT involving the transfer of monies for capital or recurrent purposes.  Examples of recurrent transfers include pension payments, grants to non-profit organisations, allocation of funds, etc.  Examples of capital transfers include capital grants as home savings grants, grants towards the cost of capital expenditure, etc.

## 5.2 National Classifications of Community Services Version 2

The objective of the National Classifications of Community Services Version 2 (AIHW 2003e) is to provide a basis for consistent classification of the delivery of community services in terms of the activities undertaken by community services providers, and the settings in which such services are delivered. The Classifications were designed to provide a stable national framework for use by organisations delivering community services which is consistent with the reporting needs of service providers, jurisdictions and national program managers. They provide a comprehensive coverage of community services activities, and service delivery settings information.

The Classifications can be used to describe organisations or specific service delivery events. They can be used to describe the primary activity of an organisation or a service delivery event, or all service activities undertaken by an organisation or during a service delivery event. The way the Classifications are applied and the level of detail depend on the data requirements from within and external to community services organisations.

The National Classifications of Community Services Version 2 minimises the amount of data collection required and is constructed so that the finer levels of subdivision of data used administratively can be mapped to the national standard Classifications. The Classifications can be used in many different ways in community services data collections. The service activity and service delivery setting Classifications describe the 'what' and 'where' of community services delivery.

The Classifications cover the broad range of community services administered or funded by government community services agencies and/or provided by non-government organisations. The Classifications include services such as aged care homes and residential palliative care establishments that provide longer term health care in conjunction with accommodation and other types of support such as assistance with day-to-day living tasks and assistance towards independent living. They also include short-term housing assistance such as crisis and transitional accommodation (for example, assistance by services funded under the Supported Accommodation Assistance Program) and services that assist people to find suitable independent living arrangements.

The Dictionary supports the content of the Classifications which is used as the standard data domain for several data elements. Together, the National Community Services Data Dictionary and the National Classifications of Community Services have considerable potential to improve the quality of Australian community services data collection. The overall intent is to achieve consistency, comparability and economy of effort in developing quality information. The Classifications can be viewed on the AIHW publications page at <<http://www.aihw.gov.au/publications/index.cfm>>.

### 5.3 The Knowledgebase metadata register

The Knowledgebase – Australia’s Health, Community Services and Housing Metadata Register is an electronically accessible repository of national metadata items. The organisation authorised to register National Community Services Data Dictionary data definitions in the Knowledgebase is the National Community Services Information Management Group. The organisation authorised to register National Health Data Dictionary data definitions in the Knowledgebase is the Health Data Standards Committee. The Knowledgebase is also a registry for other Registration Authorities that are approved by the relevant national information management groups.

The Knowledgebase integrates and presents information (including superseded information) about:

- the National Community Services Data Dictionary;
- the National Community Services Information Model;
- National Minimum Data Set (NMDS) agreements in the health sector;
- Data Set Specifications in various clinical specialities;
- the National Health Information Model;
- the National Health Data Dictionary;
- the National Housing Assistance Data Dictionary; and
- proposed data sets under development.

The integrating features of the Knowledgebase enable information managers and policy developers to query and view information in ways not possible with traditional paper-based records, repositories, dictionaries or manuals. It is envisaged that, over time, access to the National Community Services Data Dictionary and the National Health Data Dictionary will be primarily electronic – via the Knowledgebase.

The Knowledgebase is an Internet application, accessible through any Browser compatible with HTML version 3.2 or later. It has been written using Oracle’s Webserver technology.

The Internet address for the Knowledgebase is <<http://www.aihw.gov.au>>. Select: ‘Knowledgebase’ from the ‘Choose a portal’ drop-down list.

### 5.4 Data dictionaries for specific community services areas

Since the publication of Version 1 of this Dictionary, several program-specific data collections have produced data dictionaries describing the metadata for their operational collections or collections under development. Some of these have been published and can provide specific details of the collection and reporting requirements in their program areas. Although consistency of the program-specific metadata items with those in this Dictionary is not always perfect, there has been significant improvement over time in consistency with the Dictionary.

Some of the program-specific published data dictionaries and related material of particular relevance to the community services sector are listed below:

- *Aged Care Assessment Program Data Dictionary Version 1.0* (AIHW 2002a)
- *Alcohol and other drug treatment services NMDS Specifications 2003–04: Data dictionary, collection guidelines and validation processes* (AIHW 2003a)
- *Continence Aids Assistance Scheme Data Dictionary Version 1.0* (AIHW 2003c)
- *Day Care Therapy Centre Program Data Dictionary Version 1.0* (AIHW 2003d)

- *Home and Community Care (HACC) Data Dictionary Version 1.0* (Commonwealth Department of Health and Family Services 1998)
- *Commonwealth State/Territory Disability Agreement National Minimum Data Set Data Dictionary Version 1.0*. (AIHW 2002c); and the
- *Supported Accommodation Assistance Program's National Data Collection Data Dictionary, Version 2* (SAAP National Data Collection Agency 2001).

Reports suggesting modifications to improve data items are also available in some community services program areas, for example:

- *Client characteristics meta-data in residential aged care* (Jeffery 2003).

In the health and housing sectors the following data dictionaries are available:

- *National Health Data Dictionary, Version 12, Volumes 1 and 2* (NHDC 2003)
- *National Housing Assistance Data Dictionary, Version 2* (AIHW 2003f).

The former dictionary includes metadata in the areas of palliative care and community mental health care. Metadata for these areas have been published by the AIHW separately.

## Information annexes

The following three information annexes for Cultural and language indicators, Labour force and Geographic indicators have been included to help inform users about particular metadata items (or groups of items) and to assist them in using the Dictionary. These annexes may provide additional background information that explains why particular definitions or domains have been included in the Dictionary. These Annexes should aid in the further understanding of both the information presented and the relationships between data elements and information needs. They may be referred to in the text of the relevant metadata item.

