

National Community Services Data Dictionary

Version 2

Community Services Ministers' Advisory Council

2000

**Australian Institute of Health and Welfare
Canberra**

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Foreword

The Community Services Ministers' Advisory Council (CSMAC) and the Australian Institute of Health and Welfare are pleased to be able to publish the second version of the *National Community Services Data Dictionary*. The National Community Services Data Committee (NCSDC) has compiled the dictionary, under the broad direction of CSMAC and the National Community Services Information Management Group (NCSIMG). In conjunction with the *National Classifications of Community Services*, the *Data Dictionary* has considerable potential to improve the quality of Australian community services data collection by establishing a core set of uniform definitions relating to each community service sector.

This second version of the dictionary represents a considerable enhancement from Version 1.0, incorporating results of consultations with a range of community services data development groups and the Australian Bureau of Statistics. Version 2 contains revised definitions of data elements and concepts from Version 1.0, as well as a large number of additional data items. Efforts have been made to maintain consistency between this dictionary and the *National Health Data Dictionary*, which forms the current base for the AIHW Internet-based Knowledgebase: Australia's Health and Community Services Data Registry. It is intended that the National Community Services Data Dictionary be available in electronic form in the future in the Knowledgebase, with additional details such as links between data definitions and entities in the National Community Services Information Model.

NCSIMG members have committed their agencies to use NCSDD definitions wherever possible. While not mandatory, implementation of this commitment will see a significant step forward towards nationally consistent community services data in Australia.

The compilation of Version 2 of the Data Dictionary has been greatly assisted by funds provided by CSMAC with supplemented funding from the Institute. The National Community Services Information Management Group and the National Community Services Data Committee played an important role by providing broad direction and support throughout the preparation of the Dictionary.

National Community Services Information Management Group
Australian Institute of Health and Welfare

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Preface

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 National Community Services Information Management Group. In order to progress this work the Group established a subcommittee, the National Community Services Data Committee, in 1997. In 1998 the Committee published the first version of *the National Community Services Data Dictionary Version 1.0* (AIHW, 1998), incorporating an information model and 43 data elements and concepts.

This current volume, Version 2, represents the next stage in the process of developing a data dictionary that can be used across the community services sector. Data elements and concepts contained in Version 1.0 have undergone considerable discussion during consultations with community services data development groups and the Australian Bureau of Statistics, resulting in useful revisions. In addition, Version 2 contains 65 new data elements and concepts, broadening the scope and coverage of the dictionary. As with the first version, the data elements and concepts contained in Version 2 of *the Data Dictionary* can be mapped and grouped according to the National Community Services Information Model Version 1.0. This model is still under evaluation and review but has not yet been revised. Consistency between this dictionary and the *National Health Data Dictionary Version 9* is maintained, where possible, in order to encourage the development of comparable data definitions across the community services and health sectors.

Development of the dictionary is an ongoing process. Version 2 is one more step to providing a tool that hopefully will facilitate the achievement of nationally consistent community services information. Feedback and suggestions to improve the Data 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 2 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.

A number of organisations have made valuable contributions to the initial and further development of the data dictionary. Members of the National Community Services Data Committee, the National Community Services Information Management Group and the various data working groups including the Disability Data Reference and Advisory Group, Home and Community Care Officials and the Supported Accommodation Assistance Program Data and Research Advisory Committee are gratefully acknowledged for their contributions. The Australian Bureau of Statistics also contributed to the data dictionary, in particular in the development of socio-demographic data items. At the Australian Institute of Health and Welfare, Joe Christensen, Trish Ryan, Nikki Breheny, Malcolm Park, Anne Broadbent and Cid Mateo prepared material for this edition. In addition, staff members in the Institute's subject matter areas have been extremely helpful in preparing material and providing constructive comments. In particular, thanks are due to Catherine Sykes and Ros Madden for the development of disability data elements and the information annex on disability and John Goss for the development of data elements relating to expenditure and revenue.

National Community Services Data Committee
July 2000

1 Introduction

1.1 What is the National Community Services Data Dictionary?

Under the National Community Services Information Agreement, the *National Community Services Data Dictionary* is the authoritative source of community services data definitions where national consistency is required or desired.

The Dictionary is designed to improve the comparability of 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. NCSIMG members have committed their jurisdictions to adopt wherever possible the NCSDD definitions. 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 are covered, at least in aggregate form. In essence, the aim is to provide a 'common language' for the various agencies and organisations involved in community services.

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. The National Community Services Information Management Group, the National Community Services Data Committee, the Disability Data Reference and Advisory Group, Home and Community Care Officials, the Supported Accommodation Assistance Program Data and Research Advisory Committee and the Australian Bureau of Statistics have been major contributors to the implementation and development of the dictionary.

The first version of the Dictionary was published by the National Community Services Data Committee in 1998 (AIHW, 1998). It contained definitions for 11 data concepts and 32 data elements, as well as Version 1.0 of the National Community Services Information Model (NCSIM). This model, which constitutes the first step toward establishing an information model for the community services sector, forms the information structure for both the initial and current version of the data dictionary.

This current volume of the *National Community Services Data Dictionary*, Version 2, is a considerable expansion and upgrade of the previous version. Definitions of data elements and concepts contained in Version 1.0 have been revised according to the outcomes of discussions with community services data development groups and the Australian Bureau of Statistics. In addition, Version 2 contains 65 new data elements and concepts, broadening the scope and coverage of the dictionary. It also includes additional Information annexes to assist users to interpret particular data items or groups of data items.

As such, this second version provides a major step in the process of providing a comprehensive and authoritative source of community services data definitions, and a good base for a continuing cycle of consultation and testing. Readers are invited to comment on any aspect of the National Community Services Data Dictionary by completing and returning the lift-out feedback form included at the back of this publication.

Comments and suggestions can also be provided electronically via the Feedback area on the Knowledgebase in the AIHW web site, www.aihw.gov.au.

1.2 Objectives of the National Community Services Data Dictionary

The development of the National Community Services Data Dictionary and the Information model are two of the principal objectives and strategies of the *National Community Services Data Committee*. As outlined in the NCSDC Action Plan for 1999–2000 the objective of the dictionary is 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. (NCSDC, 1999).

The data dictionary aims to:

Set information about Australia's community services sector within a logical framework, which is provided by the National Community Services Information Model:

- provides a structure for further development of community services information;
- more clearly illustrates the relative relationships of detailed community services information, as well as gaps, overlaps and duplications, than does a stand-alone list of elements;
- facilitates understanding of relationships between individual entities and their attributes; and
- aids in implementing compatibility with the existing Knowledgebase and the *National Health Data Dictionary*.

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 {ABS} 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 thoughts on improvements to existing collections; and
- stimulate thoughts on priorities for future development and utilisation.

These initial objectives and aims should provide a systematic basis for ongoing information development activity in the community service sector plus a clear focus on the need for enhanced comparability, quality and utility of data through the application of consistent, reliable data standards.

The National Community Services Data Committee intends to make pro-active use of the Dictionary in identifying frontiers for future information development initiatives.

2 Version 2 of the Dictionary

2.1 Data elements and concepts in Version 2 of the Dictionary

Version 2 of the dictionary contains revised definitions of elements and concepts contained in Version 1.0 plus a considerable number of new data elements and data concepts. To help ensure that the Dictionary continues to be an authoritative source of nationally agreed data definitions, the decision was made to focus on already developed and tested material as a source of new data items and concepts for inclusion in this Version. Three main collections were identified for this purpose – the Commonwealth and State Disability Agreement Minimum Data Set (CSDA), the Home and Community Care Minimum Data Set (HACC) and the Supported Accommodation and Assistance Program Data Collections (SAAP). Most of the data elements and concepts selected from these three collections required some modification prior to inclusion in the data dictionary. This largely involved changing the relevant information to ensure that the data element is applicable across community services programs, rather than being specific to one program. A list of data elements from these three collections and details regarding their inclusion (or exclusion) from this version of the data dictionary are included in Appendix 1.

It should be noted that while the focus was on the three collections, other data collections and sources were also reviewed for possible data items to be included in Version 2 of the dictionary (for example, the NSW Human Services Data Dictionary which is currently under development).

The development of the dictionary is necessarily an ongoing process, with each version expanding the scope and coverage. As the dictionary becomes more widely used there will be an increased demand for more data items to be included from other community services collections. In addition, each version 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.

The data concepts and data elements included in the data dictionary have been agreed to by the National Community Services Data Committee (see Appendix 2 for a description of the function of the committee) and endorsed by the National Community Services Information Management Group (NCSIMG). All definitions in this dictionary are also available on the Knowledgebase: Australia's Health and Community Services Data Registry (the Knowledgebase). See Appendix 3 for a description of the Knowledgebase.

2.2 How to use the information on data elements and concepts

Format of the data elements and concepts

The data elements and concepts (or variables or items) contained in the dictionary are described and defined using a standard format or template endorsed by the National Community Services Information Management Group. This standard format is based on ISO/IEC 11179 *Specification and Standardization of Data Elements* – the International Standard for defining data elements issued by the International Organization for Standardization and the International Electrotechnical Commission. For consistency and ease of use, this standard is the same as has been used for the National Health Data Dictionary.

The standard rules applied to each data element definition are designed to ensure that each 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. These rules describe the data. In technical terms these rules are called metadata – or data about data.

An illustration of how the format is used to define a particular data item in this dictionary is shown in Box 1. A detailed description of each component of the format is given in Appendix 4.

Box 1: The National Community Services Data Dictionary format or template

The data dictionary template is a format for presenting data definitions 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:

What is it that you want to know about?	DEFINITION
Who wants to know it and why?	CONTEXT
Is it the most recent information?	ADMIN. STATUS DATA ELEMENT VERSION NO.
What is the range of possible answers?	DATA DOMAIN
How are the answers coded?	DATA TYPE
Which one of the possible answers should I choose?	GUIDE FOR USE
How and when should this information be obtained?	COLLECTION METHODS
What other information is connected to this information?	RELATED DATA
Where did this definition come from?	SOURCE DOCUMENT SOURCE ORGANISATION
What else do I need to know to understand this definition?	COMMENTS

Note: A detailed description of each component of the format is given in Appendix 4.

2.3 Using the data domain

The development of definitions and data domains that are to be useful at the national level can be 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 5 categories in the data dictionary 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 the data dictionary).

For most data elements and concepts the NCSDD provides generic definitions and data domains, that is – 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 data dictionary and will still be comparable with other collections. How this would be achieved for the above example, and for a second example from HACC, is shown in Box 2.

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 is 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 identifier etc. Box 3 provides a further example of combining data elements to provide more specific information.

Box 2: Data domains – mapping from individual collections to the data dictionary

Example 1

The NCSDD element 'Family type' has 5 levels. However in children's 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 Children's services that would still map to the data dictionary would be as shown in the second column below:

NCSDD categories	Example collection (Children's services data domain)
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 a data item (Relationship of carer to care recipient) used in the HACC data collection to the NCSDD.

NCSDD categories	HACC data domain
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

Box 3 Example of combining data elements from the NCSDD

A data element from the NCSDD may be combined with one or more other data elements to obtain information that will suit the individual needs of data collectors. The following illustrates how this could be done for Labour force status and Employment status (full-time/part-time).

NCSDD categories	Example collection
Labour Force Status	Labour force and employment status
1 Employed	1 Employed
2 Unemployed	11 Working full time
3 Not in the Labour Force	12 Working part time
	2 Unemployed
Employment status (full-time/part-time)	21 Looking for full-time work
1 Full- time	22 Looking for part-time work
2 Part-time	3 Not in labour force
9 Not stated/inadequately described	9 Not stated/inadequately described

2.4 Additional information on how to use the data dictionary

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.

2.5 Information annexes

To assist users obtain maximum benefit from the information contained in the dictionary, a series of 'Information annexes', consisting mainly of explanatory notes on particular data elements or groups of elements, has been included in this version. These annexes should aid in the further understanding of both the information presented and the relationships between data elements and information needs. They are located in Chapter 4 and referred to in the text of the relevant data element or data concept.

3 Data concepts and data elements

3.1 Introduction

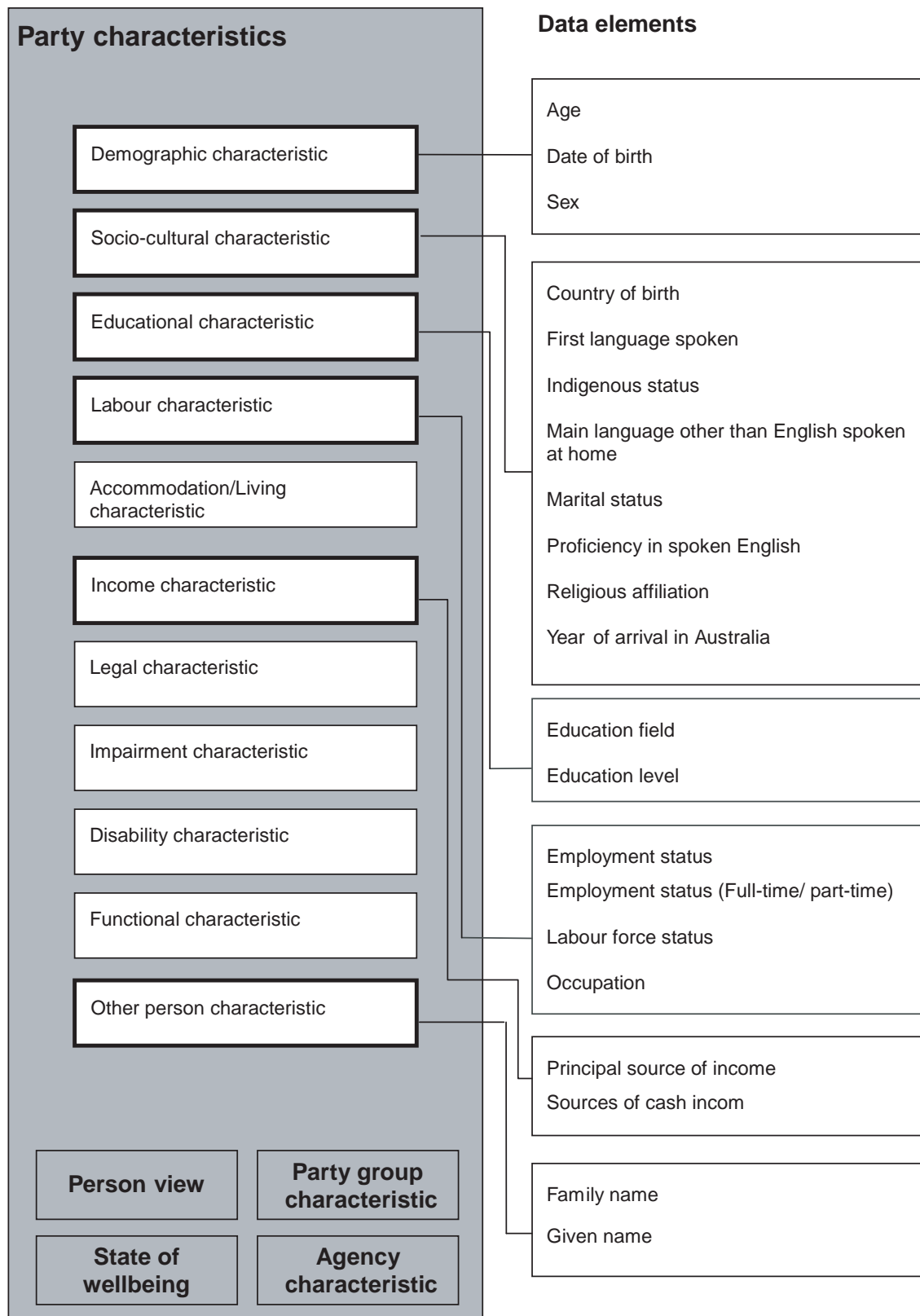
This Chapter contains definitions of individual data elements and data concepts that were considered by the National Community Services Data Committee in 2000 and subsequently endorsed by the Management Group. These definitions are presented in a standard agreed format (as described in Chapter 2 and detailed in Appendix 4) that is also used in presentation of definitions in the *National Health Data Dictionary*. The scope of the dictionary is also discussed in Chapter 1. The definitions of data elements and concepts included do not by any means provide exhaustive coverage of all relevant definitions in the community services sector, but it is hoped that subsequent versions of the Dictionary will progressively include a more extensive range of agreed upon, widely-applicable, data elements and concepts.

3.2 Organisation of this chapter

To increase ease of use of the dictionary, data items and concepts in Version 2 are presented in order of the National Community Services Information Model, Version 1. A list of data elements and concepts in alphabetical order is provided at the beginning of this report.

A list of data elements and concepts, grouped according to the model entity and sub-entity to which they are an attribute, is also provided, along with a diagram of the entire model. A detailed explanation of the model and model entities is located in Appendix 5.

National Community Services Information Model, version 1, Entities



Age

Original	Status CURRENT	Effective Date 1/07/1998	Reg. Auth. NCSIMG	ID No. 000503
NCSI Model Location Person characteristic/demographic characteristic			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The age of the person in (completed) years.

Context: Socio-demographic indicator.

The data element Age is used in analyses of service utilisation by age group and comparisons with demographic statistics.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 1 *Max.* 3 **Representational layout:** NNN

Data domain: Age in single years (if aged under one year, record as zero).

Guide for use: 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 999.

Collection methods: 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?

Related data: Is related to the data element Date of birth, v.1 (see Comments).

Administrative attributes

Source document: ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments: In most community services data collections, age in years is often reported rather than derived from the data element 'Date of birth'.

Date of birth

Original	Status CURRENT	Effective Date 1/07/1998	Reg. Auth. NCSIMG	ID No. 000514
NCSI Model Location Person characteristic/demographic characteristic			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The date of birth of the person.

Context: If the data element Age is not collected, this data element can be used to derive age for use both in comparisons with population data and in analysis of service use by age group. Date of birth can also be used as an aid to uniquely identify a client if other identifying information is missing or in question.

Relational and representational attributes

Datatype: Numeric **Representational form:** DATE

Field size: *Min.* 8 *Max.* 8 **Representational layout:** DDMMYYYY

Data domain: Valid date

Guide for use: If date of birth is not known or cannot be obtained, provision should be made to collect or estimate age (in years) and a date of birth derived from this age using 0101 as DDMM if only the year is known.

Collection methods: It is recommended that in cases where all components of the date of birth are not known or where an estimate is arrived at from age, a valid date be used together with a flag to indicate that it is an estimate.

Related data: Related to the data element Age v.1.

Administrative attributes

Source document: AIHW: 1999. National Health Data Dictionary, version 9. Catalogue No. HWI 24. Canberra: AIHW.

Source organisation: National Health Data Committee

Comments: Privacy issues need to be taken account in asking persons their date of birth. Wherever possible and wherever appropriate in a community services context, date of birth should be used rather than age because the actual date of birth usually allows more precise calculation of Age.

Sex

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000535
NCSI Model Location Person characteristic/demographic characteristic			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The sex of the person.

Context: Demographic detail and service planning:
Required for analysis of service utilisation and need for services.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

- 1 Male
- 2 Female
- 3 Indeterminate
- 9 Not stated/inadequately described

Guide for use: In the NHDD v9 an indeterminate sex category may be necessary for situations such as the classification of perinatal statistics when it is not possible for the sex to be determined. The indeterminate category has been retained in NCSDD v2 for consistency with the NHDD.

Collection methods: It is suggested that the following format be used for data collection:

What is your (the person's) sex?

___ Male

___ Female

The term 'sex' refers to the biological differences between males and females, while the term 'gender' refers to the socially expected/perceived dimensions of behaviour associated with males and females – masculinity and femininity. The ABS advises that the correct terminology for this data element is sex. Where uncertainty exists about the sex of the person (e.g. for transvestites or transsexuals) the sex to be recorded is to be based on the sex nominated by the person themselves on the observations or judgement of the interviewer. Although this may lead to some error, it is considered preferable to any offence that may be caused by a question that suggests that there is some doubt about the person's sex or sexuality. Arguably, the majority of community services data collections collect 'gender' rather than 'sex' (although the term 'sex' is often used) because the person is asked to simply state his/her sex without any accompanying instructions.

Related data: Supersedes previous data element Sex,v.1.

Sex (*continued*)

Administrative attributes

Source document: ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS.

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

Comments:

Country of birth

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000511
NCSI Model Location Person characteristic/socio-cultural characteristic			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The country in which the person was born.

Context: 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. 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 services by different population sub-groups.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 4 **Max.** 4 **Representational layout:** NNNN

Data domain: Standard Australian Classification of Countries 1998 (SACC), which replaces the Australian Standard Classification of Countries for Social Statistics (ASCCSS). ABS Catalogue No. 1269.0.

This is a 4-digit, 3-level hierarchical structure (major group, minor group and country).

See Information Annex 4.3 for details regarding this classification.

Guide for use: 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.

Collection methods: Note that SACC is mappable to but not identical to ASCCSS. Some community services data collections ask respondents to specify their country of birth (e.g. SAAP). In some collections, a pre-determined set of countries is specified as part of the question, usually accompanied by an 'other' (please specify) category. In either case coding of data should conform to 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.

Related data: Related to the data elements:

Year of arrival in Australia v.2,
Main language other than English spoken at home v.2,
First language spoken v.2,
Proficiency in spoken English v.1.

Supersedes previous data element Country of birth,v.1

Country of birth (*continued*)

Administrative attributes

<i>Source document:</i>	ABS: 1998. Standard Australian Classification of Countries. Catalogue No. 1269.0. Canberra: AGPS.
<i>Source organisation:</i>	Australian Bureau of Statistics
<i>Comments:</i>	See Information Annex 4.3

First language spoken

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000519
NCSI Model Location Person characteristic/socio-cultural characteristic			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: 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.

Context: 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 1 *Max.* 4 **Representational layout:** NNNN

Data domain: Refer to the ABS Australian Standard Classification of Languages, 1997, Catalogue No. 1267.0 for details.

Guide for use: At the most detailed level the ABS Classification comprises four-digit codes based on a hierarchical structure. It includes codes for Indigenous Australian languages and sign language. Generally for output purposes, four-digit language codes are grouped into language regions, either at two-digit or one-digit level.

For example, the Lithuanian language has a code of 3102: 31 denotes that it is a Baltic language, while 3 denotes that it is an Eastern European language.

The Pintupi Aboriginal language has a code of 8217: 82 denotes that the language is Central Aboriginal and, 8 denotes that it is an Australian Indigenous language.

Collection methods: It is recommended that data be collected at the 2 or 4-digit level. Data collected at the 4-digit level will obviously provide more detailed information than that collected at the 2-digit level, but may be more difficult to collect.

Related data: Supersedes previous data element First language spoken v.1.

Related to the data elements:

Main language other than English spoken at home v.2,
Interpreter services required v.2,
Country of birth v.2, and
Proficiency in spoken English v.1.

First language spoken (*continued*)

Administrative attributes

Source document: ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS.

ABS: 1997. Australian Standard Classification of Languages. Catalogue No. 1267.0. Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments:

Indigenous status

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000524
NCSI Model Location Person characteristic/socio-cultural characteristic			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: 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.

Context: 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 well-being and to account for government expenditure in this area.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min** 1 **Max** 1 **Representational layout:** N

Data domain:

- 1 Aboriginal but not Torres Strait Islander origin
- 2 Torres Strait Islander but not Aboriginal origin
- 3 Aboriginal and Torres Strait Islander origin
- 4 Neither Aboriginal nor Torres Strait Islander origin
- 9 Not stated/inadequately described

Guide for use: There are three components to the definition:

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

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

Indigenous status (*continued*)

Guide for use (continued)

Not stated/inadequately described

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

- 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. Refer to ABS for advice in relation to the recording of indigenous status for children in receipt of children's services.

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, i.e. this person must know the person about whom the question is being asked well and feel confident to provide accurate information about them. However, it is strongly recommended that this question be asked directly wherever possible.

This question should always be asked even if the person does not 'look' Aboriginal or Torres Strait Islander.

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 (i.e. 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' (i.e. disregard the 'No' response).

Related data:

Supersedes previous data element Indigenous status v.1.

Indigenous status (*continued*)

Administrative attributes

Source document: ABS: 1999. Standards for Statistics on Cultural and Language Diversity. Catalogue No. 1289.0. Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments: A person who applies for Abstudy simply has to identify himself or herself as an Aboriginal or Torres Strait Islander when claiming payment. Only where his or her indigenous status has been challenged will he or she be required to produce a certified letter of acceptance from a nominated member of an Aboriginal community to establish eligibility.

Main language other than English spoken at home

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000528
NCSI Model Location Person characteristic/ socio-cultural characteristic			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The language reported by a person as the main language other than English spoken by a 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.

Context: Data on main language 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 welfare 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 4 *Max.* 4 **Representational layout:** NNNN

Data domain: Refer to the ABS Australian Standard Classification of Languages, 1997, Catalogue No. 1267.0 for details.

Guide for use: At the most detailed level the ABS Classification comprises four-digit codes based on a hierarchical structure. It includes codes for Indigenous Australian languages and sign language. Generally for output purposes, four-digit language codes are grouped into language regions, either at two-digit or one-digit level.

For example, the Lithuanian language has a code of 3102 denotes that it is a Baltic language, while 3 denotes, that it is an Eastern European language.

The Pintupi Aboriginal language has a code of 8217 denotes that the language is Central Aboriginal, 8 denotes that it is an Australian Indigenous language.

Note that the code 9900 should be used where language is Not stated/ inadequately described.

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.

Collection methods: It is recommended that data be collected at the 2 or 4-digit level. Data collected at the 4-digit level will obviously provide more detailed information than that collected at the 2-digit level, but may be more difficult to collect.

Main language other than English spoken at home (continued)

Related data: Related to the data elements:
First language spoken v.2,
Country of birth v.2,
Interpreter service required v.1,
Proficiency in spoken English v.1.
Supersedes previous data element Main language spoken at home, version 1.

Administrative attributes

Source document: ABS: 1997. Australian Standard Classification of Languages. Catalogue No. 1267.0. Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments: Data may be collected at any level but is most accurate at the 4-digit level.

Marital status

Original	Status CURRENT	Effective Date 1/07/1998	Reg. Auth. NCSIMG	ID No. 000529
NCSI Model Location Person characteristic/ socio-cultural characteristic			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The current marital status of the person.

Context: 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. 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 1 *Max.* 1 **Representational layout:** N

Data domain:

- 1 Never married
- 2 Widowed
- 3 Divorced
- 4 Separated
- 5 Married (registered and defacto)
- 9 Not stated/inadequately described

Guide for use: Refers to the current marital status of a person. Therefore if a person has been divorced but has since re-married, then they should be recorded as 5. Married. The category Married (registered and de facto) should be generally accepted as applicable to all de facto couples, including of the same sex.

Collection methods: Although marital status is an important factor in assessing the type and extent of support needs, such as for the elderly living at home, marital status alone does not adequately address the need for information about social support and living arrangements. Other data elements need to be collected to capture this information.

Related data: Related to the data elements:

- Relationship in household v.2,
- Family type v.2,
- Household type v.2,
- Living arrangements v.2,
- Informal carer v.2.

Marital status (*continued*)

Administrative attributes

Source document: AIHW: 1999. National Health Data Dictionary, version 9. Catalogue No. HWI 24. Canberra: AIHW.

Source organisation: National Community Services Data Committee

Comments: ABS standards (see ABS: Directory of Concepts and Standards for Social, Labour and Demographic statistics) identify two concepts of marital status:

- *registered* marital status – defined as whether a person has, or has had, a legally registered marriage;
- *social* marital status – based on a person's living arrangements (including de facto marriages), as reported by the person.

ABS recommends that the social marital status concept be collected when information on marital status is sought, whereas the registered marital status concept need only be collected where it is specifically required for the purposes of the collection and only in areas of consent if necessary. Most community services data collections ask clients to self-report their marital status. Hence, the operative concept is one of 'social' marital status.

Proficiency in spoken English

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000583
NCSI Model Location Person characteristic/ socio-cultural characteristic			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: A person's stated proficiency in spoken English.

Context: This data element identifies those people most likely to suffer disadvantage in terms of their ability to access services due to language and/or cultural difficulties. The ABS also sees this data element as being a key variable in determining cultural and ethnicity identity. In conjunction with Main language spoken at home and Country of birth, these combined data elements replace the previously used concept of Non-English-speaking background (NESB).

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

0	Not applicable (person under 5 years of age)
1	Very well
2	Well
3	Not well
4	Not at all
9	Not stated/inadequately described

Guide for use: This item is **only** used in conjunction with 'Main language other than English spoken at home'. Code 9 should only be used for past collections where this item was not collected or if the person does not respond to the question. It should not be a response included on the collection form.

Collection methods: Suggested question:
How well do you speak English? (tick one)
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 and should not be collected for persons under the age of 5.

Related data: First language spoken v.2,
Main language other than English spoken at home v.2,
Interpreter services required v.2, and
Country of birth v.2.

Proficiency in spoken English (*continued*)

Administrative attributes

Source document: ABS: 1998. Cultural and Language Indicators Pilot Study. Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments: The ABS has found that many people overstate their English proficiency on the Census question (Dept of Immigration and Multicultural Affairs, 1996 Classification of Countries into English Proficiency Groups).

Religious affiliation

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000586
NCSI Model Location Person characteristic/ socio-cultural characteristic			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The religious group to which a person belongs or adheres.

Context: Service provision: In some circumstances this item can allow agencies to deliver more culturally relevant services to some clients. It also provides a useful indicator of aspects of cultural diversity.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 1 *Max.* 4 **Representational layout:** NNNN

Data domain: See the Australian Standard Classification of Religious Groups (ASCRG), ABS Catalogue No. 1266.0 for the full list of categories.

The ASCRG has a hierarchy consisting of three levels:

- The first and most general level contains 7 Broad groups;
- The second level contains 33 Narrow Groups of Religious Groups similar in terms of religious beliefs, religious practices and/or cultural heritage; and
- The third and most detailed level contains 107 Religious Groups.

Due to space limitations, only the seven Broad Groups of the classification are listed here:

- 1 Buddhism
- 2 Christianity
- 3 Hinduism
- 4 Islam
- 5 Judaism
- 6 Other religions
- 7 No religion

Guide for use: Wherever possible, data should be collected, classified and stored at the base or 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.

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 (Catalogue No. 1266.0). 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.

Collection methods: It is essential that where this question is asked, it be clearly marked as optional.

Religious affiliation (*continued*)

Administrative attributes

Source document: ABS: 1996. Australian Standard Classification of Religious Groups (ASCRG),
ABS Catalogue No. 1266.0. Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments:

Year of arrival in Australia

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000543
NCSI Model Location Person characteristic/socio-cultural characteristic			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: 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.

Context: 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** YEAR

Field size: Min. 4 Max. 4 **Representational layout:** YYYY

Data domain: Actual year of arrival in Australia.

Guide for use:

Collection methods:

Related data: Supersedes previous data element Year of arrival in Australia v.1.
Related to the data elements:
Country of birth v.2,
First language spoken v.2,
Main language other than English spoken at home v.2,
Proficiency in spoken English v.1.

Administrative attributes

Source document: ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments:

Education field

New	Status TRIAL	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000570
NCSI Model Location Person characteristic/education characteristic			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The area(s) of higher education or vocational training in which a person has a demonstrated expertise/knowledge.

Context: This item provides a useful indicator of aspects of educational diversity.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 2 **Max.** 2 **Representational layout:** NN

Data domain:

- 01 Natural and physical sciences
- 02 Information technology
- 03 Engineering and related technologies
- 04 Architecture and building
- 05 Agriculture, Environmental and related studies
- 06 Health
- 07 Education
- 08 Management and commerce
- 09 Society and culture
- 10 Creative arts
- 11 Food, hospitality and personal services
- 12 Mixed field programs
- 13 Other field of education
- 99 Not stated/inadequately described

Guide for use: The data domain categories shown above relate to broad fields specified in the Australian Standard Classification of Education, Field of Education. This is a hierarchical classification, which specifies narrow and detailed fields for each of the broad fields. 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' (see Source document for more details).

Education field (*continued*)

- Collection methods:** Higher education includes post-primary education and excludes pre-tertiary education.
- Given the inherent complexities in collecting this data item, for community service data collection it is advised to code to the 2 or 4-digit level only.
- This trial data element is based on a recently issued ABS standard. Its application to community services data collection activity is subject to further development and testing. This will include;
- a review of the ways in which this information is collected in existing administrative data collections,
 - and an appraisal of its operational feasibility, and
 - further consultation with ABS.

Related data: Is related to Education level v.1.

Administrative attributes

Source document: ABS: (under development) Australian Standard Classification of Education (ASCED): Information Paper.

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

Comments:

Education level

New	Status TRIAL	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000579
NCSI Model Location Person characteristic/education characteristic			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The highest level of education that a person has completed.

Context: This item provides a useful indicator of aspects of educational diversity.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

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 categories shown above can be linked to broad levels of education specified in the new (yet to be released) Australian Standard Classification of Education (ASCED). The recommended question wording for collecting data on level of education is outlined below.

Collection methods: The recommended question wording for this data element is as follows: "What is the highest level of education.... (the client) has completed? (Mark one box only). The levels should be listed as set out above.

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 Year 6 in NSW, Victoria, Tasmania and the ACT; and Year 7 in Queensland, South Australia, Western Australia and the northern Territory.

The application of this trial data element to community services data collection activity is subject to further development and testing. This will include;

- a review of the ways in which this information is collected in existing administrative data collections,
- and an appraisal of its operational feasibility, and
- further consultation with ABS.

Related data: Is related to Education field v.1.

Education level (*continued*)

Administrative attributes

Source document: ABS: (under development) Australian Standard Classification of Education (ASCED): Information Paper.

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

Comments:

Employment status

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000594
NCSI Model Location Person characteristic/labour characteristic			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Describes the person's position in relation to their employment.
Usually the standard applies to the main job in which the person is employed (i.e. the job in which the person usually works the most hours). However, it may also be applied to 'last job', 'second job' etc.

Context: Demographic detail:
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.
See Information Annex 4.2 for details regarding Labour force data items and standard questions.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

- 1 Employee
- 2 Employer
- 3 Own account worker
- 4 Contributing family worker
- 9 Not stated/inadequately described

Guide for use:

1 Employee
An employee is a person who works for a public or private employer and receives remuneration in wages, salary, and a retainer fee by their employer while working on a commission basis, tips, piece-rates or payment in kind. Or a person who operates his or her own incorporated enterprise with or without hiring employees.

2 Employer
An employer is 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.

3 Own account worker
An own account worker is a person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires no employees.

Employment status (*continued*)

Guide for use:	<p>4 Contributing family worker</p> <p>A contributing family worker is a person who works without pay in an economic enterprise operated by a relative.</p> <p>9 Not stated/inadequately described</p> <p>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>
Collection methods:	See Information Annex 4.2 for details regarding Labour force data items and standard questions. Note that Employment status cannot be measured using the ABS minimum question set. In order to derive this variable an additional question must be asked which identifies the corporate nature of a business for those working in their own business.
Related data:	Employment status (full-time/part-time) v.1 and Labour force status v.2.

Administrative attributes

Source document:	<p>ABS: 1996. Standards for Labour Force Statistics. Catalogue No. 1288.0. Canberra: AGPS.</p> <p>NSW Human Services Data Dictionary, Version 1.0 (under development)</p>
Source organisation:	Australian Bureau of Statistics
Comments:	

Employment status (full-time/part-time)

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000572
<i>NCSI Model Location</i> Person characteristic/labour characteristic			<i>Data Class</i> Socio-demographic	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Whether a person in paid employment is employed full-time or part-time.

Context: Resource and service planning:
This element is useful to help gain an understanding of the distribution and structure of the community service labour force.
It is one of a group of items that provide a description of a persons' labour force characteristics.
See Information Annex 4.2 for details regarding Labour force data items and standard questions.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain: Employed:
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'.)

Employed persons are:

- 1 Full-time if they usually work 35 hours or more in a week (in all paid jobs); and
- 2 Part-time if they usually work less than 35 hours a week (in all paid jobs).

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.

Collection methods: See Information Annex 4.2 for details regarding Labour force data items and standard questions.

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).

Related data: Labour force status v.2,
Employment status v.1.

Employment status (full-time/part-time) (*continued*)

Administrative attributes

Source document: ABS: 1996. Standards for Labour Force Statistics. Catalogue No. 1288.0.
Canberra: AGPS.
NSW Human Services Data Dictionary, Version 1.0 (under development)

Source organisation: Australian Bureau of Statistics

Comments:

Labour force status

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000526
NCSI Model Location Person characteristic/labour characteristic			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: 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).

Context: Labour force status 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.

See Information Annex 4.2 for details regarding Labour force data items and standard questions.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min** 1 **Max.** 1 **Representational layout:** N

Data domain:

- 1 Employed
- 2 Unemployed
- 3 Not in the labour force
- 9 Not stated/inadequately described

Guide for use: Definitions for these categories are:

Employed:

Employed persons comprise all those aged 15 years and over whom, during the reference week:

(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

(b) worked for one hour or more without pay in a family business or on a farm (i.e. 'Contributing Family Worker'); or

(c) were 'Employees' who had a job but were not at work and were: on paid leave. On leave without pay, for less than four weeks, up to the end of the reference week. 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. On strike or locked out; on workers' compensation and expected to be returning to their job; or receiving wages or salary while undertaking full-time study; or

(d) were 'Employers', 'Own Account Workers' or 'Contributing Family Workers' who had a job, business or farm, but were not at work.

Labour force status (*continued*)

Guide for use (continued):

Unemployed:

Unemployed persons are those aged 15 years and over who were not employed during the reference week, and:

(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 (i.e. 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; As well as, 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; contacting friends or relatives.

Not in the Labour Force:

Persons not in the labour force are those persons who, during the reference week, were not in the categories 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.

Collection methods:

This definition is based on the ABS standard definition of labour force status. It is generally measured at the point of coming into contact with (or completion of assistance by) a community services agency.

See Information Annex 4.2 for details regarding Labour force data items and standard questions.

Related data:

Supersedes previous data element Labour force status v.1.

Administrative attributes

Source document:

ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS.

Source organisation:

Australian Bureau of Statistics

Comments:

See Information Annex 4.2.

Occupation

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000582
NCSI Model Location Person characteristic/labour characteristic			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The current job or duties in which a person is principally engaged.

Context: 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.
It could also be used to collect information about employees of community service agencies.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 2 **Max.** 6 **Representational layout:** NN (NNNN)

Data domain: Refer to Australian Standard Classification of Occupations, Second edition (ABS 1997, Catalogue No. 1220.0 2-digit code level (sub major group).

Guide for use: This can be used to code the occupation of client or the person providing the service. The 2-digit code level (sub-major group) is recommended for most collections although occupation may be classified up to the 6-digit level, see comments and source document for details.

Collection methods: 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 ABS recommend that this data element be collected by using the following 2 open-ended questions.
What was your occupation in the last week?
What tasks did you perform in that occupation?
The information gained from these 2 questions can then be used to select an appropriate code from the Australian Standard Classification of Occupations.

Related data: Labour force status v.2,
Employment status (full-time/part-time) v.1,
Employment status v.2.

Occupation (*continued*)

Administrative attributes

Source document: ABS: 1997. Australian Standard Classification of Occupations, Second Edition. Catalogue No. 1220.0. Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments: 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	23	Education Professionals
Minor group	231	School Teachers
Unit group	2311	Special Education Teachers
Occupation	2311-11	Teacher of the Hearing Impaired

Principal source of income

Revised	Status TRIAL	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000531
NCSI Model Location Person characteristic/income characteristic			Data Class Cross-Program	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The source by which a person derives most (equal to or greater than 50%) of their 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.

Context: The element is an indicator of the needs and circumstances of individuals and sometimes, used in assessment of income equity.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 1 *Max.* 2 **Representational layout:** NN

Data domain:

- 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

Guide for use: 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.

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.

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.

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).

Cash transfers: can be broken down to 'Australian Government Cash Transfers' (31). This category can be further classified to the 3-digit level which is categorised by target groups.

Principal source of income

Guide for use (continued):	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 n.e.i. can be divided between different payments like Newstart and Mature Age Allowance, or between job seekers and others. See 'Sources of cash income'.
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 MDS separately identifies disability support pension recipients and other pension/benefit recipients.
Related data:	Supersedes previous data element Principle source of income v.1. For types of pensions/benefits please refer to data element, Sources of cash income v.1.

Administrative attributes

Source document:	ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS. ABS: (under development). Australian Standard Classification of Sources of Cash Income.
Source organisation:	Australian Bureau of Statistics
Comments:	

Sources of cash income

New	Status TRIAL	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000592
NCSI Model Location Person characteristic/income characteristic			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Sources of all cash income which an individual (or income group or household) might receive e.g. from employment, property or cash transfers.

Context: 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 1 *Max.* 3 **Representational layout:** NNN

Data domain: **Draft Proposed Classification of Sources of Cash Income**

- 1 Primary Cash Income
 - 11 Employee Cash Income
 - 12 Entrepreneurial Cash Income
- 2 Property Cash Income
 - 21 Interest
 - 22 Rent
 - 23 Dividends
 - 24 Other property cash income
- 3 Transfer Cash Income
 - 31 Australian Government Cash Transfers
 - 32 Superannuation/ Annuities
 - 33 Current Cash transfers from Private Organisations
 - 34 Current Cash Transfers from Other Households
 - 35 Transfers from Overseas Governments
 - 36 Other Transfer Cash Income
- 99 Not stated/inadequately described

Sources of cash income (*continued*)

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 n.e.i. can be divided between different payments like Newstart and Mature Age Allowance, or between job seekers and others.

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. 1999–2000* for details of payments administered by Centrelink on behalf of each of these agencies.

Refer to Source documents for further details.

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 (see Information Annexe 4.2 Labour Force), but is not a replacement for them.

Related data:

To be used in conjunction with Principal source of income v.2.

Administrative attributes**Source document:**

ABS: (under development). Australian Standard Classification of Sources of Cash Income.

Centrelink Information: A guide to payments and services. 1999–2000.
Commonwealth Department of Family and Community Services

Source organisation:

Australian Bureau of Statistics

Australian Institute of Health and Welfare

Commonwealth Department of Family and Community Services

Comments:

Family name

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000569
NCSI Model Location Person characteristic/other person characteristic			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The name a person has in common with other members of her/his family, as distinguished from her/his first given name.

Context: Data linkage, administrative purposes and individual identification.
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 (see data concept Record linkage).

Relational and representational attributes

Datatype: Alphabetic **Representational form:** TEXT

Field size: **Min.** 1 **Max.** N **Representational layout:** AAAAAA...

Data domain: (name)

Guide for use: The agency should record the client's full Family name on their information systems. The field length for this data element is at the discretion of information system designers.

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.

Collection methods: This data element should be recorded for all clients.

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 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 workers to use in personal dealings. Agencies may choose to separately record the preferred names that the person wishes to be used by agency 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 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.

Family name (*continued*)

Related data: Is related to:
Date of birth v.1,
Given name v.1,
Record linkage v.2.

Administrative attributes

Source document: DHFS: 1998. HACC Data Dictionary, version 1.0. Commonwealth of Australia.
Source organisation: Department of Health and Family Services
Australian Institute of Health and Welfare
Comments:

Given name

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000571
NCSI Model Location Person characteristic/other person characteristic			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The name given to a which is that person's identifying name within the family group, or the name by which the person is socially identified.

Context: Data linkage, administrative purposes and individual identification.
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 concept Record linkage).

Relational and representational attributes

Datatype: Alphabetic **Representational form:** TEXT

Field size: **Min.** 1 **Max.** N **Representational layout:** AAAAAA...

Data domain: (name)

Guide for use: The agency should record the client's full Given name on their information systems. The field length for this data element is at the discretion of information system designers.

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.

Collection methods: 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 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 workers to use in personal dealings. Agencies may choose to separately record the preferred name that the person wishes to be used by agency 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 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.

Related data: Family name v.1,
Record linkage v.2, and
Date of birth v.1.

Given name (*continued*)

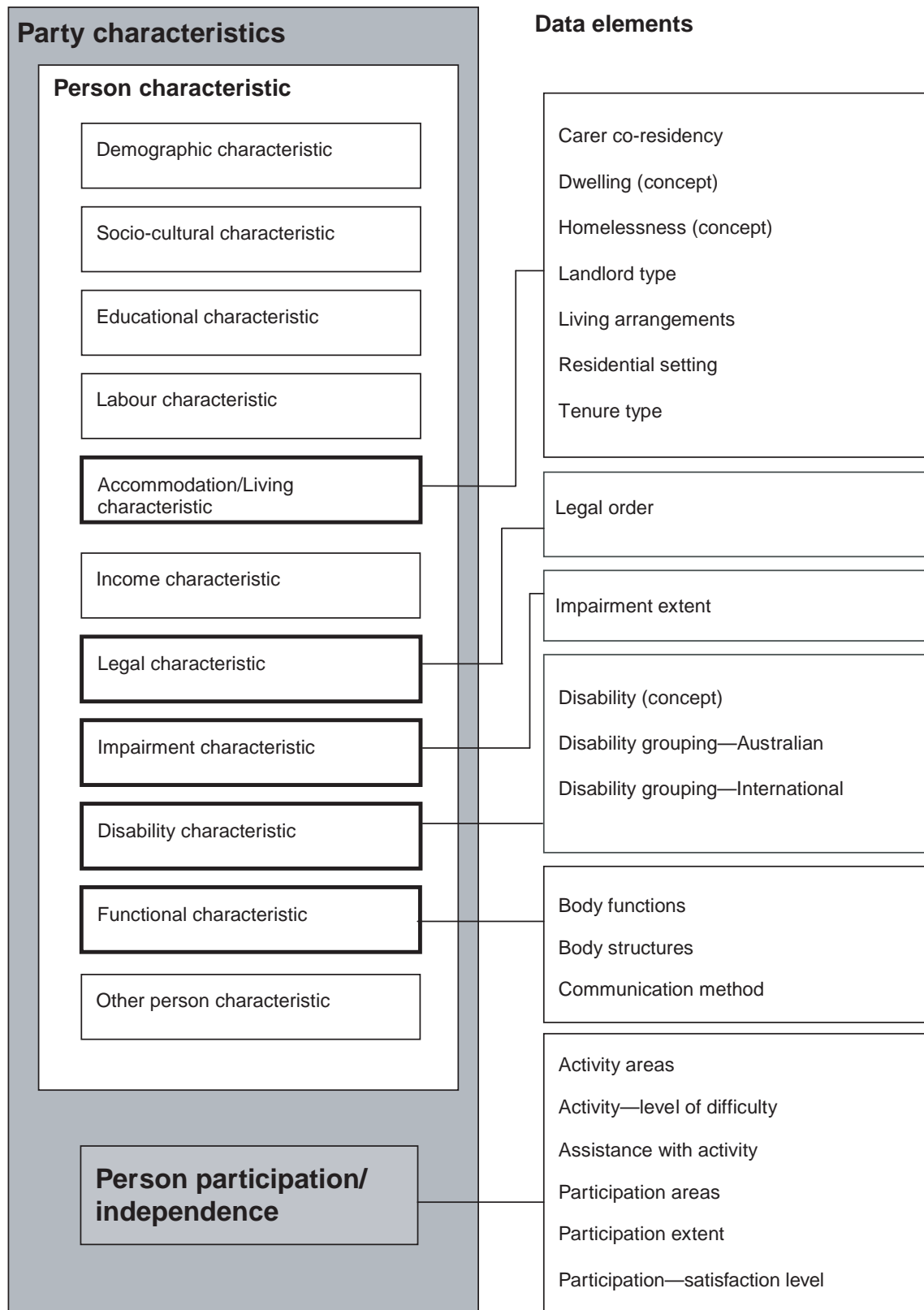
Administrative attributes

Source document: DHFS: 1998. HACC Data Dictionary, version 1.0. Commonwealth of Australia.
Australian Standard Interchange of Client Information AS 4590–1999

Source organisation: Department of Health and Family Services
Australian Institute of Health and Welfare
Standards Australia

Comments:

National Community Services Information Model, version 1, Entities



Carer co-residency

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000553
NCSI Model Location Person characteristic/accommodation-living characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Whether or not a carer lives with the person for whom they care.

Context: Personal and social support:
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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

- 1 Co-resident carer
- 2 Non-resident carer
- 9 Not stated/inadequately described

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.

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.

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.

Related data: Informal carer (concept) v.2.

Carer co-residency (*continued*)

Administrative attributes

Source document: DHFS: 1998. HACC Data Dictionary Version 1.0. Commonwealth of Australia.

Source organisation: Department of Health and Family Services
Australian Institute of Health and Welfare

Comments: 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. 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.

Dwelling

New	Status TRIAL	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000564
NCSI Model Location Person characteristic/accommodation-living characteristic			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: 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.

Context: 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.

Relational and representational attributes

Guide for use: 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.)

Collection methods: This trial data concept is undergoing further development and testing. This will include:

- a review of the ways in which this information is collected in existing administrative data collections,
- and an appraisal of its operational feasibility, and
- consultation with ABS about standards for housing data.

Related data: Is related to the data elements:

Postcode v.2,
Suburb/town/locality name v.1,
State/Territory identifier v. 1,
Address v.2,
Residential setting v.1,
Tenure type v.1,
Landlord type v.1

Dwelling (*continued*)

Administrative attributes

<i>Source document:</i>	ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS.
<i>Source organisation:</i>	Australian Bureau of Statistics Australian Institute of Health and Welfare
<i>Comments:</i>	<p>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'</p> <p>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.</p>

Homelessness

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000575
<i>NCSI Model Location</i> Person characteristic/accommodation-living characteristic			<i>Data Class</i> Program Specific	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: 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:

- they were not safe at home;
- they had no legal right to continued occupation of their home (security of tenure); or
- the home lacked the amenities or resources necessary for living.