### Annex 1: Cultural and language indicators

#### Related data elements

'Country of birth', 'First language spoken', 'Main language other than English spoken at home', 'Proficiency in spoken English'.

#### Australian Bureau of Statistics (ABS)

The following is an excerpt from *Suitable Indicators for a Culturally and Linguistically Diverse Society, Results from the Cultural and Language Indicators Study*, prepared for the National Council of Ministers of Immigration and Multicultural Affairs by the Australian Bureau of Statistics (ABS):

*The public policy context within which governments and community service providers operate requires timely and appropriate data collection in order to reach better equity outcomes. Collecting the appropriate data is integral to good planning and effective distribution of resources. It is also a prerequisite to good evaluation: if agencies do not know the characteristics of their community, then it is not possible to determine if programs or services are meeting their needs.*

*The term non-English speaking background and its acronym NESB are no longer considered to be an appropriate measure of disadvantage for a variety of reasons. The term has many conflicting definitions; it groups people who are relatively disadvantaged with those who are not disadvantaged; it is unable to separately identify the many cultural and linguistic groups in Australian society; and it has become a negative term.*

*Consequently, all levels of government have increasingly sought to develop an effective and consistent measure of cultural and language diversity in order to improve strategic planning and evaluation. To progress the need for the development and implementation of standardised cultural and language indicator data, the ABS was engaged to develop and pilot a data collection instrument.*

*Of the cultural and language indicator variables piloted, the following provide the most effective measures of the cultural and language background of the community and of potential disadvantage in terms of access to services:*

- *Birthplace of person*
- *Main language other than English spoken at home*
- *Proficiency in spoken English.*

*Therefore the ABS recommends that the above three data items be considered the minimum core set for the purposes of collecting information relevant to cultural diversity in respect of people who have migrated to Australia, and their descendants.*

*In addition the ABS recommends that the following variables be considered as standard cultural indicators in respect of people who have migrated to Australia, and their descendants. These indicators can be added, either individually or in combination, to the minimum core set to meet particular information requirements.*

- *Birthplace of mother*
- *Birthplace of father*
- *Year of arrival in Australia (period of residence in Australia)*
- *First language spoken*
- *Religious affiliation.*

### **Implications for the Dictionary**

To comply with ABS standards the following data items related to cultural identity are included in this Dictionary:

- Country of birth (Birthplace of person)
- Main language other than English spoken at home
- Proficiency in spoken English
- Year of arrival in Australia
- First language spoken
- Religious affiliation.

Birthplace of mother and father may be collected using the same data domain as for 'Country of birth'.

### **Department of Immigration and Multicultural Affairs**

The Department of Immigration and Multicultural Affairs (DIMA) produced a classification of countries into 'English proficiency groups', based on the English proficiency of new arrivals into Australia between 1991 and 1996 (DIMA 1999). Data from the 1996 census are used to obtain a classification of countries, from which Australia has received recent immigrants, into four broad groups based on the English proficiency of the recently arrived. The four groups are:

- Main English speaking countries
- Non-English speaking countries (English proficiency group 2)
- Non-English speaking countries (English proficiency group 3)
- Non-English speaking countries (English proficiency group 4).

It should be noted that this categorisation is based on recent immigrants only and is therefore a useful classification for that group of people. However, it may not give accurate information about the English proficiency of individuals, particularly those that have been in Australia for a number of years. It should also be borne in mind that immigrants to Australia may have greater proficiency in English than the general population in their country (and have been successful in immigrating partly because of that English proficiency).

## Annex 2: Labour force

### Related data elements

'Status in employment', 'Employed – working full-time/part-time', 'Labour force status'.

### Australian Bureau of Statistics (ABS)

Measurement of labour force details is quite complex, involving several data items and a number of standard questions. The following provides a very brief summary of ABS information that details the inter-relationships and complexities. Full details can be found in the *Information Paper: Questionnaires used in the Labour Force Survey, Australia*, ABS Catalogue no. 6232.0 (available in *A Directory of Concepts and Standards for Social, Labour and Demographic Statistics*).

The ABS measures and describes the labour force characteristics of the population through a group of variables referred to as the Labour Force Variables. The 'Core Labour Force Variables' identified by ABS are:

- Labour force status
- Status in employment
- Hours worked
- Full-time/part-time status
- Duration of unemployment.

Three of these are defined in this Dictionary as individual data items. 'Hours worked' and 'Duration of unemployment' are not included as individual data items.

The five core labour force variables are interlinked in the following way:

- 'Status in employment' and 'Hours worked' apply only if 'Labour force status' is 'employed'.
- 'Full-time/part-time status' applies only if 'Labour force status' is 'employed' or 'unemployed' (if actively seeking and available for full-time/part-time work).
- 'Duration of unemployment' applies only if 'Labour force status' is 'unemployed'.

They form a coherent set of variables, which collectively provide a detailed description and understanding of the labour force.

'Labour force status' is the data element which establishes whether persons aged 15 years or over are currently economically active (that is, it identifies whether a person is employed, unemployed or not in the labour force). It is derived from a series of questions about a person's activities in relation to work in a reference week, using a set of priority rules. The criteria are based on whether a person had a job or was actively looking for work and available to start work.

The most important aspect of establishing labour force status is that it is a measure of the 'currently economically active' segment of the population. This is why details of work activity in a specified reference week are obtained. For the currently economically active population, the reference period must be short to provide a measure of the labour supply (a stock) at a particular point in time, without problems arising from either population change or status change, while minimising recall and other memory dependent errors. Where full-time employment is the norm, a reference period of a week is suitable. This provides stable estimates with a similar average but lower variance than estimates relating to shorter reference periods.

'Status in employment' is a classification of jobs held by persons at a point in time. Employed persons may be distinguished as employees, employers, own account workers or contributing family workers according to the type of job held. The standard proposed for this variable may be applied to the main job of an employed person or to 'last job', 'last full-time job' and 'second job', etc.