Context: 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.

Relational attributes

Related data:

Administrative attributes

Source document: AIHW: 1998. SAAP National Data Collection Collectors Manual. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Landlord type

New	Status TRIAL	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000577
NCSI Model Location Person characteristic/accommodation-living characteristic			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Landlord type is the type of legal entity from which a person's right to occupy their dwelling derives. It relates to the entity (person, agency, or corporation), with which the person obtains the contractual right to occupy dwelling space as a home.

Context: Landlord type and Tenure type are important because of the significance of housing costs in personal and household budgets and the varying degrees of security the different tenure types offer. As well as, the large proportion of low-income persons and households in rented dwellings, and as a measure of rental stocks and of the demand for and availability of housing.

Landlord type gives further details on the nature of rental arrangements. Linking human service outcomes with peoples housing situations has been identified as an important step in providing better targeted services. The tenure type of peoples living situations plays an important role in their health and welfare outcomes. For example, people with insecure tenure are more likely to suffer negative health and/or welfare impacts, such as drug or alcohol problems. Also people with poor health status may be more likely to find themselves in insecure tenure arrangements as result of their health.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: Min. 1 Max. 2 **Representational layout:** NN

Data domain:

- 1 Private**
 - 11 In the same household
 - 12 Not in the same household
- 2 State/Territory Housing Authority**
- 3 Community Housing Provider**
 - 31 Community Housing Cooperative Group
 - 32 Aboriginal Housing Cooperative
 - 33 Local Aboriginal Land Council
- 4 Other**
 - 41 Government
 - 42 Non-government
- 8 Not applicable**
- 9 Not stated/inadequately described**

Landlord type (*continued*)

Guide for use:	<p>Category 2 only includes those people whose landlord is a State/Territory Housing Authority (public housing). Essentially public housing is provided to those people whose needs are not met by the private market, because of financial reasons, discrimination, a lack of housing or some other reason that inhibits them from obtaining suitable accommodation in the private market.</p> <p>Category 31 includes church groups and other non-government housing providers such as Lifeline and the Salvation Army.</p> <p>Category 41 relates to landlord types not covered in the other categories. This mostly relates to where a government body is providing housing to an employee. This is common in rural and remote areas for health workers, police, teachers and others. For example, where accommodation is provided as part of the employment arrangements for defence personnel in military establishments.</p> <p>Category 42 includes non-government employers (for example, where a mining company provides accommodation as part of the employment arrangements).</p>
Collection methods:	<p>This item is only applicable to people living in private settings in rented dwellings (see Tenure type).</p> <p>Care needs to be taken when collecting this information from people who pay rent to a real estate agent. Real estate agents can act as agents for various landlord types. For example they can act on the behalf of private landlords (code 12), community housing providers (code 3) or other landlord types. It should not be assumed that if a person says they pay rent to a real estate agent that the landlord type is 12 Private – not in the same household. If a respondent has indicated only that they pay rent to a real estate agent and it is not possible to clarify this, then this should be coded as 9 Not stated/inadequately described.</p> <p>This trial data element is undergoing further development and testing. This will include:</p> <ul style="list-style-type: none"> • a review of the ways in which this information is collected in existing administrative data collections, • and an appraisal of its operational feasibility, and • consultation with ABS about standards for housing data.
Related data:	<p>Is related to:</p> <ul style="list-style-type: none"> • Tenure type v.1, • Dwelling type v.1 and • Residential setting v.1.

Administrative attributes

Source document:	ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS.
Source organisation:	<p>Australian Bureau of Statistics</p> <p>Australian Institute of Health and Welfare</p>
Comments:	

Living arrangements

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000527
NCSI Model Location Person characteristic/accommodation-living characteristic			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Whether the person lives with other related or unrelated persons.

Context: Client support needs:
It is important to record the type of living arrangements 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

- 1 Lives alone
- 2 Lives with spouse/partner
- 3 Lives with either spouse/partner and other family member(s) and/or carer (including foster family)
- 4 Lives with other family members
- 5 Lives with other members of community
- 6 Other arrangements
- 9 Not stated/inadequately described

Guide for use: On occasion, difficulties can arise in deciding the living arrangements of a person due to their type of accommodation (for example, boarding houses, hostels, retirement villages, etc). 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, etc).

In most instances, homeless people should be coded as living alone.

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

Living arrangements (*continued*)

Related data: Supersedes previous data element Living arrangements v.1.

Related to the data elements:

- Relationship in household v.2,
- Family type v.2,
- Household type v.2,
- Marital status v.1,
- Informal carer v.2,
- Carer co-residency v.1.

Administrative attributes

Source document: AIHW: Data Comparisons (internal document, not published).

Source organisation: Australian Institute of Health and Welfare

Comments: This data element is tied in with other data elements such as Dwelling, Tenure type, Residential setting and Landlord type etc. Given that various sectors within community services collect and define information pertaining to such data elements differently, it is difficult to suggest general standards on what should constitute Living arrangements. The categories presented in the data domain above have attempted to represent all sectors in community services.

Residential setting

New	Status TRIAL	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000587
NCSI Model Location Person characteristic/accommodation-living characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The setting in which a person resides.

Context: Linking human service outcomes with peoples 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 trial data element has been designed to assist in 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. As a trial data element, it is subject to further development and testing (see Comments below).

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

- 1 Private setting
- 2 Community based setting
- 3 Institutional setting
- 4 None/homeless/public place
- 9 Not stated/inadequately described

Guide for use: **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 houses, flats, units, 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).

2. Community-based setting: This type of setting includes a wide range of accommodation, including hotels/motels and supported living in a retirement village (where support is provided together with the accommodation as a package). As well as, residential facilities (e.g. those that provide 'out of home' placements for children who cannot live with their families) and group homes for people with disabilities.

Residential setting (*continued*)

Guide for use (continued):

It also includes boarding houses/private hotels, crisis/transitional accommodation hostels and refuges (such as for the homeless and people, escaping domestic violence), supported accommodation facilities, hostels for people with a disability and other hostels (except aged care hostels).

The distinguishing features of a community based setting (as opposed to private) (aside from commercial types of accommodation such as motels/hotels):

- 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/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.

3. Institutional setting: This category includes hospitals (including psychiatric), residential facilities (e.g. those that provide 'out of home' placements for children who cannot live with their families) homes and aged care hostels.

It also includes larger institutions for people with disabilities, larger institutional supported accommodation facilities, prisons, remand centres, corrective institutions for children/youth, 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/scheduled meals, communal laundry, etc).
- They are generally situated out of the general community (e.g. jails, 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.

Residential setting (*continued*)

- Collection methods:** This data element could be used to describe the residential setting of individual persons, groups of people or households.
- This trial data element is undergoing further development and testing. This will include:
- a review of the ways in which this information is collected in existing administrative data collections;
 - and an appraisal of its operational feasibility; and
 - consultation with ABS about standards for housing data.
- Related data:** Is related to:
- Landlord type v.1,
 - Dwelling v.1 and
 - Tenure type v.1.

Administrative attributes

Source document:

Source organisation: Australian Institute of Health and Welfare

Comments:

Tenure type

<i>New</i>	<i>Status</i> TRIAL	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000596
<i>NCSI Model Location</i> Person characteristic/accommodation-living characteristic			<i>Data Class</i> Socio-demographic	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The nature of a person or social group's legal right to occupy a dwelling.

Context: Tenure type and landlord type are important because of the significance of housing costs in personal and household budgets and the varying degrees of security the different tenure types offer. As well as, the large proportion of low-income persons and households in rented dwellings, and as a measure of rental stocks and of the demand for and availability of housing.

Linking human service outcomes with peoples housing situations has been identified as an important step in providing better targeted services. The tenure type of peoples living situations plays an important role in their health and welfare outcomes. For example, people with insecure tenure are more likely to suffer negative health and/or welfare impacts, such as drug or alcohol problems. Also people with poor health status may be more likely to find themselves in insecure tenure arrangements as result of their health.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 2 *Representational layout:* NN

Data domain:

- 1 Owner
 - 11 Fully owned
 - 12 Being purchased/with mortgage
- 2 Renter
 - 21 Public housing
 - 22 Community housing
 - 23 Private housing
- 3 Rent free
- 4 Life tenure scheme
- 5 Shared equity or rent/buy scheme
- 6 None/homeless
- 7 Other
- 9 Not stated/inadequately described

Tenure type (*continued*)

Guide for use:

The Tenure type of persons in caravans and manufactured homes is determined according to the tenure of the dwelling structure and not the land. Thus, a person who owns a caravan and rents a site in a caravan park is regarded as an owner.

11 Owner – fully owned: Applies to persons who are not making any payments on mortgages or loans secured against the dwelling. (Thus persons who have repaid a loan but technically not discharged the associated mortgage are included in this category)

12 Owner – being purchased/with mortgage: Applies to persons who are repaying a mortgage or loans secured against the dwelling, regardless of the purpose of the mortgage or secured loan.

2 Renter: Money is exchanged with another person/organisation in return for accommodation.

21 Public housing: included in this category are Boarder, a person who is provided with meals and lodging; and Lodger, a person who is provided with lodging (a room or rooms) in return for money.

22 Community housing:

23 Private housing:

3 Rent-free: If no money is exchanged for accommodation and the person is not an owner of the dwelling.

4 Life tenure scheme: The person/s has/have a contract to live in the dwelling for the term of his/her life but without the full rights of ownership and usually has/have limited or no equity in the dwelling. This is a common arrangement in retirement villages.

5 Shared equity or rent/buy scheme: The household is both purchasing some equity in the dwelling, and paying rent for the remainder.

6 None/homeless: No tenure

7 Other: The tenure does not fit any of the above categories. For example, house-sitting or payment in kind for a specific service.

Tenure type relates to a person's right to occupy a dwelling and essentially has little to do with land as such. An indigenous person occupying land under long-term leasehold would be classified under one of the owner categories if they have built or brought a home on that land. If a community organisation, Aboriginal Land Council, State Housing Authority or some other entity owns the dwelling then the person would be classified under one of the non-owner categories.

Collection methods:

This data item is collected for all people in private residential settings and can be collected for some residents in community settings (see Residential setting).

This trial data element is undergoing further development and testing. This will include:

- a review of the ways in which this information is collected in existing administrative data collections,
- and an appraisal of its operational feasibility, and
- consultation with ABS about standards for housing data.

Related data:

Is related to:

Residential setting v. 1,
Dwelling v.1 and
Landlord type v.1.

Tenure type (*continued*)

Administrative attributes

Source document: ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS.

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

Comments:

Legal order

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000578
NCSI Model Location Person characteristic/legal characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The type of legal order or legal arrangement to which a person is a subject of, or party to.

Context: 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.

Information on legal status also provides a way of examining the link between clients and the criminal justice system and other service systems.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain: Legal order or legal arrangement to which the person is the subject of, or party to:

- 1 Not subject of, or party to, a legal order or arrangement
- 2 Subject of, or party to, a legal order or arrangement
 - 21 Care and protection order
 - 22 Juvenile justice order
 - 23 Involuntary mental health patient (under mental health legislation)
 - 24 Restraining order
 - 25 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.

Legal order (*continued*)

Guide for use (continued):

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;
- 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.

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.

Related data:

Legal order (*continued*)

Administrative attributes

Source document: AIHW: 1999. National Health Data Dictionary, version 9. Catalogue No. HWI 24. Canberra: AIHW.
AIHW: 1998–99. Children of care and protection orders, Australia: data collection standards, tables and counting rules. Canberra: AIHW.
AIHW: 1999. SAAP National Data Collection Data Dictionary, version 1.1. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Impairment extent

<i>New</i>	<i>Status</i> TRIAL (WHO field trial)	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000566
<i>NCSI Model Location</i> Person characteristic/impairment characteristic			<i>Data Class</i> Cross-Program	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The presence and extent or magnitude of the impairment in relation to a given body function or structure.

Impairments are problems in body function or structure such as significant deviation or loss.

Context: Impairments represent a deviation from some generally accepted population standards in the biomedical status of body and its functions, and definition of their constituents is undertaken primarily by those qualified to judge physical and mental functioning according to these standards.

Impairments of body structure can involve an anomaly, defect, loss or other significant deviation.

Body structure and body function can be related to this data element to indicate 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.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

1	No impairment
2	Mild impairment
3	Moderate impairment
4	Severe impairment
5	Complete impairment
9	Not stated/inadequately described

Guide for use: Body structure and function and impairment of body structure and function are classified in the World Health Organisation (WHO) 1999. ICIDH-2 Beta-2 draft, Full Version. Geneva: World Health Organisation.1999. Refer to the Information Annexe – Disability for further details.

No impairment is recorded when there is no significant deviation from generally accepted population standards in the biomedical status of the body and its functions.

Mild impairment is recorded when there is small deviation from generally accepted population standards in the biomedical status of the body and its functions.

Impairment extent (*continued*)

Guide for use (continued):

Moderate impairment is recorded when there is a significant but not severe deviation from generally accepted population standards in the biomedical status of the body and its functions.

Severe impairment is recorded when there is extreme deviation from generally accepted population standards in the biomedical status of the body and its functions.

Complete impairment is recorded when there is total deviation from generally accepted population standards in the biomedical status of the body and its functions.

Not stated/inadequately described is recorded when there is insufficient information to record extent of impairment in any other class.

Collection methods:

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

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 norm may be slight or severe and may fluctuate over time. Impairments may result in other impairments.

Impairment is related to a health condition, but does not necessarily indicate that disease is present or that the individual is sick.

Related data:

An explanation of the disability data elements and their interrelationship is contained in the Information annex, 4.4 Disability.

Is related to the data concept Disability v.1.

Is used in conjunction with the data elements:

- Body structures v.1,
- Body functions v.1.

Is related to the data elements:

- Activity areas v.1,
- Activity – level of difficulty v.1,
- Assistance with activity v.1,
- Participation areas v.1,
- Participation extent v.1,
- Participation – satisfaction level v.1,
- Environmental factors v.1,
- Environmental factors – extent of influence v.1,
- Disability grouping – Australian national v.1,
- Disability grouping – International v.1.

Impairment extent (*continued*)

Administrative attributes

Source document: WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.

Source organisation: World Health Organisation

Comments: Disability is a multi-dimensional and complex concept, which has been described in three dimensions (WHO, 1999): Body structures and functions/impairments, Activity/activity limitation and Participation/participation restriction. Environmental factors interact with all dimensions of functioning and disability. All disability is associated with a health condition, disease or injury.

The data elements relating to disability are based on the draft ICIDH-2, Beta-2, 1999, as the best available conceptualisation suitable to the purpose. The Beta-2 draft is subject to systematic field trials and further consultation until 2001. Use of the ICIDH-2 has not been endorsed by WHO Member States. Endorsement by the World Health Assembly is scheduled to be sought in 2001. Further information on the ICIDH-2 can be found on the WHO website: <http://www.who.ch/icidh>.

For further information on disability see the Information Annexe – Disability.

Disability

New	Status TRIAL (WHO field trial)	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000561
NCSI Model Location Person characteristic/disability characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: Disability is a multi-dimensional and complex concept. Disability is defined in terms of three dimensions (WHO, 1999): Body structures and functions/ impairments, Activity/activity limitation and Participation/participation restriction. Disability is the presence and nature of one, some or all of these dimensions associated with current or previous related health conditions, disease or injury. The three dimensions focus in turn on aspects of functioning and disability relevant to: the body, the individual person, and the person in society. The experience of disability is variable over time and affected by external environmental factors as well as internal personal factors.

Context: 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, so as to enable:

- the monitoring of access to generic services by people with a disability;
- the collection of more consistent data on disability support and related services, including data on service use by different groups; and
- 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.

People with a disability often have a need for a variety of support services including day activity, employment, education, home care and accommodation. 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.

Relational attributes

Collection methods: The concept 'disability' can be made operational as a derived data element by using a combination of related data elements as building blocks.

The data elements selected may vary depending on the definition of disability used. For example in hospital based rehabilitation the focus may be on the impairment and activity dimensions and in community-based care the focus may be Participation primarily. 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.

Disability (*continued*)

Related data: An explanation of the disability data elements and their interrelationship is contained in the Information annex, 4.4 Disability.

Related to the data elements:

- Body structures v.1,
- Body functions v.1,
- Impairment extent v.1,
- Activity areas v.1,
- Activity – level of difficulty v.1,
- Assistance with activity v.1,
- Participation areas v.1,
- Participation extent v.1,
- Participation – satisfaction level v.1,
- Environmental factors v.1,
- Environmental factors – extent of influence v.1,
- Disability grouping – Australian national v.1,
- Disability grouping – International v.1

Related to the National Health Data Dictionary Version 8.0 data elements
Principal diagnosis and Additional diagnoses.

Administrative attributes

Source document: WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.

Source organisation: World Health Organisation

Comments: The data elements relating to disability are based on the draft ICIDH-2, Beta-2, 1999, as the best available conceptualisation suitable to the purpose. The Beta-2 draft is subject to systematic field trials and further consultation until 2001. Use of the ICIDH-2 has not been endorsed by WHO Member States. Endorsement by the World Health Assembly is scheduled to be sought in 2001. Further information on the ICIDH-2 can be found on the WHO website: <http://www.who.ch/icidh>

The dimensions of the ICIDH-2 are defined in relation to a health condition. 'A health condition is an alteration or attribute of the health state of an individual that may lead to distress, interference with daily activities, or contact with health services. It may be a disease (acute or chronic), disorder, injury or trauma, or reflect other health-related states such as pregnancy, ageing, stress, congenital anomaly or genetic predisposition' (WHO, 1999). There are a number of ways to record a health condition. An ICD-10 code may have been recorded (See National Health Data Dictionary Version 8, 1999 data elements, 'Principal diagnosis' and 'Additional diagnosis'). A diagnosis may have been reached, after assessment, of the nature and identity of the disease or condition of the person. For further information on disability see the Information Annexe – Disability.

Disability grouping – Australian national

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000562
NCSI Model Location Person characteristic/disability characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Disability groupings are a broad categorisation of disabilities in terms of the underlying health condition, impairment, activity limitations, participation restrictions and environmental factors. The grouping that most clearly expresses the experience of disability by a person.

Context: Disability administrators, peak bodies, people with disabilities and service providers may use this data element as a basis for the description of groups of people with similar experiences of disability and patterns of impairments, activity limitations, participation restrictions and related environmental factors. These Australian national disability groupings can be related to 'Disability groups – International' and used in national and international comparisons.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: Min. 2 Max. 2 **Representational layout:** NN

Data domain:

01	Developmental delay (apply to 0–5 year olds only, where no other category is appropriate)
02	Intellectual (including Down syndrome)
03	Specific learning (including Attention Deficit Disorder)
04	Autism (including Asperger's syndrome)
05	Physical
06	Acquired brain injury
07	Deaf-blind (dual sensory)
08	Vision (sensory)
09	Hearing (sensory)
10	Speech (sensory)
11	Psychiatric
12	Neurological (including epilepsy and Alzheimer's Disease)
99	Disability group not yet classified

Guide for use: **Developmental delay** is applicable to children aged 0–5 only. Conditions appearing in the early developmental period, with no specific diagnosis. Developmental delay maps into the Intellectual/learning category of the International disability grouping.

Disability grouping – Australian national (*continued*)

*Guide for use
(continued):*

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. Includes Down Syndrome, tuberous sclerosis, cri-du-chat syndrome etc. Intellectual disability maps into the Intellectual/learning category of the International disability grouping.

Learning disability 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. Learning disability maps into the Intellectual/learning category of the International disability grouping.

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). Autism maps into the Intellectual/learning category of the International disability grouping.

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. Physical disability maps into the Physical/diverse category of the International disability grouping.

Acquired brain injury is used to describe multiple disabilities arising from damage to the brain acquired after birth. It results in deterioration in cognitive, physical, emotional or independent functioning. It can be as a result of accidents, stroke, brain tumours, infection, poisoning, lack of oxygen, degenerative neurological disease etc. Acquired brain injury maps into the category of the Physical/diverse category of the International disability grouping.

Deaf-blind: is used to describe dual sensory impairments causing severe restrictions in communication, and in the ability to participate in community life. This Australian National disability group maps to the Sensory category of the International disability grouping.

Vision disability encompasses blindness, vision impairment, visual handicap (not corrected by glasses or contact lenses). This Australian National disability group maps to the Sensory category of the International disability grouping.

Hearing disability encompasses deafness, hearing impairment, hearing loss. This Australian National disability group maps to the Sensory category of the International disability grouping.

Speech disability encompasses speech loss, impairment and/or difficulty in communication. This Australian National disability group maps to the Sensory category of the International disability grouping.

Disability grouping – Australian national (*continued*)

Guide for use (continued):

Psychiatric disability includes recognisable symptoms and behaviour patterns associated with distress that may impair personal functioning in normal social activity. Conditions such as schizophrenia, affective disorders, anxiety disorders, addictive behaviours personality disorders, stress, psychosis, depression and adjustment disorders are included. This group maps to the Psychiatric category of the International disability group.

Neurological disability applies to impairments of the nervous system occurring after birth, and includes epilepsy and organic dementias (e.g. Alzheimer's Disease) as well as such conditions as multiple sclerosis and Parkinson's. Neurological disability maps into the physical/diverse category of the International disability grouping.

Collection methods

Some collections may collect at a higher level of detail as long as it can be mapped to this disability grouping.

Related data:

An explanation of the disability data elements and their inter-relationship is contained in the Information annex, 4.4 Disability.

Is related to the data element concept Disability.

Can be used in the derivation of the Data grouping – International.

Is related to the data elements:

- Body structures v.1,
- Body functions v.1,
- Impairment extent v.1,
- Activity areas v.1,
- Activity – level of difficulty v.1,
- Assistance with activity v.1,
- Participation areas v.1,
- Participation extent v.1,
- Participation – satisfaction level v.1,
- Environmental factors v.1,
- Environmental factors – extent of influence v.1.

Administrative attributes

Source document:

AIHW: 2000. CSDA Minimum Data Set Collections Data Guide: Data Items and Definitions. Canberra: AIHW.

Source organisation:

Australian Institute of Health and Welfare

Comments:

This way of grouping disabilities has been accepted for use in the CSDA MDS and has been developed and modified over a period of years in cooperation with government and non-government organisations, including consumer representative organisations. Examples given have been subject to discussion. Where there is more than one class that could be used, they have been placed according to the class that is most appropriate for data users, such as the CSDA MDS network.

The purpose of this classification is to ensure that data are collected in a consistent way, reflecting current usage in the field. The categories should also relate to other relevant data collections.

For further information on disability see the Information Annex – Disability, in particular Section 4, Table 3.

Disability grouping—International

New	Status TRIAL	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000563
NCSI Model Location Person characteristic/disability characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Disability groupings are a broad categorisation of disabilities in terms of the underlying health condition, impairment, activity limitations, participation restrictions and support needs. The grouping that most clearly expresses the experience of disability by a person.

Context: This 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. The four groups are used extensively in both international and national legislation.

Governments, service providers, and consumer groups may use these groupings to make national and international comparisons. The 'Disability grouping – Australian national' can be related to the 'Disability grouping – International'. Please refer to the Information Annexe for a mapping between Australia and International disability groupings.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

- 1 Intellectual/learning
- 2 Psychiatric
- 3 Sensory/speech
- 4 Physical/diverse
- 9 Disability group not yet classified

Guide for use: The experience of disability is complex and multi-dimensional. It has been 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 mental 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 will include such groupings as, for example, Developmental delay, Intellectual, Specific learning/ Attention deficit disorder and Autism from the Australian National disability grouping.

Disability grouping—International (*continued*)

Guide for use (continued):

Psychiatric disability is associated with clinically recognisable symptoms and behaviour patterns associated with distress that may impair personal functioning in normal social activity. Impairments of global and specific mental functions are 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 level of impairment.

Sensory/speech disability is associated with impairment of the eye, ear and related structures. Extent of impairment, and activity limitation tend to remain consistent for long periods. Participation restrictions are in areas of communication primarily, but may include mobility. Availability of a specific range of environmental factors will affect the level of disability experienced by people in the sensory grouping. Once in place, the level of support tends to be relatively consistent. Sensory disability will include such groupings as, for example, Deaf-blind, Vision, and Hearing and Speech from the Australian National disability grouping.

Physical/diverse disability is associated with the presence of a common 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. 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 will include such groupings as, for example, Physical, Acquired brain injury and Neurological and from the Australian national disability grouping.

Collection methods:

Some collections may collect at a higher level of detail such as the 'Disability grouping – Australian national' as long as it can be mapped to this disability grouping.

Related data:

An explanation of the disability data elements and their interrelationship is contained in the Information annex, 4.4 Disability.

Is related to the data concept, Disability v.1.