'Full-time/part-time status' distinguishes persons in employment as full-time/part-time workers and unemployed persons as looking for full-time/part-time work.

Full-time workers are persons who:

- usually work 35 hours or more per week in all jobs; or
- although usually working less than 35 hours a week, actually worked 35 hours or more during the reference week.

Part-time workers are those who:

- usually work less than 35 hours per week, and either did so during the reference week or were not at work in the reference week.

Under this definition, persons with more than one job are defined as full-time if they work more than 35 hours across all of their jobs.

For unemployed persons, 'Full-time/part-time status' is determined by whether the person is looking for full-time or part-time work. 'Full-time' refers to 35 hours or more per week.

#### *Standard questions regarding Labour force*

There are two versions of the standard questions for the 'Labour Force' Module for use in collections conducted by interview. The extended version (maximum set) is used in the Labour Force Survey and Monthly Population Survey and a shorter module (minimum set) is used in all other collections, which use personal interviews. A third module is required for use in self-enumerated collections such as the Census.

- Maximum set:

The full Labour Force questionnaire module is too long to reproduce here but is that used in the current Labour Force Survey. Full details can be found in the *Information Paper: Questionnaires used in the Labour Force Survey, Australia*, ABS Catalogue no. 6232.0 (available in *A Directory of Concepts and Standards for Social, Labour and Demographic Statistics*).

- Minimum set:

The minimum set recommended for household-based surveys comprises fifteen questions.

They are available on the ABS web site: <<http://www.abs.gov.au>>. Select: About Statistics/About Statistical Collections (Concepts & Classifications)/Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Labour Force Variables/The Labour Force Framework/collection methods.

- Self-enumeration set

The recommended module of five questions for self-enumerated collections, based on the questions used in the 2001 Census. They are also available on the ABS web site (see reference above).

#### *Single question regarding Labour force*

It is recognised that the standard ABS self enumerated question module may be difficult to implement in some administrative settings where there is a requirement to collect information on labour force activities from clients for client profiling or service provision analysis. If this is the case, the following single question is suggested to promote comparability of data collected as a product of administrative activities of that nature.



It should be noted that the single question module is **not** an ABS standard and is not used in ABS statistical collections. As this question is reliant on the respondent's or client's own perception of his or her labour force activities and on that person's understanding of the words for labour force concepts used in the question, its accuracy is very limited. It may nevertheless be useful for agencies that require a broad understanding of the labour force profile of their clientele but cannot use the five-question approach of the ABS standard.

If data on the full-time/part-time status of the unemployed are not required, the two unemployed categories may be combined as 'Unemployed – seeking full-time or part-time work'. It is important to emphasise in the question that to be unemployed one has to be looking for work.

The single question regarding labour force is outlined in the metadata item 'Labour force status' in this Dictionary.

## Annex 3: Geographic indicators

### Related data elements

'Geographic indicator', 'Postcode – Australian', 'Australian State/Territory identifier', 'Geographic location – SLA', 'Address line', 'Suburb/town/locality name'.

### Background

A geographic indicator is a classification scheme for the collection and dissemination of geographic information. Areas within a particular classification are mutually exclusive. Some of the commonly used geographic indicators are detailed below.

Whatever measure is used it is important to be clear that the information on location is actually the location of the person or entity that is sought. For example, the postal address of an organisation (and therefore the 'Postcode' and 'Statistical Local Area') may not be the same as the location from which the service is actually provided.

It is also important to note that most of the classification schemes are revised either regularly or as required. The latest version of the scheme should be used where possible.

### Postcode

For comparison purposes, information from the 2001 Census of Population and Housing will be available by 'Postal area of Collectors District of enumeration' and 'Postal area of usual residence'. For previous censuses, enumerated data was available for postal areas, while usual residence was available by postcode. A 'postal area' is formed by aggregating whole Collectors Districts that fall within the physical boundaries of a postcode area on a 'best fit' basis. The ABS Census package 'Socio Economic Indexes for Area' (SEIFA) is also available on a 'postal area' basis. It contains five indexes of socio-economic conditions within an area.

Postcodes vary over time and are updated. This needs to be taken into account when comparing data over time.

### Australian Standard Geographical Classification

For full details regarding this classification, refer to the *Australian Standard Geographical Classification* ABS Catalogue no. 1216.0.

The ASGC is an ABS geographical classification for collecting and disseminating geographically classified statistics. It is an essential reference for users to understand and interpret the geographic context of ABS statistics. ABS data are collected and published using this classification. The ABS Census package 'Socio Economic Indexes for Areas (SEIFA)' is also available for ASGC classifications.

Since 1994 the ASGC has been updated annually.

The ASGC is a hierarchical classification system consisting of seven inter-related classification structures:

1. Main Structure
2. Local Government Area Structure
3. Statistical District Structure
4. Statistical Region Structure
5. Urban Centre/Locality Structure
6. Section of State Structure
7. Remoteness Areas Structure.

The Main Structure, Statistical Region Structure, Remoteness Areas Structure and the Section of State Structure cover the whole of Australia without gaps or overlaps. The other structures only cover part of Australia.

The structures are hierarchical, with spatial units at the higher level being aggregations of the spatial units at the previous lower level.

During Population Census years the smallest spatial unit is the Census Collectors District. It is the basic building block of the seven classification structures. Between censuses, the smallest spatial unit is the Statistical Local Area which is the level above Collectors District in the hierarchical structure. Statistical Local Areas are defined on administrative areas of local governments.

#### *Main Structure of the ASGC*

The Main Structure of the ASGC is used to collect and disseminate a broad range of ABS social, demographic and economic statistics. It is the most widely used structure and has broad application.

It has five hierarchical levels at Population Census time, comprising spatial units in ascending order:

- Collectors Districts
- Statistical Local Areas
- Statistical Sub-Divisions
- Statistical Divisions
- States and Territories.

Collectors Districts aggregate to Statistical Local Areas; Statistical Local Areas aggregate to Statistical Sub-Divisions; and so on. Each spatial unit collectively covers all of Australia without gaps or overlaps.

#### *Remoteness Structure of the ASGC*

The Remoteness Structure is the final structure listed in the ASGC. This structure includes all Collectors Districts, and describes Australia in terms of a measurement of remoteness. It classifies Collectors Districts into broad geographical regions called Remoteness Areas, on the basis of common characteristics of remoteness. It contains three hierarchical levels:

- Collectors Districts
- Remoteness Areas
- States/Territories.

Collectors Districts aggregate to Remoteness Areas and Remoteness Areas aggregate to States/Territories without gaps or overlaps.

Each Remoteness Area consists of a collection of non-adjacent geographical areas that share common characteristics of remoteness. Not all Remoteness Areas are represented in each State/Territory. There are six categories:

Major Cities of Australia	Collectors Districts with an average ARIA index value of 0 to 0.2
Inner Regional Australia	Collectors Districts with an average ARIA index value greater than 0.2 and less than or equal to 2.4
Outer Regional Australia	Collectors Districts with an average ARIA index value greater than 2.4 and less than or equal to 5.92
Remote Australia	Collectors Districts with an average ARIA index value greater than 5.92 and less than or equal to 10.53
Very Remote	Collectors Districts with an average ARIA index value greater 10.53
Migratory	Areas composed of off-shore, shipping and migratory Collectors Districts

The delimitation criteria for Remoteness Areas are based on the Accessibility/Remoteness Index of Australia (ARIA) developed by the Commonwealth Department of Health and Ageing) and the National Key Centre for Social Applications of Geographical Information Systems (GISCA). See below for information about the ARIA Classification.

#### *Other structures in the ASGC*

For details regarding the other structures in the ASGC, refer to the *Australian Standard Geographical Classification* ABS Catalogue no. 1216.0.

#### *Coding to ASGC*

Street addresses can be mapped to ASGC codes using the National Localities Index (see ABS Catalogue no. 1252.0 for full details.). The National Localities Index is updated regularly and maintained in accordance with each edition of the ASGC.

The ABS has also developed a number of concordance files (for example, 1996 Statistical Local Areas to 1998 Statistical Local Areas, Postal Area to ASGC 1996, and customised concordances tailored to meet individual requirements) to enhance comparability of data. These are available from the ABS.

### **Rural, Remote and Metropolitan Area Classification**

The Rural, Remote Area and Metropolitan Area (RRMA) classification was developed jointly by the then Commonwealth Department of Human Services and Health and the then Commonwealth Department of Primary Industries and Energy in 1994 (DPIE & DSHS 1994). The seven categories according to which Statistical Local Areas are classified are as follows: 'capital cities'; 'other metropolitan centres'; 'large rural centres'; 'small rural centres'; 'other rural areas'; 'remote centres'; and 'other remote areas'.

The RRMA classification is now considered by many organisations to be out of date. The ASGC Remoteness Classification is the recommended classification (see previous section for detail).

### **Accessibility/Remoteness Index of Australia**

Accessibility/Remoteness Index of Australia (ARIA) classification was developed by the National Key Centre for Social Applications of Geographical Information Systems (GISCA) on behalf of the then Department of Health and Aged Care (under a Steering Committee) and released early in 1999. In brief, GISCA used a geographic information system methodology to produce a remoteness index and classification, and a database of road, locality and service information. ARIA interprets remoteness as accessibility to 201 service centres. Remoteness values for 11,338 populated localities are derived from the road distance to service centres in four categories. Values for populated localities are interpolated to a one kilometre grid, and averages calculated for larger areas. These values are grouped into five categories:

- Highly accessible
- Accessible
- Moderately accessible
- Remote
- Very remote.

While no attempt was made to 'force' the classification of individual areas to correspond to that under the RRMA, it was considered desirable that one or more of the categories correspond in size to the 'Remote Zones' ('Remote Centres plus Other Remote Areas') of the RRMA. These two categories correspond most closely to the 'Remote' plus 'Very Remote' categories in the ARIA classification shown above.

Remoteness values are produced at Census Collection District, Postcode and Statistical Local Area levels. Data collected by Address line can be mapped to Statistical Local Area or higher level units of the ASGC, which can then be used to determine remoteness values.

### **Country**

The ABS has developed the *Standard Australian Classification of Countries (SACC) 1998*, ABS Catalogue no. 1269.0, for use in the collection, storage and dissemination of data classified by country. It replaces the Australian Standard Classification of Countries for Social Statistics (ASCCSS). The classification is intended for classifying data relating to personal characteristics such as birthplace, country of origin, country of residence. It is not intended for classifying correlative variables such as the language spoken by individuals or the ethnicity of individuals.

Refer to the *Standard Australian Classification of Countries (SACC) 1998*, ABS Catalogue no. 1269.0 for country codes. These are also available on the ABS web site:

<<http://www.abs.gov.au>>. Select: About Statistics/About Statistical Collections (Concepts & Classifications)/ABS Classifications/1267.0 Standard Australian Classification of Countries (SACC) 1998).

A mapping of codes from the ASCCSS to SACC is available in the *Standard Australian Classification of Countries (SACC) 1998*, ABS Catalogue no. 1269.0.

## Appendixes

### Appendix 1: The National Community Services Data Committee

The National Community Services Data Committee is a subcommittee of the National Community Services Information Management Group. It was established primarily to develop and maintain the National Community Services Data Dictionary and minimum data sets in all areas of community services. The Data Committee has a coordinating role to ensure national consistency of data definitions and standards and in quality control.