Can be derived from the data element Disability grouping – Australian national.

Is related to the data elements:

- Body structures v.1,
- Body functions v.1,
- Impairment extent v.1,
- Activity areas v.1,
- Activity – level of difficulty v.1,
- Assistance with activity v.1,
- Participation areas v.1,
- Participation extent v.1,
- Participation – satisfaction level v.1,
- Environmental factors v.1,
- Environmental factors – extent of influence v.1.

Disability grouping—International (*continued*)

Administrative attributes

Source document:	WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.
Source organisation:	World Health Organisation Australian Institute of Health and Welfare
Comments:	<p>Four terms – ‘intellectual’, ‘psychiatric’ ‘sensory’ and ‘physical’ – are used in many of the international, national, state and territory administrative definitions of disability, including The Standard Rules on the Equalization of Opportunities for Persons with Disabilities (WHO, 1994). It is important to be able relate different forms of disability groupings (such as the CSDA MDS) in a consistent way in order to provide meaningful data.</p> <p>Some Australian administrative descriptions of disability use three terms, ‘intellectual’, ‘psychiatric’ and ‘physical’; where this occurs the ‘sensory’ disabilities are included in the ‘physical’ grouping.</p> <p>For further information on disability, see the Information Annexe – Disability, in particular, Section 4, Table 3.</p>

Body functions

New	Status TRIAL (WHO field trial)	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000549
NCSI Model Location Person characteristic/functional characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Body functions are the physiological or psychological functions of body systems.

Context: Body refers to the human organism as a whole; hence it includes the brain and its functions, that is, the mind. Impairments of body functions are problems in body function such as significant deviation or loss.

The Body function 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.

This element, in conjunction with 'Impairment extent', enables the provision of information about the presence and extent of impairment for given body functions.

'Body functions' and 'Body structure' together represent one of the three dimensions that define the concept 'Disability'.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 8 **Representational layout:** NNNNNNNN

Data domain:

- 1 **Mental functions** (includes, for example, consciousness, orientation, intellectual, temperament and personality, attention and memory).
- 2 **Sensory functions** (includes, for example, seeing, hearing, and touch).
- 3 **Voice and speech functions** (includes, for example, voice, articulation, and fluency and rhythm of speech).
- 4 **Functions of the cardiovascular, haematological, immunological and respiratory systems** (includes, for example, heart, blood vessel, immunological system and respiration).
- 5 **Functions of the digestive, metabolic, endocrine systems** (includes, for example, ingestion, digestion, metabolic and thermoregulatory).
- 6 **Genitourinary and reproductive functions** (includes, for example, urinary excretory, sexual, menstruation and procreation).
- 7 **Neuromusculoskeletal and movement-related functions** (includes, for example, mobility of joints, muscle and endurance and motor reflex).
- 8 **Function of skin and related structures** (includes, for example, protective function of the skin, repair functions of the skin, sensation related to the skin and functions of hair).

Guide for use: Body function and impairment of body function are classified in the World Health Organisation (WHO) 1999. ICIDH-2 Beta-2 draft, Full Version. Geneva: World Health Organisation.1999. Refer to the Information Annexe – Disability for further details.

Body functions (*continued*)

Guide for use (<i>continued</i>):	<p>Where multiple body functions or impairment of body functions are recorded, the following prioritising system may be useful.</p> <ul style="list-style-type: none"> • The first recorded body function or impairment of body function is the one having the greatest impact on the individual. • Second and subsequent recorded body function or impairment of body functions is also of relevance to the individual. • Up to eight responses may be recorded.
Collection methods:	<p>In order to indicate the presence and, extent of an impairment in relation to a given body function, 'Impairment extent' should also be recorded.</p> <p>There are numerous possible methods for collecting body function or impairments of body function. Where multiple body functions or impairment of body functions are recorded, the prioritising system in the Guide for use may be useful.</p>
Related data:	<p>An explanation of the disability data elements and their interrelationship is contained in the Information annex, 4.4 Disability.</p> <p>Is related to the data element concept, Disability v.1. May be used in conjunction with the data element Impairment extent v.1.</p> <p>Is related to the data elements:</p> <ul style="list-style-type: none"> Body structures v.1, Activity areas v.1, Activity – level of difficulty v.1, Assistance with activity v.1, Participation areas v.1, Participation extent v.1, Participation – satisfaction level v.1, Environmental factors v.1, Environmental factors – extent of influence v.1, Disability grouping – Australian national v.1, Disability grouping – International v.1.

Administrative attributes

Source document:	WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.
Source organisation:	World Health Organisation
Comments:	<p>Disability is a multi-dimensional and complex concept, which has been described in three dimensions (WHO, 1999): Body structures and functions/impairments, Activity/activity limitation and Participation/participation restriction. Environmental factors interact with all dimensions of functioning and disability. All disability is associated with a health condition, disease or injury.</p> <p>The data elements relating to disability are based on the draft ICIDH-2, Beta-2, 1999, as the best available conceptualisation suitable to the purpose. The Beta-2 draft is subject to systematic field trials and further consultation until 2001. Use of the ICIDH-2 has not been endorsed by WHO Member States. It is expected that endorsement by the World Health Assembly will be sought in 2001. Further information on the ICIDH-2 can be found on the WHO website: http://www.who.ch/icidh</p> <p>For further information on disability see the Information Annexe – Disability.</p>

Body structures

New	Status TRIAL (WHO field trial)	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000550
NCSI Model Location Person characteristic/functional characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Body structures are anatomical parts of the body such as organs, limbs and their components.

Context: Impairments of body structure are problems in body structure such as a significant deviation or loss. Impairments of structure can involve anomalies, defects, loss or other significant deviations in body structures.

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.

This element, in conjunction with 'Impairment extent', enables the provision of information about the presence and extent of impairment for given body structures.

'Body functions' and 'Body structure' together represent one of the three dimensions that define the concept 'Disability'.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 8 **Representational layout:** NNNNNNNN

Data domain:

- 1 **Structure of the nervous system** (includes, for example, structure of the brain, the spinal cord and the spinal nerves).
- 2 **Structure of the eye, ear and related structures** (includes, for example, structure of the eye socket, the eyeball, the external ear and the middle ear).
- 3 **Structures involved in voice and speech** (includes, for example, structure of the nose, the mouth and the pharynx).
- 4 **Structures of the cardiovascular, immunological and respiratory systems** (includes, for example, structure of the heart, structure of the lymphatic vessels and structure of the lungs).
- 5 **Structures related to the digestive, metabolism and endocrine systems** (includes, for example, structure of the oesophagus, the intestine and the endocrine glands).
- 6 **Structures related to genitourinary system** (includes, for example, structure of the kidney, the pelvic floor and the reproductive system).
- 7 **Structures related to movement** (includes, for example, structure of the shoulder region, the lower extremity and the trunk).
- 8 **Structure of the skin and related structures** (includes, for example, structure of the skin glands, nails and hair).

Body structures (*continued*)

Guide for use:	<p>Where multiple body structures or impairment of body structures are recorded, the following system may be useful.</p> <p>The first recorded body structure or impairment of body structure is the one having the greatest impact on the individual.</p> <p>Second and subsequent recorded body structures or impairment of body structures are also of relevance to the individual.</p> <p>Up to eight responses may be recorded.</p> <p>Body structure and impairment of body structure are classified in the World Health Organisation (WHO) 1999. ICIDH-2 Beta-2 draft, Full Version. Geneva: World Health Organisation.1999. Refer to the Information Annexe – Disability for further details.</p>
Collection methods:	<p>In order to indicate the presence and extent of an impairment in relation to a given body structure, 'Impairment extent' should also be recorded.</p> <p>There are numerous possible methods for collecting body structure or impairments of body structure. Where multiple body structures or impairment of body structures are recorded, the system in the Guide for use may be useful.</p>
Related data:	<p>An explanation of the disability data elements and their interrelationship is contained in the Information annex, 4.4 Disability.</p> <p>Is related to the data concept, Disability v.1.</p> <p>May be used in conjunction with the data element Impairment extent v.1.</p> <p>Is related to the data elements:</p> <ul style="list-style-type: none">Body functions v.1,Activity areas v.1,Activity – level of difficulty v.1,Assistance with activity v.1,Participation areas v.1,Participation extent v.1,Participation – satisfaction level v.1,Environmental factors v.1,Environmental factors – extent of influence v.1,Disability grouping – Australian national v.1,Disability grouping – International v.1.

Body structures (continued)

Administrative attributes

Source document: WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.

Source organisation: World Health Organisation

Comments: Disability is a multi-dimensional and complex concept, which has been described in three dimensions (WHO, 1999): Body structures and functions/impairments, Activity/activity limitation and Participation/participation restriction. Environmental factors interact with all dimensions of functioning and disability. All disability is associated with a health condition, disease or injury.

The data elements relating to disability are based on the draft ICIDH-2, Beta-2, 1999, as the best available conceptualisation suitable to the purpose. The Beta-2 draft is subject to systematic field trials and further consultation until 2001. Use of the ICIDH-2 has not been endorsed by WHO Member States. It is expected that endorsement by the World Health Assembly will be sought in 2001. Further information on the ICIDH-2 can be found on the WHO website:
<http://www.who.ch/icidh>

For further information on disability see the Information Annexe – Disability.

Communication method

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000580
NCSI Model Location Person characteristic/functional characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The method of communication, including sign language, most effectively used by the person.

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.

Context: Client support needs:

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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

- 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)
- 5 Other method of communication
- 9 Not stated/inadequately described

Guide for use: 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'.

The communication may be in a language other than English, even where the person can speak fluent English.

Collection methods:

Related data:

Administrative attributes

Source document: AIHW: 2000. CSDA Minimum Data Set Collections Data Guide: Data Items and Definitions. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Activity areas

New	Status TRIAL (WHO field trial)	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000546
NCSI Model Location Person participation/independence			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Broad areas of tasks or actions that may be performed by an individual.

Context: The areas of activity classification is a neutral list of activities that can be used to record positive or neutral performance as well as activity limitations. Activity limitations are difficulties an individual has in the performance of activities.

This data element is one of a number of elements that enable the provision of information about the difficulty experienced by an individual in a range of activity areas, in the absence or presence of assistance (see also 'Activity – level of difficulty' and 'Assistance with activity').

Activity is one of the three dimensions that define the Disability. The other two dimensions are 'body function and structure' and 'participation'.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 8 **Representational layout:** NNNNNNNN

Data domain:

- 1 **Activities of learning and applying knowledge** (includes, for example, activities of learning to read, activities of learning to write, problem-solving activities, decision-making activities).
- 2 **Communication activities** (includes, for example, activities of understanding messages such as understanding literal and implied meaning of spoken message or non-verbal message. As well as, activities of producing messages such as producing literal and implied meaning in formal sign language or conveying meaning by drawing, painting or using photographs; and conversation activities such as initiating, maintaining, shaping and directing conversation or using communication devices and techniques).
- 3 **Movement activities** (includes, for example, activities of maintaining and changing body position, activities of carrying, moving and manipulating objects. Excludes walking; see below).
- 4 **Activities of moving around** (includes, for example, walking and related activities, activities of moving around using transportation).
- 5 **Self-care activities** (includes, for example, activities of washing and drying oneself, activities relating to going to the toilet, dressing, eating, drinking, activities of looking after one's health).
- 6 **Domestic activities** (includes for example, activities of acquiring necessities such as shopping for, transporting and storing daily necessities, household activities such as organising meals and disposing of garbage. Activities of caring for possessions and assisting others such as making and repairing clothes, taking care of plants and animals, and assisting others).

Activity areas (*continued*)

Data domain (continued):	<p>7 Interpersonal activities (includes, for example, activities of initiating, maintaining and terminating interactions or relationships, engaging in physical intimacy).</p> <p>8 Performing tasks and major life activities (includes, for example, organising time and materials, carrying out and completing a task; organising daily routine, sustaining task performance. Activities of performing in major life situations include activities involved in work or school and in recreation, religious or spiritual pursuits).</p> <p>9 Not stated/inadequately described.</p> <p>Please refer to ICIDH Activities for a more detailed categorisation.</p>
Guide for use:	<p>Activity and Activity limitation are classified in the World Health Organisation (WHO) 1999. ICIDH-2 Beta-2 draft, Full Version. Geneva: World Health Organisation.1999. Refer to the Information Annexe – Disability for further details.</p> <p>When recording activity limitations that activity limitation is always associated with a health condition. For example a communication activity limitation may be recorded when the person has had a stroke. The category of ‘communication activity limitation’ is not intended for use where a person has an English language limitation, but has no related health condition.</p> <p>Where multiple activities or activity limitations are recorded, the following system may be useful.</p> <ul style="list-style-type: none"> • The first recorded Activity or Activity limitation is the one having the greatest impact on the individual and his/her current life goals. • Second and subsequent recorded Activities or Activity limitations are also of relevance to the individual and his/her current life goals. • Up to nine responses may be recorded.
Collection methods:	<p>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.</p> <p>There are numerous possible methods for collecting areas of activity or activity limitation. A decision could be made to collect information about every area of activity; select only those areas of particular relevance (e.g. movement activities in relation to rehabilitation services). Or limit to a number of areas of activity and prioritise the areas according to specified criteria; or even limit to one activity/ activity limitation per person.</p> <p>Where multiple activities or activity limitations are recorded, the system in the Guide for use may be useful.</p>

Activity areas (*continued*)

Related data: An explanation of the disability data elements and their interrelationship is contained in the Information annex, 4.4 Disability.

Is related to the data element concept, Disability version 2.

May be used in conjunction with the data elements:

- Activity – level of difficulty v.1
- Assistance with activity v.1

Is related to the data elements:

- Body structures v.1,
- Body functions v.1,
- Impairment extent v.1,
- Participation areas v.1,
- Participation extent v.1,
- Participation – satisfaction level v.1,
- Environmental factors v.1,
- Environmental factors – extent of influence v.1,
- Disability grouping – Australian national v.1,
- Disability grouping – International v.1.

Administrative attributes

Source document: WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.

Source organisation: World Health Organisation

Comments: Disability is a multi-dimensional and complex concept, which has been described in three dimensions (WHO, 1999): Body structures and functions/impairments, Activity/activity limitation and Participation/participation restriction. Environmental factors interact with all dimensions of functioning and disability. All disability is associated with a health condition, disease or injury.

The data elements relating to disability are based on the draft ICIDH-2, Beta-2, 1999, as the best available conceptualisation suitable to the purpose. The Beta-2 draft is subject to systematic field trials and further consultation until 2001. Use of the ICIDH-2 has not been endorsed by WHO Member States. Endorsement by the World Health Assembly is expected to be sought in 2001. Further information on the ICIDH-2 can be found on the WHO website: <http://www.who.ch/icidh>.

For further information on disability see the Information Annexe – Disability.

Activity – level of difficulty

New	Status TRIAL (WHO field trial)	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000560
NCSI Model Location Person participation/independence			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The degree of difficulty that an individual has in performing an activity. As such, this data element can be used to indicate whether or not there is an activity limitation and the extent of the activity limitation.

Activity is the performance of a task or action by an individual. Activity limitations are difficulties an individual has in the performance of activities.

Context: This data element is one of a number of elements that provide information about the extent of activity limitation experienced by an individual in one or more activity areas, in the absence or presence of assistance (see also 'Activity areas' and 'Assistance with activity').

The reciprocal relationship between 'Activity – level of difficulty' and 'Assistance with activity' may be used to provide information about support needs and outcomes.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

1	No difficulty
2	Mild difficulty
3	Moderate difficulty
4	Severe difficulty
5	Complete difficulty
9	Not stated/inadequately described

Guide for use: Activity and Activity limitation are classified in the World Health Organisation (WHO) 1999. ICIDH-2 Beta-2 draft, Full Version. Geneva: World Health Organisation.1999. Refer to the Information Annexe – Disability for further details.

The area in which an individual experiences difficulty with an activity (i.e. activity limitation) is indicated in the data element 'Activity areas'. Presence of activity limitation in a given activity area 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 it at all.

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.

Activity – level of difficulty (*continued*)

- Collection methods:** This coding is used in conjunction with specified Activity areas. For example 'mild difficulty with self care activities'.
- This data element, in combination with 'Activity areas' indicates the presence and extent of activity limitation in a given area or areas, in the absence of assistance. To indicate the degree of difficulty experienced in the presence of assistance, 'Activity areas' and 'Activity – level of difficulty' should be recorded in conjunction with 'Assistance with activity'.
- Related data:** An explanation of the disability data elements and their interrelationship is contained in the Information annex, 4.4 Disability.
- Is related to the data concept, Disability.
- Is used in conjunction with the data element Activity areas.
- May be used in conjunction with the data element Assistance with activity.
- Is related to the data elements:
- Body structures v.1,
 - Body functions v.1,
 - Impairment extent v.1,
 - Participation areas v.1,
 - Participation extent v.1,
 - Participation – satisfaction level v.1,
 - Environmental factors v.1,
 - Environmental factors – extent of influence v.1,
 - Disability grouping – Australian national v.1,
 - Disability grouping – International v.1.

Administrative attributes

- Source document:** WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.
- Source organisation:** World Health Organisation
- Comments:** Disability is a multi-dimensional and complex concept, which has been described in three dimensions (WHO, 1999): Body structures and functions/impairments, Activity/activity limitation and Participation/participation restriction. Environmental factors interact with all dimensions of functioning and disability. All disability is associated with a health condition, disease or injury.
- The data elements relating to disability are based on the draft ICIDH-2, Beta-2, 1999, as the best available conceptualisation suitable to the purpose. The Beta-2 draft is subject to systematic field trials and further consultation until 2001. Use of the ICIDH-2 has not been endorsed by WHO Member States. Endorsement by the World Health Assembly is scheduled to be sought in 2001. Further information on the ICIDH-2 can be found on the WHO website: <http://www.who.ch/icidh>
- For further information on disability see the Information Annexe – Disability.

Assistance with activity

New	Status TRIAL (WHO field trial)	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000548
NCSI Model Location Person participation/independence			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The type of assistance an individual currently has in accomplishing an area of activity, where they experience difficulty without assistance. Activity is the performance of a task or action by an individual.

Context: This data element is one of a number of elements that provide information about the extent of activity limitation experienced by an individual in a range of areas, in the absence or presence of assistance (see also 'Activity areas' and 'Activity – level of difficulty').
Activity limitations are difficulties an individual has in the performance of activities.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

- 1 **No assistance used**
- 2 **Non-personal assistance** (this includes use of assistive devices, technical aids, adaptations, prostheses, wheelchair, cane and other material help)
- 3 **Personal assistance** (where the task is carried out with the help of another individual, where 'help' includes supervision and cueing as well as physical help).
- 4 **Both non-personal and personal assistance**
- 9 Not stated/inadequately described

Guide for use: Activity and Activity limitation are classified in the World Health Organisation (WHO) 1999. ICIDH-2 Beta-2 draft, Full Version. Geneva: World Health Organisation.1999. Refer to the Information Annexe - Disability for further details.

Collection methods: This coding is used in conjunction with specified Activity areas. For example the use of 'personal assistance with self care'.
The area in which an individual experiences an activity limitation is indicated in the data element 'Activity areas'. The extent of the activity limitation is indicated in 'Activity – level of difficulty'. This data element indicates the type of assistance the individual currently has in a given area of activity. When 'Assistance with activity' is recorded, the 'Activity – level of difficulty' is taken to be the difficulty experienced given the current assistance.

Assistance with activity (*continued*)

Related data: An explanation of the disability data elements and their inter-relationship is contained in the Information annex, 4.4 Disability.

Is related to the data concept, Disability version 2.

Is used in conjunction with the data element Activity areas v.1.

May be used in conjunction with the data element Activity – level of difficulty v.1.

Is related to the data elements:

- Body functions v.1,
- Body structures v.1,
- Impairment extent v.1,
- Participation areas v.1,
- Participation extent v.1,
- Participation – satisfaction level v.1,
- Environmental factors v.1,
- Environmental factors – extent of influence v.1,
- Disability grouping – Australian national v.1,
- Disability grouping – International v.1.

Administrative attributes

Source document: WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.

Source organisation: World Health Organisation

Comments: Disability is a multi-dimensional and complex concept which, has been described in three dimensions (WHO, 1999): Body structures and functions/impairments, Activity/activity limitation and Participation/participation restriction. Environmental factors interact with all dimensions of functioning and disability. All disability is associated with a health condition, disease or injury.

The data elements relating to disability are based on the draft ICIDH-2, Beta-2, 1999, as the best available conceptualisation suitable to the purpose. The Beta-2 draft is subject to systematic field trials and further consultation until 2001. Use of the ICIDH-2 has not been endorsed by WHO Member States. It is expected that endorsement by the World Health Assembly will be sought in 2001. Further information on the ICIDH-2 can be found on the WHO website: <http://www.who.ch/icidh>

For further information on disability see the Information Annexe – Disability.

Participation areas

New	Status TRIAL (WHO field trial)	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000547
NCSI Model Location Person participation/independence			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The area of life in which an individual is involved, has access to, and, has societal opportunities or barriers. Participation is an individual's involvement in life situations, in relation to Health Conditions, Body Functions and Structures, Activities and Contextual Factors.

Context: The areas of participation classification is a neutral list of life situations that can be used to record positive or neutral participation as well as participation restriction. Participation restrictions are problems an individual may have in the manner or extent of involvement in life situations.

Participation is one of the three dimensions that define the concept Disability. The other two are 'body function and structure' and 'activity'.

Involvement refers to the lived experience of people in the actual context in which they live. This context includes the 'Environmental factors' – all aspects of the physical, social and attitudinal world. The individual's degree of involvement, including society's response to the individual's level of functioning can be reflected by this element when combined with the 'Participation extent' and 'Participation – satisfaction level' elements.

This information may be used to plan interventions to improve extent of or satisfaction with participation.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 9 **Representational layout:** NNNNNNNNN

Data domain:

- 1 **Participation in personal maintenance as a function of the availability and accessibility of resources** (includes, for example, personal hygiene, nutrition, organising health care and the prevention of ill health).
- 2 **Participation in mobility as a function of the availability and accessibility of resources** (includes, for example, mobility within the home, within buildings other than home and far from home, the use of private, commercial, and public transportation).
(Participation in mobility within the home includes, for example, having the opportunity for mobility within and at all levels of one's residence; having an accessible or adapted home.
Participation in mobility outside the home includes, for example, being able to move around outside, or inside buildings other than home; involvement in any form of private, commercial or public transportation).

Participation areas (*continued*)

Data domain (continued):

- 3 **Participation in exchange of information as a function of the availability and accessibility of resources** (includes, for example, involvement in the exchange of information about needs, feelings, beliefs, thoughts, by means of spoken, written, or body language, public symbols or communication by means of devices).
- 4 **Participation in social relationships as a function of the availability and accessibility of resources** (includes, for example, involvement in the creation and maintenance of parent-child, sibling, romantic, spousal, friends, acquaintance or formal relationships).
- 5 **Participation in home life and assistance to others as a function of the availability and accessibility of resources** (includes, for example, involvement in management of home and possessions, caring for others and the provision of assistance to others).
- 6 **Participation in education as a function of the availability and accessibility of resources** (includes, for example, involvement in learning in informal settings such as home, and having the opportunity to engage in educational programs in formal settings such as school, vocational and higher education institutions).
- 7 **Participation in work and employment as a function of the availability and accessibility of resources** (includes, for example, involvement in work preparation programs, self-employment, paid employment and voluntary work).
- 8 **Participation in economic life as a function of the availability and accessibility of resources** (includes, for example, involvement in economic transactions, such as buying and selling, using money, purchasing goods and services, maintaining a bank account and trading in stocks bonds and securities. It also includes involvement in economic self-sufficiency such as access to money, being financially self-sufficient and enjoying economic security).
- 9 **Participation in community, social and civic life as a function of acceptance by others and the availability and accessibility of resources** (includes, for example, having the opportunity to join and being included in formal associations, ceremonies, recreation and leisure. It also includes human rights and involvement in the social, political and legal role of a citizen).

Guide for use:

Participation and Participation restriction are classified in the World Health Organisation (WHO) 1999. ICIDH-2 Beta-2 draft, Full Version. Geneva: World Health Organisation.1999. Refer to the Information Annexe – Disability for further details.

When recording participation restrictions the area of restriction is always associated with a health condition. For example a restriction in the participation in exchange of information may be recorded when the person has had a stroke. Note that the data domain 'participation restriction: communication' is not intended for use where a person is from a non- English speaking background, who has a participation restriction in communication in English, but has no related health condition.

Where multiple life areas of participation are recorded, the following prioritising system may be useful.

Participation areas (*continued*)

- Guide for use (continued):**
- The first life situation in which participation or participation restriction is recorded is that which has the greatest impact on the individual and his/her current life goals.
 - Second and subsequent life situations are of relevance to the individual and his/her current life goals.
 - Up to 9 responses may be recorded.

Collection methods: The area of life in which an individual experiences a participation restriction is indicated in the data element 'Participation areas'. The extent of and level of satisfaction with participation in a given area are indicated in 'Participation extent' and 'Participation – satisfaction level'.

There are numerous possible methods for collecting participation in life situations. A decision could be made to collect information about every life situation; select only those life situations of particular relevance (e.g. participation in work and employment in relation to employment programs). Or limit to a number of life situations and prioritise according to specified criteria; or even limit to one life situation per person.

Where multiple life situations are recorded, the prioritising system in the guide for use may be useful.

Related data: An explanation of the disability data elements and their interrelationship is contained in the Information annex, 4.4 Disability.

Is related to the data concept, Disability version 2.

May be used in conjunction with the data elements:

Participation extent v.1,
Participation – satisfaction level v.1.

Is related to the data elements:

Body structures v.1,
Body functions v.1,
Impairment extent v.1,
Activity areas v.1,
Activity – level of difficulty v.1,
Assistance with activity v.1,
Environmental factors v.1,
Environmental factors – extent of influence v.1,
Disability grouping – Australian national v.1,
Disability grouping – International v.1.

Administrative attributes

Source document: WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.

Source organisation: World Health Organisation

Participation areas (*continued*)

Comments:

Disability is a multi-dimensional and complex concept, which has been described in three dimensions (WHO, 1999): Body structures and functions/impairments, Activity/activity limitation and Participation/participation restriction. Environmental factors interact with all dimensions of functioning and disability. All disability is associated with a health condition, disease or injury.

The data elements relating to disability are based on the draft ICIDH-2, Beta-2, 1999, as the best available conceptualisation suitable to the purpose. The Beta-2 draft is subject to systematic field trials and further consultation until 2001. Use of the ICIDH-2 has not been endorsed by WHO Member States. It is expected that endorsement by the World Health Assembly will be sought in 2001. Further information on the ICIDH-2 can be found on the WHO website:
<http://www.who.ch/icidh>

For further information on disability see the Information Annexe – Disability.

Participation extent

New	Status TRIAL (WHO field trial)	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000568
NCSI Model Location Person participation/independence			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The level of participation in a specified area and the degree of restriction experienced.

Participation is the nature and extent of a person's involvement in life situations in relation to Health Conditions, Body functions and Structures, Activities and Environmental Factors. Participation restrictions are problems an individual may have in the manner or extent of involvement in life situations.

Context: This data element may be used to describe the extent of participation in life situations for an individual. The standard or norm against which an individual's participation is compared is that of an individual without disability in that particular society. The participation restriction records the discordance between the observed participation and the expected participation of an individual without a similar disability. 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). 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 person is from a non-English speaking background, without a related health condition.

A value is attached to restriction of participation (i.e. 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.

As used in ICIDH-2, the notion of participation incorporates as an overarching, international standard formally adopted by the UN Standard Rules on the Equalization of Opportunities for Persons with Disabilities (WHO, 1994). 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. The equalisation of opportunities for persons with disabilities is an essential contribution in the general and worldwide effort to mobilise human resources.

This data element contributes to the definition of the concept Disability and gives an indication of the experience of disability for a person.

Participation extent (*continued*)

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

0	Not applicable
1	Full participation
2	Mild participation restriction
3	Moderate participation restriction
4	Severe participation restriction
5	Complete participation restriction
9	Not stated/inadequately described

Guide for use: Participation and participation restrictions are classified in the ICIDH-2, 1999. Refer to the Information Annexe – Disability for further details.

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 areas, for example, 'mild restriction of participation in mobility'.

Not applicable is recorded when participation in a life area is not relevant, such as military service for an infant.

Full participation is recorded if a person is involved in this life situation to the extent expected of an individual without disability.

Mild participation restriction is recorded where the level of participation of the person is similar but less than the participation of an individual without disability.

Moderate participation restriction is recorded when the level of participation when compared to that of an individual without disability is reasonably restricted.

Severe participation restriction is recorded when the restriction to participation is high or extreme when compared to that of an individual without disability.

Complete participation restriction is recorded when the person does not participate in this life situation

Not stated/inadequately described is recorded when there is insufficient information to record extent of participation in any other class.

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

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

Participation extent (*continued*)

Related data: An explanation of the disability data elements and their inter-relationship is contained in the Information annex, 4.4 Disability.

Is related to the data concept, Disability.

Is used in conjunction with the data elements Participation areas v.1. May be used in conjunction with the data element Participation – satisfaction level v.1.

Is related to the data elements:

- Body structures v.1,
- Body functions v.1,
- Impairment extent v.1,
- Activity areas v.1,
- Activity – level of difficulty v.1,
- Assistance with activity v.1,
- Environmental factors v.1,
- Environmental factors – extent of influence v.1,
- Disability grouping – Australian national v.1,
- Disability grouping – International v.1.

Administrative attributes

Source document: WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.

Source organisation: World Health Organisation

Comments: Disability is a multi-dimensional and complex concept, which has been described in three dimensions (WHO, 1999): Body structures and functions/impairments, Activity/activity limitation and Participation/participation restriction. Environmental factors interact with all dimensions of functioning and disability. All disability is associated with a health condition, disease or injury.

The data elements relating to disability are based on the draft ICIDH-2, Beta-2, 1999, as the best available conceptualisation suitable to the purpose. The Beta-2 draft is subject to systematic field trials and further consultation until 2001. Use of the ICIDH-2 has not been endorsed by WHO Member States. Endorsement by the World Health Assembly is scheduled to be sought in 2001. Further information on the ICIDH-2 can be found on the WHO website: <http://www.who.ch/icidh>

For further information on disability see the Information Annexe – Disability.

Participation—satisfaction level

New	Status TRIAL (AIHW trial)	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000589
NCSI Model Location Person participation/independence			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: A person's level of satisfaction with participation in relation to their current life goals. Participation is the nature and extent of a person's involvement in life situations in relation to Health Conditions, Body Functions and Structures, Activities and Environmental Factors. Participation restrictions are problems in the manner or extent of involvement in life situations.

Context: The individual's experience of life situations may be described by this data element in conjunction with 'Participation areas' 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

0	Not applicable
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
9	Not stated/inadequately described

Guide for use: Participation and participation restrictions are classified in the ICIDH-2, 1999. Refer to the Information Annexe – Disability for further details.

This data element gives a rating of the degree of satisfaction experienced in participation, in relation to a person's current life goals. Choice and autonomy are key aspects of satisfaction and quality of life for all people. 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.

Not applicable is recorded when participation in a life situation is not relevant, such as military service for an infant.

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.

Participation – satisfaction level (*continued*)

Guide for use:

Moderate satisfaction with participation is recorded if the person is reasonably satisfied with their participation in this life situation. 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.

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 the manner and outcome of the participation are not fulfilled.

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 visits is never fulfilled, although the other three criteria (frequency, manner and outcome) may be fulfilled.

No participation is recorded when the person does not participate in this life situation in line with his or her own goals, i.e. in an area where they wish to participate.

No participation and not desired is recorded when the person does not participate in this area, but does not wish to do so.

Not stated/inadequately described is recorded when there is insufficient information to record satisfaction with participation in any other category.

Collection methods:

This coding is used in conjunction with specified Participation areas. 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 the data element 'Participation areas'. The extent of and level of satisfaction with participation in a given area are indicated in 'Participation extent' and 'Participation – satisfaction level'

Participation – satisfaction level (*continued*)

Related data: An explanation of the disability data elements and their interrelationship is contained in the Information annex, 4.4 Disability.

Is related to the data concept, Disability v.1. Is used in conjunction with the data elements, Participation areas v.1 and Participation extent v.1.

Is related to the data elements:

- Body structures v.1,
- Impairment extent v.1,
- Activity areas v.1,
- Activity – level of difficulty v.1,
- Assistance with activity v.1,
- Environmental factors v.,
- Environmental factors – extent of influence v.1,
- Disability grouping – Australian national v.1,
- Disability grouping – International v.1.

Administrative attributes

Source document: WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.

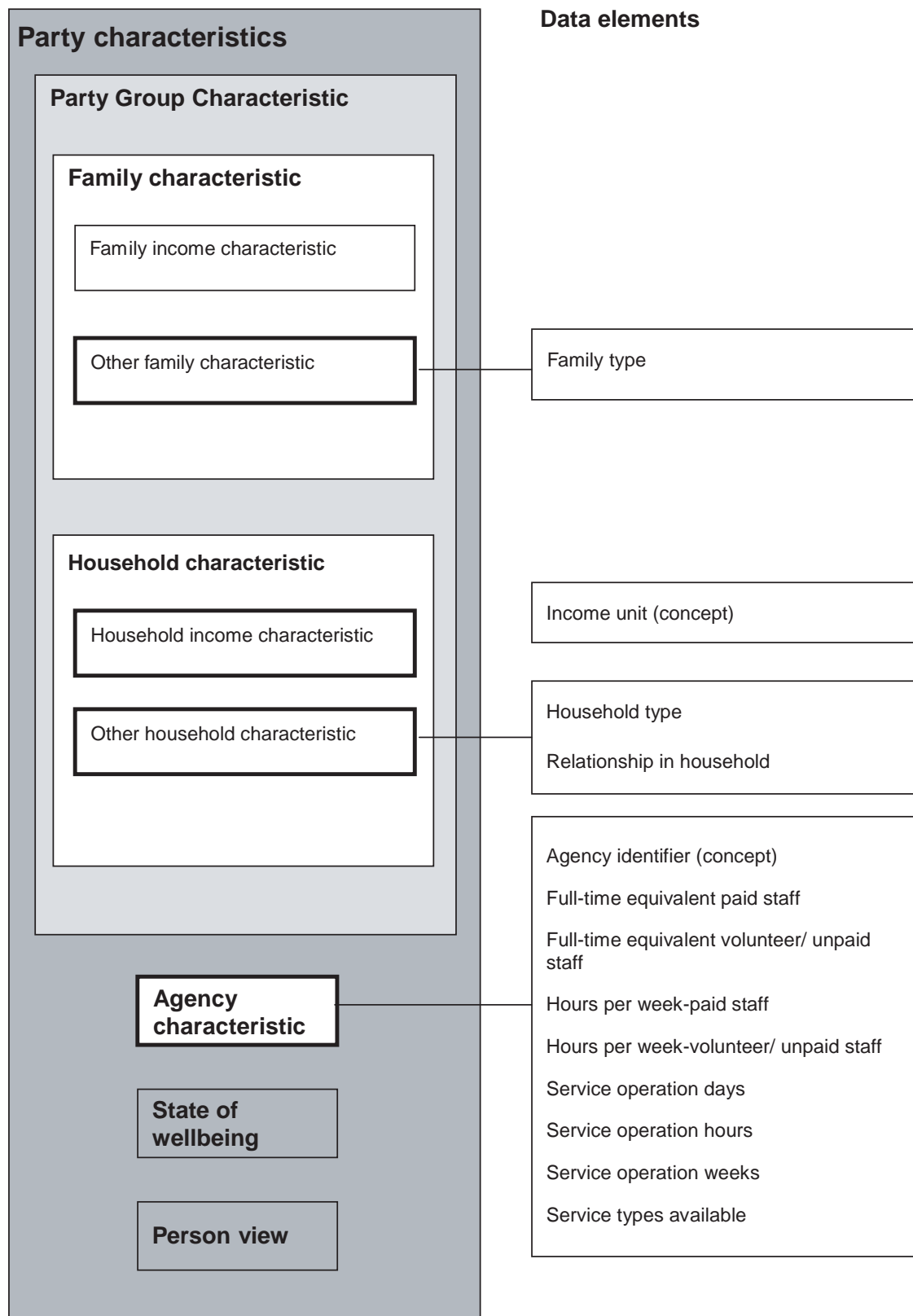
Source organisation: World Health Organisation

Comments: Disability is a multi-dimensional and complex concept which, has been described in three dimensions (WHO, 1999): Body structures and functions/impairments, Activity/activity limitation and Participation/participation restriction. Environmental factors interact with all dimensions of functioning and disability. All disability is associated with a health condition, disease or injury.

The data elements relating to disability are based on the draft ICIDH-2, Beta-2, 1999, as the best available conceptualisation suitable to the purpose. The Beta-2 draft is subject to systematic field trials and further consultation until 2001. Use of the ICIDH-2 has not been endorsed by WHO Member States. Endorsement by the World Health Assembly is scheduled to be sought in 2001. Further information on the ICIDH-2 can be found on the WHO website: <http://www.who.ch/icidh>

For further information on disability see the Information Annexe- Disability

National Community Services Information Model, version 1, Entities



Family type

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000518
NCSI Model Location Party group characteristic/other family characteristic			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The composition of the family.
The differentiation of families is based on the presence or absence of couple relationships, parent-child relationships, child dependency relationships or other blood relationships, in that order of precedence.

Context: The family is fundamentally a 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. They are a tool for assessing the type of and level of support to which a person has access.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

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 independent.
The classification is based on the ABS 4-level hierarchy. Only level 1 of this classification has been adopted for this data dictionary. If individual agencies need to classify family types at a lower level of detail than specified in this dictionary (for example is they wish to split children into independent and dependent children), they should ensure that the more detailed ABS classification is used.

Collection methods:

Related data: Related to the data concepts Family v.2 and Household v.2.
Related to the data elements:
Household type v.2, and
Marital status v.1.

Family type (*continued*)

Administrative attributes

Source document: ABS: 1995. Standards for Statistics on Families. Catalogue No. 1286.0. Canberra: AGPS.
ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments:

Income unit

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000523
NCSI Model Location Party group characteristic/household characteristic			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: 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.

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:

- a married couple or sole parent, and dependent children only; or
- a married couple only with no dependent children present; or
- a person who is not related to any other household member either by marriage or by the parent/dependent child relationship.

Context: 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.

Relational attributes

Related data: Supersedes previous data concept Income unit v.1.

Administrative attributes

Source document: ABS: 1995. A Provisional Framework for Household Income, Consumption, Saving and Wealth. Catalogue No. 6549.0. Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

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'.

Household type

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000522
NCSI Model Location Party group characteristic/other household characteristic			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The household type to which the person belongs.
The differentiation of households is on the basis of the number of families present, the presence or absence of non-family members in family households, and the type of non-family households. The latter category provides for the identification of lone person households and group households.

Context: 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: Min. 1 Max. 1 **Representational layout:** N

Data domain: The code structure for the Household Type Classification is:

- 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

Guide for use: The classification is based on the ABS 4-level hierarchy. Only level 1 of this classification has been adopted for this data dictionary. 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.
Household type is allocated 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 one-family household.
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.

Household type (*continued*)

Collection methods:

Related data: Related to the data concept, Household v.2.
Related to the data elements:
Family v.2,
Family type v.2, and
Marital status v.1.

Administrative attributes

Source document: ABS: 1995. Standards for Statistics on Families. Catalogue No. 1286.0. Canberra: AGPS.
ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments:

Relationship in household

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000534
NCSI Model Location Party group characteristic/other household characteristic			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The familial and non-familial relationship of each person in a given household to every other person in that same household.

Context: 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 1 *Max.* 1 **Representational layout:** N

Data domain: The ABS standard is a three level (2-digit) hierarchical structure with the top level as follows:

- 1 Husband, wife, or partner
- 2 Lone parent
- 3 Child under 15
- 4 Dependent student
- 5 Non-dependent child
- 6 Other related individual
- 7 Non-family member
- 8 Visitor
- 9 Not stated/inadequately described

Refer to ABS: Directory of concepts and standards for social, labour and demographic statistics, 1995 for other levels.

Guide for use: In actual practice, this item is measured with reference to a family reference person chosen for a particular family, as one household may contain more than one family. Relationships in the household are then determined by establishing the relationship between this household reference person and each other member of the household in turn.

Only the top level of the ABS classification for 'Relationship in household' is provided here. Refer to ABS Standards for statistics on the Family. ABS Catalogue No. 1286.0 for more detailed levels.

Collection methods: Collecting this data is quite complex, due to inter-relationships that may exist in a household. Refer to ABS: Directory of concepts and standards for social, labour and demographic statistics, 1995 for standard questions and approach to collecting data on this item.

Relationship in household (*continued*)

Related data: Supersedes previous data element Relationship in household v.1.

Related to the data elements:

Household (concept) v.2,
Household type v.2,
Family type v.2,
Living arrangements v.2,
Marital status v.1,
Income unit v.2.

Administrative attributes

Source document: ABS: 1995. Standards for Statistics on Families. Catalogue No. 1286.0. Canberra: AGPS.

ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments:

Agency identifier

<i>Revised</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000541
<i>NCSI Model Location</i> Party characteristic/agency characteristic			<i>Data Class</i> Cross-Program	<i>Version</i> 2

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: The unique identifier for the establishment, which provides care or services.

Context: This element identifies the agency in which the provision of the Service event occurred.

Relational attributes

Related data: Supersedes previous data concept Unique agency identifier v.1.

Administrative attributes

Source document: AIHW: 1999. National Health Data Dictionary, version 9. Catalogue No. HWI 24. Canberra: AIHW.

Source organisation: National Health Data Committee

Comments: Desirable components of a Agency identifier include 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 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.

Full-time equivalent paid staff

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000597
NCSI Model Location Party characteristic/agency characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The aggregate full-time equivalent staff units for all paid staff.
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).

Context: Resource and service planning:
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.

Relational and representational attributes

Datatype: Numeric **Representational form:** QUANTITATIVE VALUE

Field size: Min. 1 Max. 5 **Representational layout:** NNNNN

Data domain: Total full-time equivalent staff units.

Guide for use: 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.

Hours of unpaid leave are to be excluded.

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.

Round to one decimal place.

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.

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).

Full-time equivalent paid staff (*continued*)

Collection methods: 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 hours an agency is staffed by paid staff.

Related data: Hours per week–paid staff v.1.

Administrative attributes

Source document: AIHW: 1999. National Health Data Dictionary, version 9. Catalogue No. HWI 24. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Full-time equivalent volunteer/unpaid staff

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000598
NCSI Model Location Party characteristic/agency characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: 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.

Context: Resource and service planning:
To help in the analysis of resource use and staffing of community service agencies.

Relational and representational attributes

Datatype: Numeric **Representational form:** QUANTITATIVE VALUE

Field size: **Min.** 1 **Max.** 5 **Representational layout:** NNNNN

Data domain: Total full-time equivalent staff units.

Guide for use: 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.

Collection methods: 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.

Related data: Hours per week-volunteer/unpaid staff v.1.

Administrative attributes

Source document: AIHW: 1999. National Health Data Dictionary, version 9. Catalogue No. HWI 24. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Hours per week – paid staff

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000599
NCSI Model Location Party characteristic/agency characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The total hours worked by all paid staff in a 7-day week.

Context: 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** QUANTITATIVE VALUE

Field size: Min. 5 Max. 5 **Representational layout:** NNNNN

Data domain: Total hours expressed as 00000, 00001, 00425 etc.

Guide for use: This item is asking for actual staff hours worked, not the rostered hours or full-time equivalent staff.
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).
Where agencies have fortnightly pay rolls total hours worked per week may be calculated by dividing fortnightly hours worked by 2.

Collection methods: In some collections this item may be specified as the hours on a specific week (such as the CSDA MDS, 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.

Related data: Full-time equivalent paid staff v.1.

Administrative attributes

Source document: AIHW: 2000. CSDA Minimum Data Set Collections Data Guide: Data Items and Definitions. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Hours per week – volunteer/unpaid staff

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000600
NCSI Model Location Party characteristic/agency characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The total hours worked by all volunteer/unpaid staff in a 7-day week.

Context: 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** QUANTITATIVE VALUE

Field size: **Min.** 5 **Max.** 5 **Representational layout:** NNNNN

Data domain: Total hours expressed as 00000, 00001, 00425 etc.

Guide for use: This item is asking for actual staff hours worked by volunteer staff, not the rostered hours or full-time equivalent staff.

Collection methods: In some collections this item may be specified as the hours on a specific week (such as the CSDA MDS, 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.

Related data: Full-time equivalent volunteer/unpaid staff v.1.

Administrative attributes

Source document: AIHW: 2000. CSDA Minimum Data Set Collections Data Guide: Data Items and Definitions. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Service operation days

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000559
NCSI Model Location Party characteristic/agency characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The actual number of days per week that the agency is open for the provision of service(s) in a reference week.

Context: Service planning:
This item is used to gain a greater understanding of patterns of service delivery.

Relational and representational attributes

Datatype: Numeric **Representational form:** QUANTITATIVE VALUE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain: Whole number of days (no fractions or decimals).
Valid numbers are 1 to 7 and
9 Not stated/inadequately described

Guide for use: 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 agencies 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.

Collection methods: 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.

Related data: Service operation weeks v.1,
Service operation hours.

Service operation days (*continued*)

Administrative attributes

Source document: AIHW: 2000. CSDA Minimum Data Set Collections Data Guide: Data Items and Definitions. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Service operation hours

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000576
NCSI Model Location Party characteristic/agency characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: 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).

Context: 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** QUANTITATIVE VALUE

Field size: **Min.** 2 **Max.** 2 **Representational layout:** NN

Data domain: Whole numbers of Service operation hours (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

Guide for use: 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 sleep-over).

Collection methods: 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.

Related data: Service operation weeks v.1,
Service operation days v.1.

Administrative attributes

Source document: AIHW: 2000. CSDA Minimum Data Set Collections Data Guide: Data Items and Definitions. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Service operation weeks

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000605
NCSI Model Location Party characteristic/agency characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The actual number of weeks per year that the agency is open for the provision of service(s).

Context: Service provision and planning;
To gain a greater understanding of patterns of service delivery.

Relational and representational attributes

Datatype: Numeric **Representational form:** QUANTITATIVE VALUE

Field size: **Min.** 2 **Max.** 2 **Representational layout:** NN

Data domain: 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

Guide for use: 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 CSDA MDS, 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).

Collection methods: When collected in conjunction with 'Service operation hours', and 'Service operation days' can provide useful information on patterns of service delivery.

Related data: Service operation hours v.1,
Service operation days v.1.

Administrative attributes

Source document: AIHW: 2000. CSDA Minimum Data Set Collections Data Guide: Data Items and Definitions. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Service types available

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000603
NCSI Model Location Party characteristic/agency characteristic			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The type(s) of services that a community service agency is usually able to offer or provide to persons.

Context: Service and resource planning:
Knowing the types of services available is essential for planning purposes.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 2 **Max.** 2 **Representational layout:** NN

Data domain:

- 01 Personal and social support
- 02 Child care and preschools
- 03 Training, vocational rehabilitation and employment
- 04 Financial and material assistance
- 05 Residential care and accommodation support
- 06 Protective services
- 07 Corrective services
- 08 Policy, community and service development and support
- 09 Other community services
- 99 Not stated/inadequately described

Guide for use: Agencies can provide more than one type of service. Categories used in individual community services data collections should be mappable to the activities classification in the *National Classifications of Community Services*, (currently Version 1.0, see highest level categories above, but to be revised and updated in 2001). To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the activities classification, but they should always be mappable to categories in this classification.

Collection methods: Can be collected for the main type of service provided or all types.
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 CSDA MDS, only 'the support activity which the service outlet has been funded to provide under the CSDA' is collected. There could be instances though where an agency provides other services that are not funded by the CSDA.

Related data: Service episode (concept) v.1,
Service event (concept) v.1.