The functions of the Committee are to:

- be responsible for overseeing the development and maintenance of the National Community Services Data Dictionary and promoting consistency between National Health Data Dictionary standards and definitions and National Community Services Data Dictionary standards and definitions;
- receive, consider and comment on data definitions and collection of data items and make recommendations to the Management Group for endorsement of their inclusion in the National Community Services Data Dictionary;
- with advice from the Management Group on the national priorities and work program, produce a work plan for approval by the Management Group and report on progress of each working party twice a year to the Management Group;
- actively seek out data definition activities to inform the National Community Services Information Work Program of those information developments that meet (or have the potential to meet) specified criteria for inclusion on the Work Program;
- develop links and foster cooperative working arrangements within the community services sector and between other sectors on data development activities;
- document relevant current and planned data development activities in each jurisdiction;
- develop and maintain processes and guidelines for the development of national data standards;
- develop and maintain national processes and guidelines for the dissemination of data definitions and standards to data collection agencies; and
- take the lead role in national community services definition development.

#### *Chair*

Diane Gibson  
Head  
Welfare Division  
Australian Institute of Health and Welfare  
GPO Box 570  
Canberra ACT 2601  
(02) 6244 1197  
diane.gibson@aihw.gov.au

*Members*

**State and Territory, and Commonwealth community service authority members**

Allan Dernee  
Manager  
Data Unit  
Department of Ageing & Disability  
Level 13, 83 Clarence Street  
Sydney NSW 2000  
(02) 8270 2150  
allan.dernee@dadhc.nsw.gov.au

Kate Southam  
A/g Manager Data Management  
Information and Management Branch  
Department of Community Services  
Locked Bag 28  
Ashfield NSW 2131  
(02) 9716 2857  
kate.southam@community.nsw.gov.au

Tony Carr  
Manager  
Information Management and Services  
Community Care Division  
Department of Human Services  
13/555 Collins Street  
Melbourne VIC 3000  
(03) 9616 7225  
Tony.Carr@dhs.vic.gov.au

Kathleen Rousseaux  
Performance Measurement and Reporting Unit  
Department of Families  
GPO Box 806  
Brisbane QLD 4001  
(07) 3405 6448  
kathleen.rousseau@families.qld.gov.au

Greg Nockolds  
Data Architect  
Information Planning Policy & Standards Branch  
Information Services Division  
189 Royal St  
East Perth WA 6004  
(08) 9222 2770  
gregn@fcs.wa.gov.au

Ms Chris Dayman  
Manager, Strategic Development  
Community Services Branch  
Department of Human Services  
7th Floor, 11 Hindmarsh Square  
PO Box 287 Rundle Mall  
Adelaide SA 5000  
(08) 8226 6249  
chris.dayman@dhs.sa.gov.au

Rosie Hippel  
Senior Research Officer  
Strategic Development  
Department of Health and Human Services  
GPO Box 125B  
Hobart TAS 7001  
(03) 6233 2642  
rosie.hippel@dchs.tas.gov.au

Sally Gibson  
Manager  
Strategic Policy, Policy and Organisational Services  
ACT Dept of Disability, Housing and Community Services  
PO Box 158  
Canberra ACT 2601  
(02) 6205 0082  
sally.gibson@act.gov.au

Peter Kerr  
Territory Health Services  
PO Box 40596  
Darwin NT 0801  
peter.kerr@nt.gov.au

Nick Parsons  
Director  
Data Strategies and Services  
Family and Community Services  
GPO Box 7788  
Canberra Mail Centre ACT 2906  
(02) 6244 5616  
nick.parsons@facs.gov.au

John Patroni  
Evaluation and Research Section  
Aged and Community Care Division  
Australian Dept. of Health and Ageing  
GPO Box 9848  
Canberra ACT 2601  
(02) 6289 5193  
john.patroni@health.gov.au



**Australian Bureau of Statistics member and  
Health Data Standards Committee member**

David Hunter  
Director  
Population Statistics Standards  
Australian Bureau of Statistics  
Locked Bag 10  
Belconnen ACT 2616  
(02) 6252 6300  
david.hunter@abs.gov.au

**Australian Institute of Health and Welfare member and  
Health Data Standards Committee member**

Trish Ryan  
Unit Head  
National Data Development Unit  
Australian Institute of Health and Welfare  
GPO Box 570  
Canberra ACT 2601  
(02) 6244 1054  
trish.ryan@aihw.gov.au

**Non-government organisations members**

Cath Scarth  
Brotherhood of St Laurence  
134 Napier Street  
Fitzroy VIC 3065  
(03) 9416 1125  
cscarth@bsl.org.au

Megan Neale  
National Manager  
Research and Social Policy  
Community Services  
Mission Australia  
4-10 Campbell St  
Sydney NSW 2000  
(02) 9219 2048  
nealem@mission.com.au

Keith Suter  
Consultant for Strategic Planning  
Wesley Mission  
PO Box A555  
Sydney South NSW 2000  
(02) 9263 5404  
kdsuter@wesleymission.org.au

John Ferguson  
Catholic Welfare Australia  
PO Box 326  
Curtin ACT 2605  
(02) 6232 4760  
(02) 6285 2399  
john@catholicwelfare.com.au

**Additional organisation members**

John Barker  
Director  
Expenditure Analysis Section  
Commonwealth Grants Commission  
5-7 Torrens Street  
Braddon ACT 2601  
(02) 6229 8893  
john.barker@cgc.gov.au

John Noronha  
Senior Research Economist  
Commonwealth Productivity Commission  
Locked Bag 2, 35 East Collins Street  
East Melbourne VIC 3000  
(03) 9653 2351  
jnoronha@pc.gov.au

*Secretary*

Therese Bourke, Narelle Thrift  
Executive Unit  
Australian Institute of Health and Welfare  
GPO Box 570  
Canberra ACT 2601  
(02) 6244 1155, (02) 6244 1123  
NCSDCsec@aihw.gov.au

## Appendix 2: The National Community Services Information Management Group

### Introduction

The National Community Services Information Management Group (NCSIMG) is a subcommittee of the Community Services Ministers' Advisory Council. Its responsibilities are for the development and management of the National Community Services Information Agreement and related structures and processes.

### Functions

The functions of the NCSIMG are to:

- oversee the development, review and implementation of the National Community Services Information Agreement and Work Program;
- make recommendations to the Community Services Ministers' Advisory Council on national community service information priorities, work programs, funding implications and other information policy issues;
- develop cooperative structures and working arrangements within existing community service processes and structures;
- contribute to strategic monitoring of data development activity within the community services field and other relevant sectors;
- develop and foster a cooperative working relationship with the Health Data Standards Committee, with particular emphasis on scope for integration of activities and joint work program activities;
- oversee the operation and functions of the National Community Services Data Committee;
- consider and approve data definitions and standards recommended by the National Community Services Data Committee;
- consult with relevant reference groups and individuals across community service sectors, including the non-government sector and consumers, on national community services information issues;
- consult with non-Management Group Parties on matters affecting those Parties and, with agreement from those Parties, represent them as required to the Management Group;
- establish and oversee committees and other relevant community service groups set up under the National Community Services Information Agreement.

### *Chair*

David Filby  
Executive Director  
Strategic Planning and Population Health Division  
Department of Human Services  
PO Box 287  
Rundle Mall  
Adelaide SA 5000  
(08) 8226 7057  
david.filby@dhs.sa.gov.au

*Deputy Chair*

Richard Madden  
Director  
Australian Institute of Health and Welfare  
GPO Box 570  
Canberra ACT 2601  
(02) 6244 1100  
richard.madden@aihw.gov.au

*Members*

**South Australia**

Paul Basso  
Manager, Enterprise Information Services  
Department of Human Services  
PO Box 287  
Rundle Mall SA 5000  
(08) 8226 7329  
paul.basso@dhs.sa.gov.au

**Australian Capital Territory**

Adam Stankevicius  
Acting Senior Manager  
Strategic Policy and Organisational Governance  
ACT Department of Disability, Housing and Community Services  
GPO Box 158  
Canberra ACT 2601  
(02) 6207 6057  
adam.stankevicius@act.gov.au

**Victoria**

John Prent  
Manager  
Research and Web Services  
Community Care Division  
Department of Human Services  
GPO Box 4057  
Melbourne VIC 3001  
(03) 9616 7226  
john.prent@dhs.vic.gov.au

**Northern Territory**

Peter Kerr  
Manager, Community Care Information Systems  
Territory Health Services  
GPO Box 40596  
Casuarina NT 0801  
(08) 8999 2648  
peter.kerr@nt.gov.au

**New South Wales**

Toni Milne  
Executive Director  
Strategic Services  
Department of Community Services  
Locked Bag 28  
Ashfield NSW 2131  
(02) 9716 2822  
toni.milne@community.nsw.gov.au

**Tasmania**

Jeanette Lewis  
Senior Consultant  
Policy Development Unit  
Strategic Development  
Department of Health and Human Services  
Level 2, 10 Murray St  
Hobart TAS 7000  
(03) 6233 4713  
jeanette.lewis@dchs.tas.gov.au

**Western Australia**

Richard Matthews  
Family and Children's Services Department  
189 Royal Street  
Perth WA 6004  
(08) 9222 2671  
richarm@dcd.wa.gov.au

**Queensland**

Jan Richardson  
Acting Manager  
Performance Measurement and Reporting Unit  
Department of Families  
GPO Box 806  
Brisbane QLD 4001  
(07) 3224 5470  
jan.richardson@families.qld.gov.au

**Centrelink**

Linda Argall  
Centrelink  
PO Box 7788  
Canberra Mail Centre ACT 2610  
(02) 6244 7449  
linda.argall@centrelink.gov.au

### **Department of Family and Community Services**

Andrew Whitecross  
Assistant Secretary  
Strategic Policy and Knowledge Branch  
Department of Family and Community Services  
GPO Box 7788  
Canberra Mail Centre ACT 2906  
andrew.whitecross@facs.gov.au

Nick Parsons  
Director, Data Strategies and Services  
Department of Family and Community Services  
GPO Box 7788  
Canberra Mail Centre ACT 2906  
(02) 6244 5616  
nick.parsons@facs.gov.au

### **Australian Bureau of Statistics**

Alan Mackay  
Assistant Statistician  
Health and Community Statistics Branch  
Australian Bureau of Statistics  
Locked Bag 10  
Belconnen ACT 2616  
(02) 6252 7068  
alan.mackay@abs.gov.au

### **Department of Health and Ageing**

Virginia Hart  
Assistant Secretary  
Policy and Evaluation Branch  
Department of Health and Ageing  
GPO Box 9848  
Canberra ACT 2601  
(02) 6289 5475  
virginia.hart@health.gov.au

### **Home and Community Care Officials**

Warwick Bruen  
Assistant Secretary, Community Care  
Aged and Community Care Division  
Department of Health and Ageing  
GPO Box 9848  
Canberra ACT 2601  
(02) 6289 5182  
warwick.bruen@health.gov.au

**National Community Services Data Committee**

Diane Gibson  
Head, Welfare Division  
Australian Institute of Health and Welfare  
GPO Box 570  
(02) 6244 1197  
diane.gibson@aihw.gov.au

**Supported Accommodation and Assistance Program**

Doug Limbrick  
Department of Family and Community Services  
GPO Box 7788  
Canberra ACT 2601  
(02) 6212 9021  
doug.limbrick@facs.gov.au

**National Disability Administrators**

Adam Stankevicius  
Acting Senior Manager  
Strategic Policy and Organisational Governance  
ACT Department of Disability, Housing and Community Services  
GPO Box 158  
Canberra ACT 2601  
(02) 6207 6057  
adam.stankevicius@act.gov.au

**Australasian Juvenile Justice Administrators**

Mary McKinnon  
Manager Juvenile Justice  
Department of Human Services  
GPO Box 4057  
Melbourne VIC 3001  
(03) 9616 7533  
Mary.McKinnon@dhs.vic.gov.au

*Secretary*

Margaret Fisher  
Head, Executive Unit  
Australian Institute of Health and Welfare  
GPO Box 570  
Canberra ACT 2601  
(02) 6244 1033  
NCSIMGsec@aihw.gov.au

## Appendix 3: Description of metadata items

A description of metadata items included in this Dictionary is given below. The definitions used for attributes of these metadata items are based on the international standard issued by the International Organization for Standardization and the International Electrotechnical Commission (ISO/IEC 2003).