Service types available (*continued*)

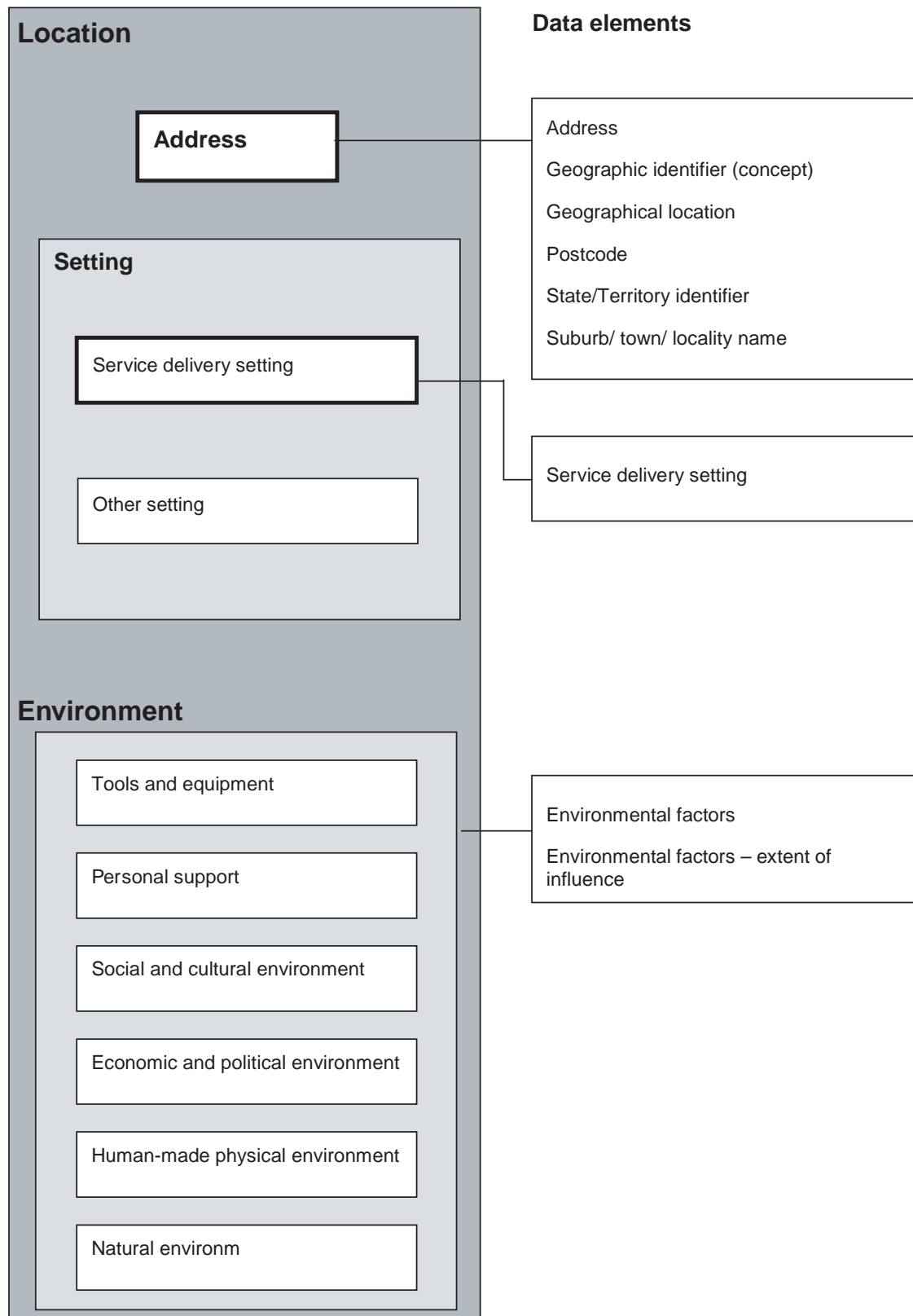
Administrative attributes

Source document: AIHW: 1997. National Classifications of Community Services, Version 1.0.
Category No. HWI 7. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

National Community Services Information Model, version 1, Entities



Address

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000501
NCSI Model Location Location/address			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: COMPOSITE DATA ELEMENT

Definition: A set of descriptors identifying the geographic location of a person, organisation, object or place.

Context: 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 of an SLA basis for example. Similarly postcode can be obtained from Address for comparison with other information available on a postcode basis.

See Information Annex 4.3 for details regarding Geographical indicators.

Relational and representational attributes

Datatype: **Representational form:**

Field size: **Min.** **Max.** **Representational layout:**

Data domain: Concatenation of:

- Unit number
- Number
- Street
- City/town
- State/Territory
- Postcode
- Country

Guide for use: 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 specification of the type of a separately identifiable portion within a building/complex or marina with it's 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 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.

Address (*continued*)

Collection methods:

Related data: Supersedes previous data element Address, v. 1.
 Is related to:
 Postcode v.2,
 Suburb/town/locality name v.1 and
 State/Territory identifier v.1.

Administrative attributes

Source document: Australian Standard: 1999. Interchange of client information. AS 4590. Standards Australia.

Source organisation: Standards Australia
 Australian Institute of Health and Welfare

Comments: A complete implementation of Address, including the related data elements, is currently under development in coordination with Standards Australia, ABS, NHDC and the NCSDC.

There are differences in interpretation of what constitutes a person's 'usual' address, if this is required. For example, the Commonwealth State 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.

Geographic identifier

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000573
NCSI Model Location Location/ address			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: A classification scheme that divides an area into mutually exclusive sub-areas based on geographic location.

Some geographic indicators are:

Australian Standard Geographical Classification (ASGC) – Australian Bureau of Statistics, Catalogue No. 1216.0

Administrative regions

Electorates

Postcode

Accessibility/Remoteness Index of Australia (ARIA)

Rural, Remote and Metropolitan Area Classification (RRMA)

Country

See Information Annex 4.3 on Geographical Indicators

Context: 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.

Relational attributes:

Related data: Address v.2,
Postcode v.2, and
Geographic location v.2.

Administrative attributes

Source document:

Source organisation: Australian Institute of Health and Welfare

Comments: See Information Annex 4.3 on Geographical Indicators.

Geographic location

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000504
NCSI Model Location Location/address			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DERIVED DATA ELEMENT

Definition: The geographical location of a person, organisation, object or place.

Context: This can be used to code the geographic location in which a person resides, and organisation is located etc

This is used in analysis of:

- Catchments and geographical patterns of service distribution and utilisation
- Geographical differences in service distribution and utilisation
- Interstate comparisons of type of services available and used

The person or agency's residential address or location is coded according to a standard geographic classification system (ASGC).

See Information Annex 4.3 for further detail regarding ASGC.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 5 *Max.* 5 **Representational layout:** NNNNN

Data domain: The geographic location is reported using a 5-digit numerical code to indicate the Statistical Local Area (SLA) within the reporting State or Territory, as defined in the Australian Standard Geographical Classification (Australian Bureau of Statistics, catalogue number 1216.0)

Guide for use: The most up-to-date edition of the ASGC available for the data collection reference year should be used. 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 and/or postcode only. However, this solution results in some inaccuracy of information.

The accurate recording of the State or Territory is essential.

If the person is not resident in Australia, i.e. lives in another country, or at sea, or has no fixed address, local codes may be used to capture this information.

However, for national reporting purposes the item should be coded as follows:

State/Territory as 0 = not applicable.

Geographic location (*continued*)

Collection methods: When collecting 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

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.

See Information Annex 4.3 for further information.

Related data: Item is derived from Address v.2, or Postcode v.2.

Supersedes previous data element Area of usual residence, v.1.

Is related to Geographic identifier v.1.

Administrative attributes

Source document: ABS: 1998. Australian Standard Geographical Classification. Catalogue No. 1216.0. Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments: See Information Annex 4.3

Postcode

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000530
NCSI Model Location Location/address			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Postcode is one of a number of geographic indicators that can be used to determine a location.

Context: Postcode can be used as a means of coding a person's area of usual residence or where an agency or organisation is usually located. It can be mapped to ASGC codes using an ABS concordance to determine SLA for example (see Information Annex 4.3).

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 4 *Max.* 4 **Representational layout:** NNNN

Data domain: Valid Australia Post postal code.

Guide for use: The postcode book is updated more than once annually as postcodes are a dynamic entity and are constantly changing.

Collection methods: May be collected as part of Address or separately. Postal addresses may be different from where a person actually resides, or a service is actually located. As many postcodes have more than one SLA, postcode alone is not a sufficient basis for accurate coding of SLA in many cases.

Related data: Supersedes previous data element Postcode v.1.

Used in conjunction with the data elements:

Geographic location v.2,
Address v.2.

See Information Annex 4.3.

Administrative attributes

Source document: Australia Post 1996–98. Postal Codes SLA Concordance. Commonwealth of Australia.

Source organisation: Australia Post

Comments: See Information Annex 4.3 for more information.

State/Territory identifier

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000593
NCSI Model Location Location/ address			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: An identifier of the State or Territory.

Context: Geographic indicator:
Useful for analysis of the distribution of clients, agencies and services.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

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 (i.e. Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)

Guide for use: The order presented here is the standard for the ABS. Other organisations (including the AIHW) publish data in State order based on population (i.e. WA before SA and ACT before NT). The order of publication should be based on population size, and the codes should be mappable to the ABS standard above.

Collection methods: See Information Annex 4.3 for information regarding Geographic indicators.

Related data: Is a composite part of Address v.2.

Administrative attributes

Source document: AIHW: 1999. National Health Data Dictionary, version 9. Catalogue No. HWI 24. Canberra: AIHW.
ABS: 1998. Australian Standard Geographic. Catalogue No. 1216.0. Canberra: AIHW.

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

Comments:

Suburb/town/locality name

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000595
NCSI Model Location Location/address			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The name of the geographic area in which the person lives.

Context: In conjunction with the data element Postcode, 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. The preferred standard for reporting this information is by using a statistical local area (SLA) in conjunction with a state/territory code (see Geographic location). However, as some agencies may have difficulty allocating SLA codes to the residential locations of their clients without more computerised assistance than is currently available to them, agencies are given the option of reporting this information by using the lesser standard of Postcode plus Suburb/town/locality name.

Relational and representational attributes

Datatype: Alphabetic **Representational form:** CODE

Field size: *Min.* 1 *Max.* 40 **Representational layout:** AAAAAA...

Data domain: The agency should record the name of the suburb or town/city or locality in which the person lives while receiving services from the agency. A Suburb/Town/Locality may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community. The Australian Bureau of Statistics has suggested that a maximum field length of 40 characters should be sufficient to record the vast majority of locality names.

Guide for use: The reporting of this data element is an alternative for those agencies that are not in a position to report the Statistical Local Area (SLA) of the client's residence. When the agency cannot provide the client's Geographic location in the preferred 5-digit standard, the agency can report the geographic location of the client's residence by using the data elements Postcode plus Suburb/town/locality name. If this alternative is chosen by the agency, both the Postcode data element and the Suburb/town/locality name data element should be reported for the client to enable more accurate allocation of SLA centrally.

The agency should report the most recent Suburb/town/locality name recorded for the client.

Information provided by the agency about the client's Suburb/town/locality name will be considered to be at least as recent as the Assessment date reported for the person. This is in line with the request that agencies assess and update the information they have about a person's Suburb/town/locality name.

Suburb/town/locality name (*continued*)

Collection methods: This data element should be recorded for all clients at the beginning of each Service episode. The agency should also assess the currency of this information at subsequent assessments/re-assessments within any given Service episode and should update the agency's record of the client's Suburb/town/locality name if necessary.

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. Although this level of system capability is desirable (and may be necessary for future reporting) this level of system capability is not assumed at this point in time.

Related data: Is used in conjunction with the data element Postcode v.2.
Is related to the data element Geographic location v.2.

Administrative attributes

Source document: DHFS: 1998. HACC Data Dictionary Version 1.0. Commonwealth of Australia.

Source organisation: Department of Health and Family Services
Australian Institute of Health and Welfare

Comments:

Service delivery setting

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000539
NCSI Model Location Location/setting/service delivery setting			Data Class Cross-Program	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The type of physical setting in which a service(s) is actually provided to a client, irrespective of whether or not this is the same as the usual location of the service providing agency.

Context: 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

- 1 Independent living setting
- 2 Supported household or accommodation setting
- 3 General community setting
- 4 Residential centre-based care setting
- 5 Non-residential centre-based care setting
- 6 Commercial or industrial setting
- 7 Other and unspecified
- 9 Not stated/inadequately described

Guide for use: The type of service delivery setting may be recorded for each type of assistance provided, each Service event or, Service episode. Categories used in individual community services data collections should be mappable to the community services settings classification in the National Classifications of Community Services (currently Version 1.0, see highest level categories above, but to be revised and updated in 2001). To meet program or service-specific needs, the categories used in individual data collections may be more detailed than those in the community services settings classification, but they should always be mappable to categories in this classification. Where appropriate, revisions will be made to the community services settings classification.

Collection methods:

Related data:

Service delivery setting (continued)

Administrative attributes

Source document: AIHW: 1997. National Classifications of Community Services, Version 1.0.
Category No. HWI 7. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Environmental factors

New	Status TRIAL (WHO field trial)	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000565
NCSI Model Location Environment/general			Data Class Program Specific	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The type of environmental factor, external to individuals, which 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. Environmental factors make up the physical, social and attitudinal environment in which people live and conduct their lives.

Context: This data element, in conjunction with 'Environmental factors – extent of influence', may be used in health and community services data collections to record the environmental factors facilitate or inhibit optimum functioning at the body, person and societal levels. Identification of environmental factors may assist in determining appropriate interventions to support the person to achieve optimum functioning.

The 'Environmental factors' data element is critical to understanding the concept Disability.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: Min. 1 Max. 6 **Representational layout:** NNNNNN

Data domain:

- Products and technology** (includes, for example, products for personal consumption, such as food, assets, products for personal use in daily life, communication, personal mobility transportation, education and products for culture and religion).
- Natural environment** (includes, for example, physical geography, flora and fauna, climate, natural events, light, time-related changes, sound, vibration and air quality).
- Support and relationships** (includes, for example, immediate family, extended family, family care giver, friends, acquaintances, people in positions of authority, people in subordinate positions, personal care providers and personal assistants, strangers and domesticated animals).
- Attitudes, values and beliefs** (includes, for example, individual and societal attitudes, values and beliefs, social norms and conventions such as moral, aesthetic, cultural, political, and attitudes to religious practice and human rights).
- Services** (includes, for example, services for the production of consumer goods, architecture, building and construction services, open space planning services, housing, utilities and communication, transportation, civil protection, legal, media, and services aimed at delivering interventions to individuals for their physical, psychological and social well-being, such as food services).

Environmental factors (*continued*)

Data domain (<i>continued</i>):	6 Systems and policies (includes, for example, media, legal, social security, health, education and training, labour and employment and political systems and policies).
Guide for use:	<p>Environmental factors are classified in the World Health Organisation (WHO) 1999. ICIDH-2 Beta-2 draft, Full Version. Geneva: World Health Organisation.1999. Refer to the Information Annexe – Disability for further details.</p> <p>Where multiple environmental factors are recorded, the following priority system may be useful.</p> <ul style="list-style-type: none"> • The first recorded type of environmental factor is the one having the greatest impact on the individual. • Second and subsequent recorded environmental factors are also of relevance to the individual. • Up to six responses may be recorded.
Collection methods:	<p>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'.</p> <p>There are numerous possible methods for collecting environmental factors. A decision could be made to collect information about every environmental factor and select only those factors of particular relevance (e.g. media systems and policies in relation to hearing services). Or limit to a number of factors and prioritise the areas according to specified criteria; or even limit to one factor per person.</p> <p>Where multiple environmental factors are recorded, the priority system in the Guide for use may be useful.</p>
Related data:	<p>An explanation of the disability data elements and their interrelationship is contained in the Information annex, 4.4 Disability.</p> <p>Is related to the data concept, Disability v.1.</p> <p>May be used in conjunction with the data element Environmental factors – extent of influence v.1.</p> <p>Is related to the data elements:</p> <ul style="list-style-type: none"> Body structures v.1, Body functions v.1, Impairment extent v.1, Activity areas v.1, Activity – level of difficulty v.1, Assistance with activity v.1, Participation areas v.1, Participation extent v.1, Participation – satisfaction level v.1, Disability grouping – Australian national v.1, Disability grouping – International v.1.

Environmental factors (*continued*)

Administrative attributes

<i>Source document:</i>	WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.
<i>Source organisation:</i>	World Health Organisation
<i>Comments:</i>	<p>Disability is a multi-dimensional and complex concept, which has been described in three dimensions (WHO, 1999): Body structures and functions/impairments, Activity/activity limitation and Participation/participation restriction. Environmental factors interact with all dimensions of functioning and disability. All disability is associated with a health condition, disease or injury.</p> <p>The data elements relating to disability are based on the draft ICIDH-2, Beta-2, 1999, as the best available conceptualisation suitable to the purpose. The Beta-2 draft is subject to systematic field trials and further consultation until 2001. Use of the ICIDH-2 has not been endorsed by WHO Member States. Endorsement by the World Health Assembly is scheduled to be sought in 2001. Further information on the ICIDH-2 can be found on the WHO website: http://www.who.ch/icidh.</p> <p>For further information on disability see the Information Annexe – Disability</p>

Environmental factors – extent of influence

<i>New</i>	<i>Status</i> TRIAL (WHO field trial)	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000567
<i>NCSI Model Location</i> Environment/general			<i>Data Class</i> Cross-Program	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The extent 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).

Context: Environmental factors make up the physical, social and attitudinal environment in which people conduct their lives. The factors are external to individuals and can have a positive or negative influence on the individual's participation as a member of society, on performance of activities of the individual or on the individual'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 as 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.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

0	Not applicable
1	Complete barriers
2	Severe barriers
3	Moderate barriers
4	Mild barriers
5	Mild facilitators
6	Moderate facilitators
7	Strong facilitators
8	Complete facilitators
9	Not stated/inadequately described

Guide for use: **Not applicable** is recorded when environmental factors impact 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 the specified area.

Complete barriers are recorded when environmental factors 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.

Environmental factors – extent of influence (*continued*)

Guide for use (continued):

Severe barriers are recorded when environmental factors impact in a negative way on the impairment, activity or participation of a person between 50–95% of the time the person participates in the specified area.

Moderate barriers are recorded when environmental factors impact in a negative way on the impairment, activity or participation of a person between 25–49% of the time the person participates in the specified area.

Mild barriers is recorded when environmental factors 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.

Mild facilitators is recorded when environmental factors 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.

Moderate facilitators are recorded when environmental factors 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.

Strong facilitators are recorded when environmental factors 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.

Complete facilitators are recorded when environmental factors 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.

Not stated/inadequately described is recorded when there is insufficient information to record the Environmental factors—extent of influence in classes 0–8.

Collection methods:

This coding is used in conjunction with specified Environmental factors that are in turn related to specified Activity areas or Participation areas. For example 'products and technology for communication are a moderate facilitator to participation in exchange of information'.

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.

Related data:

An explanation of the disability data elements and their interrelationship is contained in the Information annex, 4.4 Disability. Is related to the data concept, Disability v.1.

Is used in conjunction with the data elements:

Environmental factors v.1,
Activity areas v.1, and
Participation areas v.1.

Is related to the data elements:

Body structures v.1,
Body functions v.1,
Impairment extent v.1,
Activity – level of difficulty v.1,
Assistance with activity v.1,
Participation extent v.1,
Participation – satisfaction level v.1,
Disability grouping – Australian national v.1,
Disability grouping – International v.1.

Environmental factors – extent of influence (*continued*)

Administrative attributes

Source document: WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.

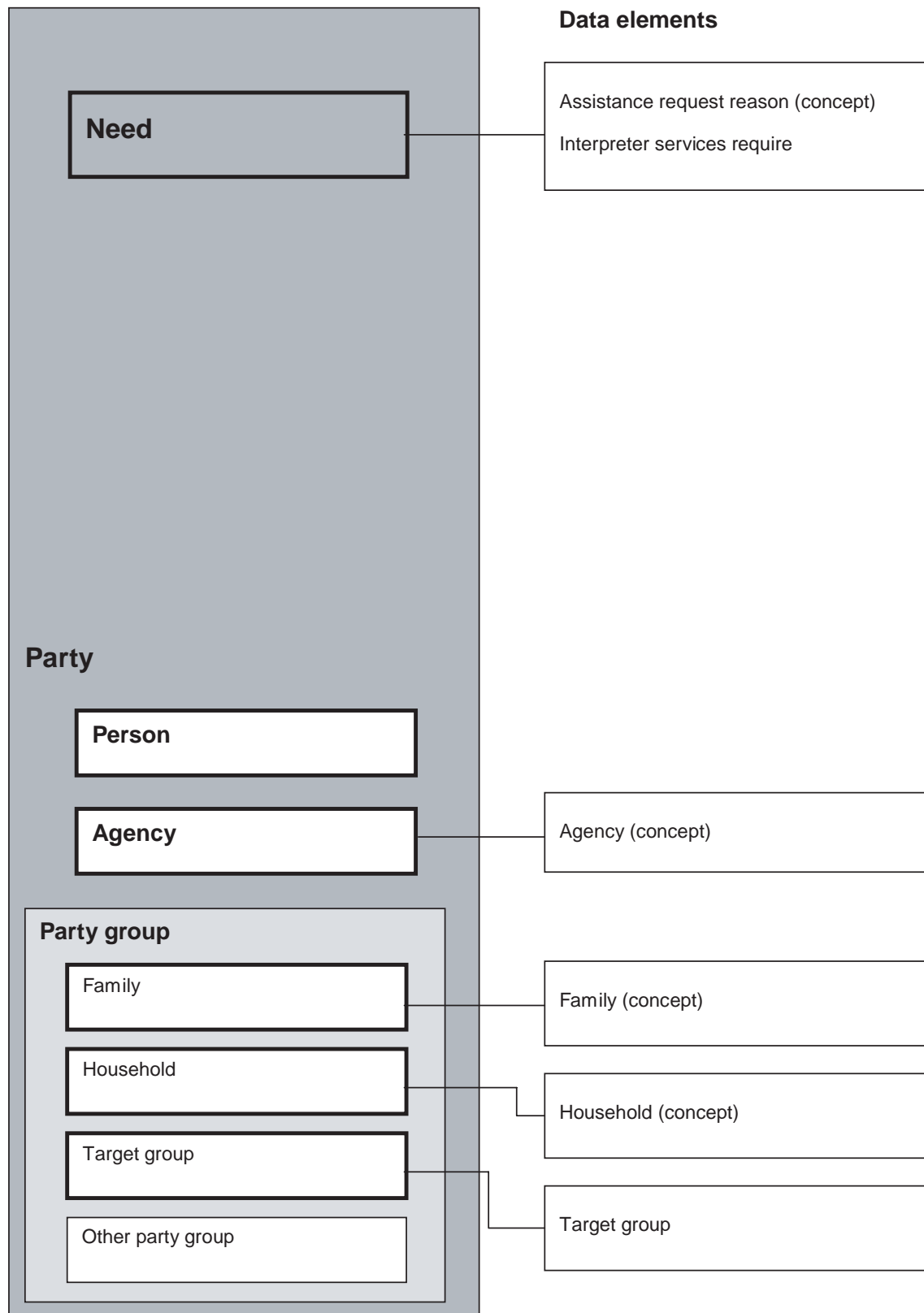
Source organisation: World Health Organisation

Comments: Disability is a multi-dimensional and complex concept which, has been described in three dimensions (WHO, 1999): Body structures and functions/impairments, Activity/activity limitation and Participation/participation restriction. Environmental factors interact with all dimensions of functioning and disability. All disability is associated with a health condition, disease or injury.

The data elements relating to disability are based on the draft ICIDH-2, Beta-2, 1999, as the best available conceptualisation suitable to the purpose. The Beta-2 draft is subject to systematic field trials and further consultation until 2001. Use of the ICIDH-2 has not been endorsed by WHO Member States. Endorsement by the World Health Assembly is scheduled to be sought in 2001. Further information on the ICIDH-2 can be found on the WHO website: <http://www.who.ch/icidh>.

For further information on disability see the Information Annexe – Disability.

National Community Services Information Model, version 1, Entities



Assistance request reason

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000584
<i>NCSI Model Location</i> Need			<i>Data Class</i> Cross-Program	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: The reason(s) why a person has sought or requires assistance from a community services agency.

Context: To better identify the needs of clients, to identify needs that are not being met and to target assistance to clients more effectively:

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.

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. Underlying reasons for a person requiring a service are likely to be complex and more difficult to ascertain than the immediate presenting reason.

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.

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.

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.

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).

Relational attributes

Related data:

Assistance request reason (*continued*)

Administrative attributes

Source document:

Source organisation: Australian Institute of Health and Welfare

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.

Interpreter services required

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000525
NCSI Model Location Need			Data Class Cross-Program	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Requirement for interpreter services (yes/ no) as perceived by the person seeking assistance.

Context: This information is essential in order to assist in planning for provision of interpreter services.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 1 *Max.* 1 **Representational layout:** N

Data domain:

0	Interpreter not required
1	Interpreter required

Guide for use:

Collection methods:

Related data: Supersedes previous data element Interpreter services required v.1.

Related to the data elements:

Main language other than English spoken at home v.2,
First language spoken v.2,
Country of birth v.2,
Year of arrival in Australia v.2,
Proficiency in spoken English v.1.

Administrative attributes

Source document: AIHW: 1999. National Health Data Dictionary, version 9. Catalogue No. HWI 24. Canberra: AIHW.

Source organisation: National Health Data Committee

Comments:

Agency

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000544
NCSI Model Location Party/agency			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: An organisation or organisational sub-unit that is responsible for the provision of assistance to clients.

Context: Defining agency is extremely important for data collection, as it is the level at which most data are collected in the community services area.

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.

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.

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.

Relational and representational attributes

Guide for use: 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.

Agencies may be government or non-government organisations.

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'.

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'.

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)'.

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.

Related data:

Agency (*continued*)

Administrative attributes

Source document: AIHW: 1999. SAAP National Data Collection Data Dictionary Version 1.1.
Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Family

<i>Revised</i>	<i>Status</i>	<i>Effective Date</i>	<i>Reg. Auth.</i>	<i>ID No.</i>
	CURRENT	1/07/2000	NCSIMG	000517
<i>NCSI Model Location</i>			<i>Data Class</i>	<i>Version</i>
Party group/family			Socio-demographic	2

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: 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.

Context: 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 of related people who live in the same household. Related persons who leave the central household may still participate in the lives of other family members in a variety of ways, including financial, material, physical, emotional, legal and spiritual.

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. 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.

Relational attributes

Related data: Supersedes previous data concept Family v.1.

Related to the data concept, Household v.2.

Related to the data elements:

Family type v.2,

Household type v.2,

Marital status v.1.

Administrative attributes

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

Source organisation: 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.

Household

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000521
NCSI Model Location Party group/household			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: 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.

Context: 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.

Relational attributes

Related data: Superseded previous data concept Household v.1.

Related to the data elements:

Household type v.2,
Family (concept) v.2,
Family type v.2, and
Marital status v.1.

Administrative attributes

Source document: ABS: 1995. Standards for Statistics on Families. Catalogue No. 1286.0. Canberra: AGPS.

ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Statistics. Catalogue No. 1361.30.001 (Statistical Concepts Library). Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments:

Target group

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000537
NCSI Model Location Party group/target group			Data Class Cross-Program	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The target group is a group of people with a particular characteristic or set of characteristics which, a particular community services program/service seeks to assist. 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.

Context: Target group is used in describing community services agencies, in service planning and in comparing community needs and service availability.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: Min. 3 Max. 3 **Representational layout:** NNN

Data domain: A classification of community services target groups is contained in the National Classifications of Community Services (currently Version 1.0, but to be revised and updated in 2001). To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the target group classification but they should always be mappable to categories in this classification.

Guide for use:

Collection methods:

Related data: Supersedes previous data element Target group v.1.

Administrative attributes

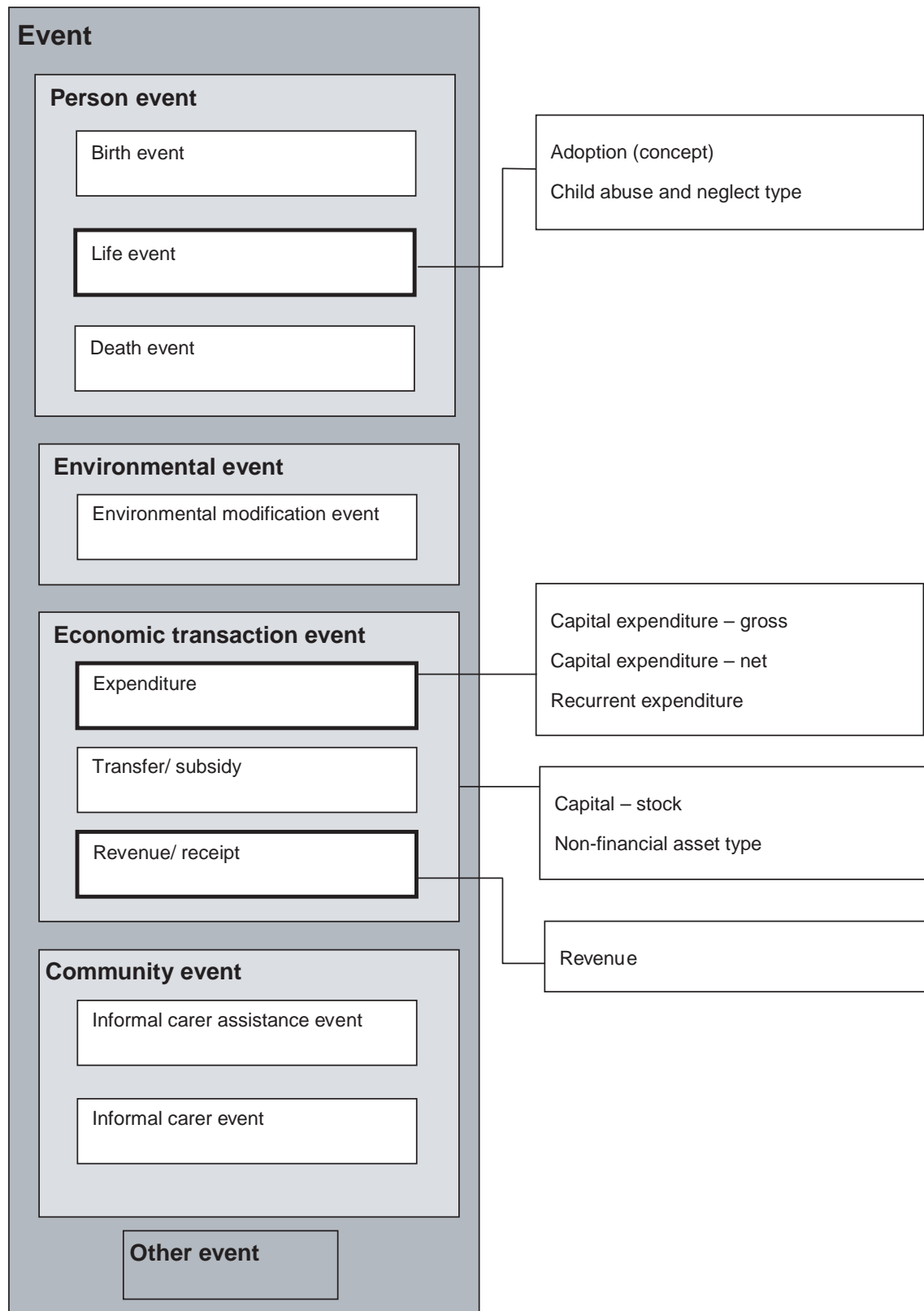
Source document: AIHW: 1997. National Classifications of Community Services. version 1.0. Catalogue No. HWI 7. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments: Should be supported by data items delineating the individual characteristics that define the target population, such as Sex, Country of birth, etc.

At the present time very little community services data are classified to target groups but implementations of this classification is under active consideration by the National Community Services Data Committee.

National Community Services Information Model, version 1, Entities



Adoption

<i>Revised</i>	<i>Status</i>	<i>Effective Date</i>	<i>Reg. Auth.</i>	<i>ID No.</i>
	CURRENT	1/07/2000	NCSIMG	000502
<i>NCSI Model Location</i>			<i>Data Class</i>	<i>Version</i>
Event/person event/life event			Cross-Program	2

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: 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.

Context: Children and family services

Relational attributes

Related data: Supersedes previous data concept Adoption, v.1.

Administrative attributes

Source document: AIHW: 1996. Adoptions Australia. Catalogue No. CWS 7. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments: 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.

Child abuse and neglect type

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000509
NCSI Model Location Event/person event/life event			Data Class Cross-Program	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: 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.

Context: 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 1 *Max.* 1 **Representational layout:** N

Data domain:

- 1 Physical abuse
- 2 Emotional abuse
- 3 Sexual abuse
- 4 Neglect
- 5 Other abuse/neglect type
- 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 (for example, sexual abuse is often also associated with emotional abuse).

Collection methods:

Related data: Supersedes previous data element Child abuse and neglect, v.1.

Administrative attributes

Source document: AIHW: 1997-98. Child Protection Australia. Cat. No. CWS 8. Canberra: AIHW.
AIHW: 1999. Comparability of Child Protection Data. Canberra: AIHW.
AIHW: 1998-99. Children Protection Australia: Data collection standards, tables, and counting rules. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

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.

Capital expenditure—gross

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000506
NCSI Model Location Event/economic transaction event/expenditure			Data Class Cross-Program	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Expenditure on the acquisition or enhancement of an asset (excluding financial assets).

A non-financial asset is an entity functioning as a store of value, over which ownership rights are enforced, and from which economic benefits may be derived over a period of time, and which is not a financial asset.

Context: To enable a proper analysis of welfare services expenditure at the national level. There is a considerable interest in capital expenditure data at the national level from many different potential users.

The set of financial data items (Capital expenditure – gross, Capital Expenditure – net, Capital stock, Recurrent expenditure and Revenue) shown in the Dictionary are based on relevant sections of the ABS Economic Type Framework (ETF) of the Government Finance Statistics (GFS) Classifications. They summarise the broad reporting requirements of the government sector for Public Finance Statistics. As part of the reporting requirements for Public Finance Statistics, governments need to obtain certain information from funded organisations. This set of items is presented in the interests of facilitating ease of reporting of this information.

The ETF is based on established accounting principles and specifies an operating statement, cash flow statement, reconciliation statement, supplementary statement, intra-unit transfers other than revaluations and accrued transactions, revaluations and other changes in the volume of assets and, a balance sheet.

Relational and representational attributes

Datatype: Numeric **Representational form:** QUANTITATIVE VALUE

Field size: Min. 1 Max. 10 **Representational layout:** \$,\$,\$,\$,\$,\$,\$,\$

Data domain: Value in dollars:

Guide for use: Record separately for:

Expenditure type	GFS code
1 Expenditure on non-financial assets	222
11 Purchases of new non-financial assets	2221
12 Purchases of second-hand non-financial assets	2222
13 Sales of non-financial assets	2224
2 Assets acquired under finance leases	4101

For more explanation of and details on expenditure types, see the November 1998 Version of the ABS Economic Type Framework (ETF) of the Government Finance Statistics (GFS) Classifications.

Capital expenditure—gross (*continued*)

Collection methods: Measurement on an accrual accounting basis is preferred to measurement on a cash accounting basis.
Expenditure is usually measured for an accounting period, typically a financial year (1 July to 30 June the following year).

Related data: Supersedes previous data element Capital expenditure – gross v.1.

Relates to the data elements:

Capital expenditure – net v.2,
Capital stock v.1,
Recurrent expenditure v.2,
Revenue v.1.

Administrative attributes

Source document: ABS: 1998. Government Finance Statistics. Catalogue No. 5514.0. Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments:

Capital expenditure—net

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000507
NCSI Model Location Event/economic transaction event/expenditure			Data Class Cross-Program	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Gross capital expenditure less trade-in values and/or receipts from the sale of items or that were otherwise disposed of.

Context: To enable a proper analysis of welfare services expenditure at the national level. There is a considerable interest in capital expenditure data at the national level from many different potential users.

The set of financial data items (Capital expenditure—gross, Capital Expenditure—net, Capital stock, Recurrent expenditure and Revenue) shown in the Dictionary are based on relevant sections of the ABS Economic Type Framework (ETF) of the Government Finance Statistics (GFS) Classifications. They summarise the broad reporting requirements of the government sector for Public Finance Statistics. As part of the reporting requirements for Public Finance Statistics, governments need to obtain certain information from funded organisations. This set of items is presented in the interests of facilitating ease of reporting of this information.

The ETF is based on established accounting principles and specifies an operating statement, cash flow statement, reconciliation statement, supplementary statement, intra-unit transfers other than revaluations and accrued transactions, revaluations and other changes in the volume of assets and, a balance sheet.

Relational and representational attributes

Datatype: Numeric **Representational form:** QUANTITATIVE VALUE

Field size: *Min.* 1 *Max.* 10 **Representational layout:** \$,\$\$\$,\$\$\$,\$\$\$

Data domain: Value in dollars:

Guide for use: Record separately for:

Expenditure type		GFS code
2	Expenditure on non-financial assets	222
21	Purchases of new non-financial assets	2221
22	Purchases of second-hand non-financial assets	2222
23	Sales of non-financial asset	2224
2	Assets acquired under finance leases	4101

For more explanation of and details on expenditure types, see the November 1998 Version of the ABS Economic Type Framework (ETF) of the Government Finance Statistics (GFS) Classifications.

Capital expenditure—net (*continued*)

Collection methods: Measurement on an accrual accounting basis is preferred to measurement on a cash accounting basis.
Expenditure is usually measured for an accounting period, typically a financial year (1 July to 30 June the following year).

Related data: Supersedes previous data element Capital expenditure – net v.1. Related to the data elements:

Capital expenditure^f gross v.1,
Capital stock v.1,
Recurrent expenditure v.2,
Revenue v.1.

Administrative attributes

Source document: ABS: 1998. Government Finance Statistics. Catalogue No. 5514.0. Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments:

Recurrent expenditure

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000533
NCSI Model Location Event/economic transaction event/expenditure			Data Class Cross-Program	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Recurrent expenditure on goods and services is expenditure, which does not result in the creation or acquisition of fixed assets (new or second-hand). It consists mainly of expenditure on wages, salaries and supplements, purchases of goods and services and consumption of fixed capital (depreciation).

When fees charged for goods and services are offset against recurrent expenditure, the result equates to final consumption expenditure in the national accounts framework.

Context: To enable a proper analysis of welfare services expenditure at the national level. There is a considerable interest in expenditure data at the national level from many different potential users.

The set of financial data items (Capital expenditure – gross, Capital expenditure – net, Capital stock, Recurrent expenditure and Revenue) shown in the Dictionary are based on relevant sections of the ABS Economic Type Framework (ETF) of the Government Finance Statistics (GFS) Classifications. They summarise the broad reporting requirements of the government sector for Public Finance Statistics. As part of the reporting requirements for Public Finance Statistics, governments need to obtain certain information from funded organisations. This set of items is presented in the interests of facilitating ease of reporting of this information.

The ETF is based on established accounting principles and specifies an operating statement, cash flow statement, reconciliation statement, supplementary statement, intra-unit transfers other than revaluations and accrued transactions, revaluations and other changes in the volume of assets and, a balance sheet.

Relational and representational attributes

Datatype: Numeric **Representational form:** QUANTITATIVE VALUE

Field size: Min. 1 Max. 10 **Representational layout:** \$,\$\$\$,\$\$\$,\$\$\$

Data domain: Value of (as defined in guide for use):

Expenditure type		GFS code
1	Employee expenses	121
11	Funded superannuation expenses	1211
12	Unfunded superannuation expenses	1212
13	Wages salaries and supplements (non-capitalised)	1213
14	Employees expenses (provisions adjustment)	1218
15	Other employee expenses	1219

Recurrent expenditure (*continued*)

<i>Data domain (continued):</i>	Expenditure type	GFS code
	2 Non-employee expenses	
	21 Benefits to households in goods and services	1223
	22 Other non-employee expenses (not benefits to households)	1221,1222,1224,1228
	3 Depreciation and amortisation	123
	4 Current transfer payments	124
	41 Current grant expenses	1241
	42 Subsidies	1242
	43 Current monetary transfers to households	1243
	44 Tax expense	1244
	45 Other current transfer payments	1249
	5 Property expense (refers to required current transfers involving payment for the use of property rights, e.g. royalties)	126

Guide for use: For more explanation of and details on expenditure types, see the November 1998 Version of the ABS Economic Type Framework (ETF) of the Government Finance Statistics (GFS) Classifications.

Collection methods: This framework requires measurement on an accrual accounting basis rather than on a cash accounting basis.
Expenditure is usually measured for an accounting period, typically a financial year (1 July to 30 June the following year).

Related data: Supersedes previous data element Recurrent expenditure v.1.
Related to the data elements:
Capital expenditure – gross v.2,
Capital expenditure – net v.2,
Capital stock v.1, and
Revenue v.1.

Administrative attributes

Source document: ABS: 1998. Government Finance Statistics. Catalogue No. 5514.0. Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments:

Capital—stock

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000551
<i>NCSI Model Location</i> Event/economic transaction event/general			<i>Data Class</i> Cross-Program	<i>Version</i> 1

Identifying and definitional attributes

Knowledgebase identifier:

Data item version no.: 1

Data element type: DATA ELEMENT

Definition: The total value of all non-financial assets in use.
 A non-financial asset is an entity functioning as a store of value, over which ownership rights are enforced, and from which economic benefits may be derived over a period of time, and which is not a financial asset.
 Gross capital stock is obtained by valuing each asset in use at the current price of a new asset of the same type.
 The Net capital stock is the written down values of gross capital stock. They represent the net present values of the future capital services to be provided by the assets. The difference between the net and gross value of an asset is accumulated depreciation.

Context: To enable a proper analysis of welfare expenditure and revenue at the national level.

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE

Field size: *Min.* 1 *Max.* 10 *Representational layout:* \$,\$\$\$,\$\$\$,\$\$\$

Data domain: Value in whole dollars.

Guide for use: For gross capital stock and net capital stock.

Collection methods: Measurement on an accrual accounting basis is preferred to measurement on a cash accounting basis.

Related data: Related to the data elements:
 Capital expenditure – gross v.2,
 Capital expenditure – net v.1,
 Recurrent expenditure v.2,
 Revenue v.1

Administrative attributes

Source document: ABS: 1998. Government Finance Statistics. Catalogue No. 5514.0. Canberra: AGPS.
 ABS: 2000. Information Paper: Accruals-based Government Finance Statistics. Catalogue No. 5517.0. Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments:

Non-financial asset type

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000602
NCSI Model Location Event/economic transaction event/general			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The type of non-financial assets in use by an agency.
A non-financial asset is an entity functioning as a store of value, over which ownership rights are enforced, and from which economic benefits may be derived over a period of time, and which is not a financial asset.

Context:

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: Min. 1 Max. 3 **Representational layout:** NNN

Data domain: TYPE OF ASSET CLASSIFICATION

1 Produced assets (excluding inventories)

11 Tangible produced assets (excluding inventories)

111 Dwellings

112 Other buildings

113 Other construction/infra-structure

114 Transport equipment

115 Computer equipment

116 Equipment other than transport and computer equipment

117 Defence weapons platforms

118 Cultivated assets

12 Intangible produced assets (excluding inventories)

121 Mineral exploration

122 Computer software

123 Entertainment, literary or artistic originals

129 Other intangible produced assets

13 Valuables

2 Non-produced assets

21 Tangible non-produced assets

211 Land

219 Other tangible non-produced assets

22 Intangible non-produced assets

Non-financial asset type (*continued*)

Guide for use: **117 Defence weapons platforms** Consists of military vehicles and equipment designed to launch weapons of destruction. Includes warships, submarines, military aircraft, tanks, missile carriers and launchers. Excludes missiles, rockets and bombs. Defence weapons platforms are treated on output as expenses in GFS and as final consumption expenditure in the ASNA.

118 Cultivated assets Consists of livestock for breeding and plantations of trees yielding repeat products that are under the direct control, responsibility and management of institutional units. Includes animal, fish and poultry breeding stocks; dairy cattle; draft animals; animals for wool production; animals used for transportation, racing or entertainment; and trees, shrubs and vines cultivated for fruit and nuts, sap and resin, and bark and leaf products. Also includes immature cultivated assets if produced for own use.

See Source document below for a more detailed classification.

Collection methods:

Related data:

Administrative attributes

Source document: ABS: 1998. Government Finance Statistics. Catalogue No. 5514.0. Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments:

Revenue

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000588
NCSI Model Location Event/economic transaction event/revenue-receipt			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Inflows of cash or other enhancements of future economic benefits in the form of increases in assets or reduction in liabilities of the entity. (Other than those relating to contributions by owners, that results in an increase in equity during the reporting period).

Context: To enable a proper analysis of welfare expenditure and revenue at the national level, revenue is to be broken down into a number of major categories.

The set of financial data items (Capital expenditure – gross, Capital Expenditure – net, Capital stock, Recurrent expenditure and Revenue) shown in the Dictionary are based on relevant sections of the ABS Economic Type Framework (ETF) of the Government Finance Statistics (GFS) Classifications. They summarise the broad reporting requirements of the government sector for Public Finance Statistics. As part of the reporting requirements for Public Finance Statistics, governments need to obtain certain information from funded organisations. This set of items is presented in the interests of facilitating ease of reporting of this information.

The ETF is based on established accounting principles and specifies an operating statement, cash flow statement, reconciliation statement, supplementary statement, intra-unit transfers other than revaluations and accrued transactions, revaluations and other changes in the volume of assets and, a balance sheet.

Relational and representational attributes

Datatype: Numeric **Representational form:** QUANTITATIVE VALUE

Field size: *Min.* 1 *Max.* 10 **Representational layout:** \$,\$,\$,\$,\$,\$,\$,\$

Data domain: Value of (as defined in guide for use): **GFS code**

1	Taxation revenue	111
2	Sales of goods and services	112
21	Client fees	112
22	Sales of goods and services (excluding fees)	112
3	Property income (e.g. interest, dividends, rent income)	113
4	Other current income	114
41	Gifts	114
42	Other current income (excluding gifts)	114
5	Capital revenue	115
51	Revenue from capital grants	1151
52	Other capital revenue	1152, 1159

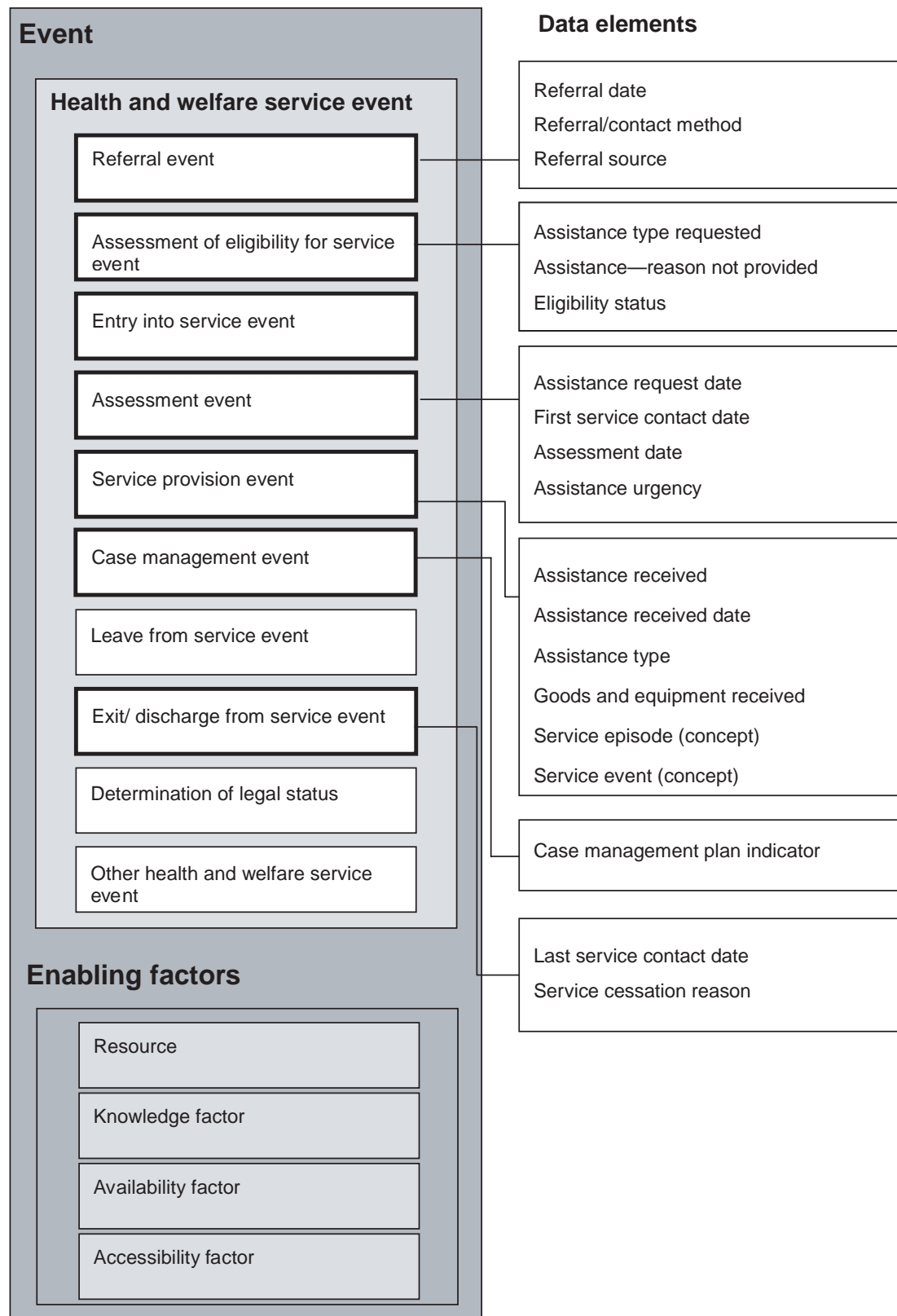
Revenue (*continued*)

Guide for use:	21 Client fees Fees charged for community and residential care and health services that are provided to clients of the organisation. This does not include optional services provided for extra fees (such as a higher standard of meals or a TV in the room of a residential care facility which, is charged for). Such items are coded in 2.2 Sales of goods and services (excluding fees). For more explanation of and details on expenditure types, see the November 1998 Version of the ABS Economic Type Framework (ETF) of the Government Finance Statistics (GFS) Classifications.
Collection methods:	Measurement on an accrual accounting basis is preferred to measurement on a cash accounting basis. Revenue is usually measured for an accounting period, typically a financial year (1 July to 30 June the following year).
Related data:	Related to the data element: Capital expenditure – gross v.2, Capital expenditure – net v.2, Capital stock v.1, Recurrent expenditure v.2.