Initially some information discussing metadata and its use in this Dictionary is given.

### Metadata

Metadata is information about the attributes of any human-made concept, construct, resource, physical measurement or attribute. This includes:

- concepts such as 'service', 'agency', 'service delivery setting';
- constructs such as 'Medicare card', 'hospital', 'emergency department';
- resources such as 'skills', 'labour force', 'income';
- measurements such as 'blood pressure', 'height', 'length of stay';
- social information such as 'name', 'Indigenous status', 'preferred language';
- demographic information such as 'sex', 'address line', 'country of birth'; and
- management and planning concepts such as 'service recipient', 'service provider', 'expenditure', 'date of service'.

All of these refer to some sort of data that would be collected or provide assistance in defining data to be collected. Many of these are included in the Dictionary.

There are also other types of metadata that could be included in the Dictionary but are not included in this version:

- actual data collections or sets of data that are recommended for collection where comparability, consistency and quality of the data are important;
- data domain values and codesets that may be common across many sectors; and
- classification schemes and terminologies.

All metadata items in this dictionary have a common set of attributes used to define national standards in community services. Attributes are divided into four major types:

- Identifying and definitional attributes
- Representational attributes
- Relational attributes
- Administrative attributes.

Not all metadata items in the Dictionary contain information about each of the attributes listed below.



## Identifying and definitional attributes

<b>Name:</b>	<p>A single or multi-word designation assigned to a metadata item.</p> <p>The name attribute appears as the heading for each unique metadata item in the Dictionary.</p>
<b>Knowledgebase ID:</b>	<p>A six-digit number used to identify the metadata item on the metadata register for the health and community services sector in Australia known as the Knowledgebase.</p> <p>This number does not change even if there is a change in the name of the metadata item.</p> <p>In the Knowledgebase, this number is preceded by an acronym that identifies the registration authority for each metadata item. The combination of 'Registration authority', 'Knowledgebase ID' and 'Version number' uniquely identifies each metadata item in the Knowledgebase. The Knowledgebase ID can be used to view the history of a particular metadata item even where the name of the item may have changed.</p>
<b>Version number:</b>	<p>A number for each metadata item, beginning with 1 for the initial version of the metadata item, and 2, 3, etc. for each subsequent revision.</p> <p>A new version number is allocated to a metadata item/concept when changes have been made to one or more of the following attributes of the metadata item:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Definition</li> <li>• Data domain</li> <li>• Registration authority.</li> </ul> <p>Other changes that significantly affect the meaning of the metadata item may also require the allocation of a new version number.</p> <p>Use of a version number meets the ISO/IEC International Standard 11179-3: 2003 requirement for 'identification of a data element specification in a series of evolving data element specifications within a registration authority'.</p>
<b>Metadata type:</b>	<p>A type from among the following types relevant to metadata items:</p> <ul style="list-style-type: none"> <li>• A concept that can be represented in the form of data, described independently of any particular representation or value is called a DATA ELEMENT CONCEPT.</li> </ul> <p><i>Examples</i></p> <p>'Admission' is a process, which does not have any particular representation of its own, except through data such as 'admission date', 'mode of admission', etc.</p> <p>'Informal carer' is defined using related data – 'Informal carer availability' and 'Relationship of carer to care recipient', etc.</p>

'Client' is defined using data that varies with specific applications.

- A unit of data for which the definition, identification, representation and permissible values are specified by means of a set of attributes is called a DATA ELEMENT.

*Example*

A person's 'Date of birth' is a unit of data for which the definition, identification, representation and permissible values are specified.

- A unit of data that is created from the values of other DATA ELEMENTS is called a DERIVED DATA ELEMENT. They are derived by:
  - use of some form of calculation;

*Examples*

'Length of stay' is calculated from 'Admission date' to 'Separation date' less any 'Total leave days'.

'Age-standardised rate' is calculated from 'Data of birth' using a more complex equation.

- by conversion from one coding system to another.

*Example*

'Geographic location – SLA' may be derived by converting 'Postcode' to Statistical Local Area using the tables in the ABS Australian Standard Geographical Classification.

- A unit of data that is created from the values of two or more of the above DATA ELEMENTS using a simple combination of values is called a COMPOSITE DATA ELEMENT.

*Example*

'Address line' is a concatenated grouping of data elements, including 'Suburb/town/locality name', 'Australian State/Territory identifier' and 'Postcode' in that order.

**Definition:**

A statement that expresses the essential nature of a metadata item and its differentiation from all other metadata items.

**Context:**

A designation or description of the application environment or discipline in which a metadata item is applied or from which it originates.

*Example*

The context for 'Employed – working full-time/part-time' indicates potential use for reporting on labour force characteristics for resource and service planning purposes.

For the Dictionary this attribute may also include the justification for collecting the items and uses of the information.

*Example*

The context for 'Communication method' indicates its importance to collections as an indicator of potential barriers to social integration.

## Representational attributes

Note: This group of attributes does not apply to data element concepts.

<b>Data type:</b>	<p>The type of symbol, character or other designation used to represent the data element.</p> <p>Examples include alphabetic, integer, numeric, alphanumeric, etc.</p> <p>For example, the data type for the metadata item 'marital status' is a numeric drawn from a domain or codeset in which numeric characters such as '1' is used for 'never married', '2' is used for 'widowed', etc. to denote a data domain value.</p>
<b>Representational form:</b>	<p>The form of representation of the data element expressed for instance as CODE, COUNT, CURRENCY, DATE, IDENTIFICATION NUMBER, QUALITATIVE VALUE, QUANTITATIVE VALUE, TIME, TEXT.</p> <p>For example, representation form for the metadata item 'Country of birth' is CODE because the form of representation is individual numbers that each represent a different country.</p>
<b>Representational layout:</b>	<p>The layout of characters of the values of a data expressed by a character string representation.</p> <p>Examples are:</p> <ul style="list-style-type: none"> <li>• 'DDMMYYYY' for a calendar date;</li> <li>• 'N' for a 1-digit numeric field; and</li> <li>• '\$99,999,999' for data elements about currency.</li> </ul>
<b>Field size: (minimum) (maximum)</b>	<p>The minimum and maximum number, respectively, of storage units (of the corresponding data type) to represent the data element value.</p> <p>For example, a data element value expressed in dollars may require a minimum field size of one character (for example, 9) up to a maximum field size of nine characters (for example, 999999999).</p>
<b>Data domain:</b>	<p>The set of representations of permissible instances of the data element, according to the representational form, layout, data type and maximum size specified in the corresponding attributes. The set can be specified by:</p> <ul style="list-style-type: none"> <li>• enumeration of the representation of the instances (for example, for 'Informal carer availability' values include '0' for 'has no carer' and '1' for 'has a carer');</li> <li>• reference to a source (such as the ABS Directory of Concepts and Standards for Social, Labour and Demographic Statistics, 1995), or</li> <li>• names of data elements involved in a calculation and the type of process that occurs to derive the domain value, for example, 'Calculated by', 'A concatenation of'. Any formula needing specification should be included in 'Guide for use'.</li> </ul>
<b>Guide for use:</b>	<p>Additional comments or advice on the interpretation or application of the data domain for the data element.</p> <p>This attribute has no direct counterpart in the ISO/IEC</p>

International Standard 11179-3: 2003 but has been included to assist in clarification of issues relating to the coding of data elements or accurate assignment of values in the data domain.

**Verification rules:**

The rules/instructions for validating or verifying the data element in data collection-related databases.

These rules/instructions are in addition to those required for proper application of the other attributes of the data element, that is, 'best practice' checks on data integrity such as for conformity with the data domain.

**Collection methods:**

Comments and advice concerning the actual capture of data for the data element including guidelines on the design of questions for use in collecting information, and treatment of 'not stated' or non-response.

This attribute is not specified in the ISO/IEC International Standard 11179-3: 2003 but has been added to cover important issues designed to enhance the consistency and comparability of data collected.

## Relational attributes

**Related metadata:**

A reference between the data element and other related data element(s) in the Dictionary. The reference specifies the type of relationship, the name and version number of the related data element.

The following three relationships between data elements are documented in the Dictionary:

- 'Supersedes' or 'Superseded by' [metadata item name and version number]'
- 'Derived from' or 'Used in the derivation of' [metadata item name and version number]'
- 'Composite of' or 'Used in the composition of' [metadata item 1 name and version number] and [metadata item 2 name and version number]'.

**Information Model link:**

The entity or area within the information model to which the metadata item relates.

The relevant information model for community services is the National Community Services Information Model Version 1.

## Administrative attributes

**Registration authority:**

The organisation or body authorised to approve metadata items for inclusion in the metadata register.

Currently, organisations or bodies that approve metadata items for inclusion in the metadata register are the:

- National Community Services Information Management Group; and
- National Health Information Management Group.

All metadata items included in the metadata register must be approved for inclusion by the relevant registration authority.

All proposals for new metadata items and changes to existing

metadata items must be approved for registration by the relevant registration authority.

The Dictionary includes only those metadata items approved by the relevant registration authority.

**Administrative status:**

The status given to an item in the register that indicates its availability for use and the level of precedence given to it.

The following is a descriptive list in descending order of precedence:

- 'Current' The Registration Authority has confirmed that the metadata item is approved for use as a national standard.
- 'Trial' The Registration Authority has confirmed that the metadata item is approved for use as a trial standard in a nominated trial (having a national perspective) and has been proposed for progression to 'current'.
- 'Superseded' The Registration Authority has confirmed that the metadata item has been superseded by a newer version of the metadata item and is no longer approved for use as a national or trial standard.
- 'Retired' The Registration Authority has confirmed that the metadata item is no longer or will not be approved for use.
- 'Draft' The Registration Authority has confirmed that the metadata item is approved for registration on the metadata register since all mandatory attributes of the metadata item have been completed and it has been proposed for progression to 'current' but it has not yet met all requirements to be approved for use.

Only metadata items with an administrative status of 'current' or 'trial' are printed in the Dictionary. All metadata items, including those with an administrative status of 'superseded', 'retired' and 'draft', can be viewed on the metadata register – which forms part of the Knowledgebase – and their history of change may be tracked.

**Effective date:**

The most recent date that a specific version of a metadata item has been approved by a registration authority.

In the case of metadata items approved prior to 2001 the effective date indicates – with accuracy – only that approval occurred in the year prior to the date given.

The effective date relates neither to the date of inclusion on the metadata register nor to inclusion in a data collection.

**Source organisation:**

The organisation(s) responsible for the source document(s) and/or for significant recent development of the metadata item prior to approval by the registration authority.

**Source document:**

The document(s) from which the definitional or representational

attributes of the metadata item originate.

Full citation details of a limited number of key published reference documents that have contributed significantly to the specification of definitional or representational attributes may be included. Internet links to these documents may also be included where the links are likely to be maintained for a long period.

**Comments:**

Any additional explanatory remarks on the metadata item.

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