Administrative attributes

Source document:	ABS; 1998. Government Finance Statistics. Catalogue No. 5514.0. Canberra: AGPS.
Source organisation:	Australian Bureau of Statistics
Comments:	

National Community Services Information Model, version 1, Entities



Referral date

<i>Revised</i>	<i>Status</i>	<i>Effective Date</i>	<i>Reg. Auth.</i>	<i>ID No.</i>
	CURRENT	1/07/2000	NCSIMG	000515
<i>NCSI Model Location</i>			<i>Data Class</i>	<i>Version</i>
Event/health and welfare service event/referral event			Cross-Program	2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The date on which an agency receives a client referral from another party.

Context: 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 workload (i.e. the number of referrals coming to a particular agency). This may be measured for particular clients or particular types of services.

Relational and representational attributes

Datatype: Numeric *Representational form:* DATE

Field size: *Min.* 8 *Max.* 8 *Representational layout:* DDMMYYYY

Data domain: Valid date

Guide for use: 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.

Collection methods: 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).

Related data: Supersedes previous data element Date of referral v.1. Used in conjunction with Referral source v.2.

Administrative attributes

Source document: AIHW: 1999. National Health Data Dictionary, version 9. Catalogue No. HWI 24. Canberra: AIHW.

Source organisation: National Health Data Committee

Comments:

Referral/contact method

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000581
<i>NCSI Model Location</i> Event/health and welfare service event/referral event			<i>Data Class</i> Cross-Program	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The method by which contact with an agency (by a person, party or other agency, or a referral to an agency) was made.

Context: 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.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 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. Referral source provides the information on who is actually making the contact or referral.

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).

Related data: Referral source v.2.

Administrative attributes

Source document: AIHW: 1999. SAAP National Data Collection Data Dictionary, Version 1.1. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Referral source

<i>Revised</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000536
<i>NCSI Model Location</i> Event/health and welfare service event/referral event			<i>Data Class</i> Cross-Program	<i>Version</i> 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The party (person or agency) responsible for the referral of a client to a community service agency.

Context: Source of referral is important in assisting in the analyses of inter-service client flow and for community service planning.

Relational and representational attributes

Datatype: Numeric ***Representational form:*** CODE

Field size: ***Min.*** 1 ***Max.*** 2 ***Representational layout:*** NN

Data domain:

1 Agency

- 11 Health agency
- 12 Community services agency
- 13 Educational agency
- 14 Legal agency
- 15 Employment/job-placement agency
- 16 Other agency

2 Non-agency

- 21 Self
- 22 Family
- 23 Friend(s)
- 24 General medical practitioner
- 25 Other party
- 9 Not stated/inadequately described

Referral source (*continued*)

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 11
- *Residential aged care factor* to category 11
- *Community nursing service* to category 11
- *School/other education institution* to category 13
- *General Practitioner* to category 24
- *Police/legal unit* to category 14 etc

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.

This trial data element is undergoing further development and testing. This will include:

- a review of the ways in which this information is collected in existing administrative data collections,
- and an appraisal of its operational feasibility, and
- consultation with ABS and other organisations regarding related data standards.

Related data:

Supersedes previous data element Source of referral v.1.

Is related to:

First service contact date v.2,
Referral date v.2.

Administrative attributes

Source document:

AIHW: 1998. SAAP National Data Collection: Collectors Manual. Canberra: AIHW.

AIHW: 1999. SAAP National Data Collection Data Dictionary version 1.1. Canberra: AIHW.

AIHW: 1999. National Health Data Dictionary, version 9. Catalogue No. HWI 24. Canberra: AIHW.

DHFS:1998. HACC Data Dictionary, version 1.0. Commonwealth of Australia.

Source organisation:

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

Comments:

Assistance type requested

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000601
NCSI Model Location Event/health and welfare service event/assessment of eligibility for service event			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: 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.

Context: 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 2 **Max.** 2 **Representational layout:** NN

Data domain:

- 01 Personal and social support
- 02 Child care and preschools
- 03 Training, vocational rehabilitation and employment
- 04 Financial and material assistance
- 05 Residential care and accommodation support
- 06 Protective services
- 07 Corrective services
- 08 Policy, community and service development and support
- 09 Other community services
- 99 Not stated/inadequately described

Guide for use: 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 activities classification in the National Classifications of Community Services, (currently Version 1.0, see highest level categories above, but to be revised and updated in 2001). To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the activities classification but they should always be mappable to categories in this classification.

Collection methods: This item can be collected for the main type of assistance requested or all types.

Related data: Is related to Assistance type v.2.

Assistance type requested (*continued*)

Administrative attributes

Source document: AIHW: 1997. National Classifications of Community Services, Version 1.0.
Category No. HWI 7. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Assistance – reason not provided

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000606
<i>NCSI Model Location</i> Event/health and welfare service event/assessment of eligibility for service event			<i>Data Class</i> Cross-Program	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The reason assistance was not provided to a person by a community services agency.
This may be recorded for a particular type of assistance, a particular request for service, a particular assessment event or a particular referral event.

Context: Service provision and planning;
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.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: Min. 1 Max. 1 *Representational layout:* N

Data domain:

- 1 Service not offered by agency
- Service is offered but not provided because:**
- 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 reason assistance not provided
- 9 Not stated/inadequately described

Guide for use: Record main reason assistance not provided.
Examples of the above categories are:

- 3. Outlet refused service to person/offer refused** – due to inappropriate behaviour or person failed to present and did not contact the agency.
- 4. Person or service provider unable to attend** – for example, unscheduled staff absence or unscheduled events such as bad weather or electricity failure.
- 5. Assistance currently not available** – the place, service or resource is not currently available or a waiting period applies.
- 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.

Assistance – reason not provided (*continued*)

Guide for use (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 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.

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).

Related data:

Administrative attributes

Source document:

Source organisation: Australian Institute of Health and Welfare

Comments:

Assistance request date

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000556
<i>NCSI Model Location</i> Event/health and welfare service event/entry into service event			<i>Data Class</i> Cross-Program	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The date on which a person or persons requests assistance from an agency.
A request does not necessarily result in provision of a service.

Context: 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.

Relational and representational attributes

Datatype: Numeric *Representational form:* DATE

Field size: Min. 8 Max. 8 *Representational layout:* DDMMYYYY

Data domain: Valid date

Guide for use: 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 1 July 2000, the Assistance request date should be recorded as 01072000 as specified in the representational layout.

Collection methods: 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.

Related data:

Administrative attributes

Source document: AIHW: 1998. SAAP National Data Collection Collectors Manual. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

First service contact date

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 512
NCSI Model Location Event/health and welfare service event/entry into service event			Data Class Cross-Program	Version 2

Identifying and definitional attributes

Knowledgebase ID:

Data item version no.: 2

Data element type: DATA ELEMENT**Definition:** The date on which a Service episode commenced.**Context:** This data element is used in calculation of measures of periods of support and duration of assistance.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE**Field size:** Min. 8 Max. 8 **Representational layout:** DDMMYYYY**Data domain:** Valid date

Guide for use: 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.

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.

Collection methods: Date assistance commenced must be related to a particular Service episode. For each separate Service episode a 'First service contact date' should be recorded.**Related data:** Related to:

Last service contact date v.2,
Assistance received date v.1,
Eligibility status v.2,
Service delivery setting v.2,
Service episode v.1

Supersedes previous data element Date assistance commenced, v.1.

Administrative attributes

Source document:**Source organisation:** Australian Institute of Health and Welfare**Comments:**

Assessment date

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000557
<i>NCSI Model Location</i> Event/health and welfare service event/assessment of event			<i>Data Class</i> Cross-Program	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The date(s) on which the agency undertook an assessment of the client(s) need for assistance, appropriateness of service provision and/or circumstances.

Context: 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 Assessment date 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.

Relational and representational attributes

Datatype: Numeric *Representational form:* DATE

Field size: *Min.* 8 *Max.* 8 *Representational layout:* DDMMYYYY

Data domain: Valid date

Guide for use: 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.

Collection methods: 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 receipt of assistance and Primary type of assistance received (where 'assessment' is coded).

Related data:

Assessment date (*continued*)

Administrative attributes

<i>Source document:</i>	DHFS: 1998. HACC Data Dictionary Version 1.0. Commonwealth of Australia.
<i>Source organisation:</i>	Department of Health and Family Services
<i>Comments:</i>	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 (i.e. the most recently recorded information) where conflicting values are recorded in the linked file.

Assistance urgency

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000604
<i>NCSI Model Location</i> Event/health and welfare service event/assessment of event			<i>Data Class</i> Cross-Program	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The assessed time period within which assistance, is needed by the person.

Context: Client needs and service and resource planning:
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.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 2 *Representational layout:* NN

Data domain:

- 1 Within 48 hours
- 11 Immediate
- 12 Within 24 hours
- 13 More than 24 hours but within 48 hours
- 2 More than 2 days but within 14 days
- 21 3-4 days
- 22 5-6 days
- 23 More than 6 days but within 14 days
- 3 More than 14 days
- 9 Not stated/inadequately described

Guide for use: This data item measures a perceived need by the service provider and/or professional making the assessment, not a perceived want.

Collection methods: Determination of 'urgency' into one of the above categories should follow an assessment event or some determination by the agency of need.

Related data: Assistance received date v.1.

Administrative attributes

Source document: AIHW: 1999. SAAP National Data Collection Data Dictionary Version 1.1. Canberra: AIHW.
AIHW: (Under development) Draft Aged Care Assessment Program Minimum Data Set, version 2.

Source organisation: Australian Institute of Health and Welfare

Comments:

Eligibility status

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000505
NCSI Model Location Event/health and welfare service event/assessment of event			Data Class Cross-Program	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The eligibility of a person (as determined by an assessment) to receive an occasion of assistance from an agency.

Context: This data element may be used in calculating unmet demand and need for existing community services.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 1 *Max.* 1 **Representational layout:** N

Data domain:

- 1 Eligible
- 2 Not eligible
- 9 Not stated/inadequately described

Guide for use: The actual eligibility criteria may differ according to the type of assistance and the agency.

Collection methods: 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.

Related data: Supersedes previous data element Assessment of eligibility, v. 1.

Administrative attributes

Source document:

Source organisation: National Community Services Data Committee

Comments:

Assistance received

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000545
<i>NCSI Model Location</i> Event/health and welfare service event/service provision event			<i>Data Class</i> Cross-Program	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: The goods or services, or time or money received by a person (client) during a Service episode or event.

Context: 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.

Relational attributes

Related data: Assistance type v.2.

Administrative attributes

Source document: DHFS: 1998. HACC Data Dictionary Version 1.0. Commonwealth of Australia.

Source organisation: Department of Health and Family Services

Comments: 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.

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 (i.e. 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.

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.

Assistance received date

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000558
NCSI Model Location Event/health and welfare service event/service provision event			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The date on which a client receives assistance from an agency.

Context: 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** DATE

Field size: *Min.* 8 *Max.* 8 **Representational layout:** DDMMYYYY

Data domain: Valid date

Guide for use: 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 1 July 2000 the Assistance received date should be recorded as 01072000 as specified in the representational layout.

Collection methods: The date recorded should reflect the date on which the client received any type of assistance (as specified in the data element Assistance type). 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.

Related data: Related to the data elements:
Assistance type v.2,
Assistance urgency v.1 and
Assistance received v.1.

Administrative attributes

Source document: DHFS: 1998. HACC Data Dictionary Version 1.0. Commonwealth of Australia.

Source organisation: Department of Health and Family Services

Comments:

Assistance type

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000538
NCSI Model Location Event/health and welfare service event/service provision event			Data Class Cross-Program	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The type of assistance provided by a community services agency in response to a client's request for assistance or a contact or referral event. The types of service(s) or support should be classified in terms of activities and should be related to a particular Service event or Service episode.

Context: Information about assistance provided is of fundamental importance to community service delivery, service planning and for administrative purposes.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 2 *Max.* 2 **Representational layout:** NN

Data domain:

- 01 Personal and social support
- 02 Child care and preschools
- 03 Training, vocational rehabilitation and employment
- 04 Financial and material assistance
- 05 Residential care and accommodation support
- 06 Protective services
- 07 Corrective services
- 08 Policy, community and service development and support
- 09 Other community services
- 99 Not stated/inadequately described

Guide for use: The type(s) of assistance received may be recorded for each Service event or Service episode. Categories used in individual community services data collections should be mappable to the activities classification in the National Classifications of Community Services (currently Version 1.0, see highest level category above, but to be revised and updated in 2001). To meet program or service-specific needs, the categories used in individual data collections may, be more detailed than those in the activities classification, but they should always be mappable to categories in this classification. Where appropriate, revisions will be made to the activities classification.

Collection methods: Coding should be based on the type(s) of assistance that is/are the main focus of a Service episode or Service event.

Assistance type (*continued*)

Related data: Supersedes previous data element Type of assistance provided v.1.

Related to the data element:

Assistance request date v.1,
First service contact date v.2,
Last service contact date v.2.,
Service event v.1,
Service episode v.1.

Administrative attributes

Source document: AIHW: 1997. National Classifications of Community Services, Version 1.0.
Category No. HWI 7. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Goods and equipment received

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000574
NCSI Model Location Event/health and welfare service event/service provision event			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The goods or equipment received by the client (by purchase, loan, or gift) during a Service event or Service episode.

Context: 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 (i.e. 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

- 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, mouth-stick)
- 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:

Goods and equipment received (*continued*)

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).

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. 1998.

Related data: Is related to Assistance type v.2.

Administrative attributes

Source document: DHFS: 1998. HACC Data Dictionary Version 1.0. Commonwealth of Australia.

Source organisation: Department of Health and Family Services

Comments:

Service episode

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000590
<i>NCSI Model Location</i> Event/health and welfare service event/service provision event			<i>Data Class</i> Cross-Program	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: A period of time during which a client receives assistance from an agency.

Context: Service provision and planning:

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.

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 concept Service event).

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.

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 specified in the data element Assistance type 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 (i.e. the first Service event) will vary across agencies.

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.

Service episode (*continued*)

Relational attributes

Related data: First service contact date v.2,
Last service contact date v.2,
Service event v.1.

Administrative attributes

Source document: DHFS: 1998. HACC Data Dictionary Version 1.0. Commonwealth of Australia.

Source organisation: Department of Health and Family Services

Comments:

Service event

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000591
NCSI Model Location Event/health and welfare service event/service provision event			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: An instance or occasion of assistance received by a client from an agency.

Context: 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.

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.

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.

Relational attributes

Related data: Service episode v.1.

Administrative attributes

Source document: DHFS: 1998. HACC Data Dictionary Version 1.0. Commonwealth of Australia.

Source organisation: Department of Health and Family Services

Comments:

Case management plan indicator

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000554
NCSI Model Location Event/health and welfare service event/case management event			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: 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.

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.

The plan or agreement can relate to services provided by one agency or a number of agencies.

Context: 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.

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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 3 **Representational layout:** NNN

Data domain:

- 0 Not applicable
- 1 Plan developed
- 2 Plan agreed to by client or advocate
- 3 Plan implemented
- 9 Not stated/inadequately described

Guide for use: Multiple responses for codes 1,2 and 3 may be recorded. If a plan is implemented (Code 3), then of necessity it must also have been developed (Code 1). Codes 0 and 9 can only be recorded individually though.

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.

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.

Case management plan indicator (*continued*)

Guide for use: **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.

3 Plan implemented: Some part of the plan must be implemented, i.e. the plan must be in operation at the time of recording.

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.

Related data:

Administrative attributes

Source document: AIHW: 1998. SAAP National Data Collection Collectors Manual. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Last service contact date

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000513
NCSI Model Location Event/health and welfare service event/exit or discharge from service			Data Class Cross-Program	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The date on which a service episode was completed.

Context: This data element may be used in the calculation of measures of periods of support and duration of assistance.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: *Min.* 8 *Max.* 8 **Representational layout:** DDMMYYYY

Data domain: Valid dates

Guide for use: 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.

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.

Collection methods: 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.

Related data: Related to data elements:

First service contact date v.2,
Service cessation reason v.1,
Assistance received date v.1,
Service delivery setting v.2, and
Service episode v.1.

Supersedes previous data element Date assistance completed v. 1.

Administrative attributes

Source document:

Source organisation: Australian Institute of Health and Welfare

Comments:

Service cessation reason

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000607
<i>NCSI Model Location</i> Event/health and welfare service event/exit or discharge from service			<i>Data Class</i> Cross-Program	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The reason that the person ceased to receive services from the agency.

Context: 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. Service cessation reason 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.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 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
- 7 Other reason
- 9 Not stated/inadequately described

Guide for use: **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. Instances where the client has moved to another agency or form of assistance (either of their own choice or the agency's) should be coded in 2, and not here.

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).

Service cessation reason (*continued*)

Guide for use (continued):

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 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.

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.

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.

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.

Related data:

Last service contact date v.2.

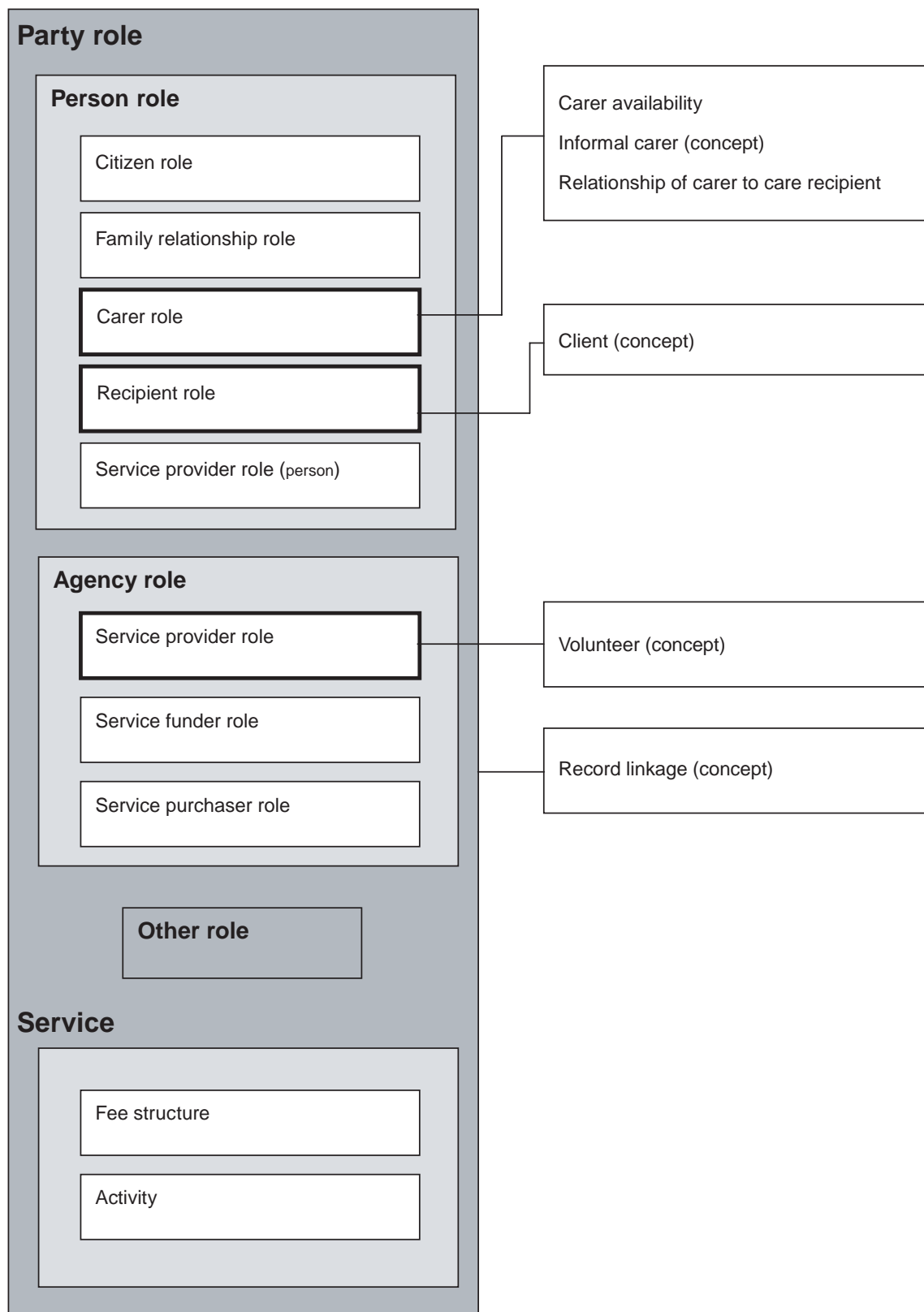
Administrative attributes

Source document: DHFS: 1998. HACC Data Dictionary Version 1.0. Commonwealth of Australia.

Source organisation: Department of Health and Family Services

Comments:

National Community Services Information Model, version 1, Entities



Carer availability

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000552
NCSI Model Location Party role/person role/carers role			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Whether someone, such as a family member, friend or neighbour, has been identified as providing regular and sustained care and assistance to the person requiring care.

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.

Context: Personal and social support:

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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

- 0 Has no carer
- 1 Has a carer
- 9 Not stated/inadequately described

Guide for use: 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.

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.

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).

Carer availability (*continued*)

Guide for use (<i>continued</i>):	<p>When asking a client about the availability of a carer, it is important for agencies 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> <p>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.</p>
Collection methods:	<p>Agencies may collect this item at the beginning of each Service episode and also assess this information at subsequent assessments or re-assessments.</p> <p>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.</p>
Related data:	<p>Is related to:</p> <ul style="list-style-type: none"> Informal carer v.2 and Carer co-residency v.1.

Administrative attributes

Source document:	DHFS: 1998. HACC Data Dictionary Version 1.0. Commonwealth of Australia.
Source organisation:	Department of Health and Family Services
Comments:	<p>There is inconsistency between this definition of 'Carer availability' 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. Information such as the amount of time for which care is provided can of course be collected separately but, if it is not needed, it would place a burden on service providers.</p>

Informal carer

<i>Revised</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000508
<i>NCSI Model Location</i> Party role/person role/carer role			<i>Data Class</i> Cross-Program	<i>Version</i> 2

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: 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.

The definition excludes formal care services such as home care, 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.

Context: 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. 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 arrangements and 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. The stability or otherwise of the carer's availability may be significant in the capacity of the client continuing to remain at home.-

Existing carer definitions (e.g. for purposes of establishing eligibility for Domiciliary Nursing Care Benefits (DNCB/Carer Allowance; Carer Pension/Carer Payment) definitions used in ABS population, surveys of disability, ageing and carers) vary in context and purpose.

Relational attributes

Related data: Related to the data elements:

- Activity areas v.1,
- Assistance with activity v.1,
- Activity – level of difficulty v.1,
- Interpreter services required v.2,
- Family type v.2,
- Household type v.2,
- Living arrangements v.2,
- Marital status v.1.

Informal carer (*continued*)

Administrative attributes

Source document: AIHW: 1999. HACC Minimum Data Set Project. Catalogue No. AGE 13.
Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Relationship of carer to care recipient

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000585
<i>NCSI Model Location</i> Party role/person role/carer role			<i>Data Class</i> Cross-Program	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The relationship of the carer to the person for whom they care.

Context: 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.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

1	Spouse/partner
2	Parent
3	Child
4	Child-in-law
5	Other relative
6	Friend/neighbour
9	Not stated/inadequately described

Guide for use: 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.

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 (i.e. code 4). 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 (i.e. code 2).

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.

Code 1 includes defacto and same sex partnerships.

Collection methods: To obtain greater detailed information about carers data can be collected using other elements such as 'Age' and 'Sex' etc.

Related data:

Relationship of carer to care recipient (*continued*)

Administrative attributes

Source document: DHFS: 1998. HACC Data Dictionary Version 1.0. Commonwealth of Australia.

Source organisation: Department of Health and Family Services

Comments: There is inconsistency between this definition of 'Informal carer' with the ABS definition of 'Principal carer'.

Client

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000555
NCSI Model Location Party role/person role/recipient role			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: A person, group or organisation eligible to receive services either directly or indirectly (i.e. through partner organisations) from an agency.

Context: 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.

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'.

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.

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 be 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.

Relational attributes

Related data:

Administrative attributes

Source document:

Source organisation: Australian Institute of Health and Welfare

Comments:

Volunteer

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000608
NCSI Model Location Party role/person role/service provider role			Data Class Cross-Program	Version 1

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: A person who willingly gives unpaid help in the form of time, service or skills, through an organisation or group.

The reimbursement of expenses in full or part (e.g. token payments) or small gifts (e.g. 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. 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.

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.

Persons on Community Service Orders and other similar programs should be excluded from surveys.

Context: 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.

Relational attributes

Related data: Full-time equivalent volunteer/unpaid staff v.1
Hours per week-volunteer/unpaid staff v.1.

Administrative attributes

Source document: ABS: 1996. Voluntary Work, Australia. Catalogue No. 4441.0. Canberra: AGPS.

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

Record linkage

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000532
NCSI Model Location Party role/agency role/general			Data Class Cross-Program	Version 2

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: 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.

Context: 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).

Relational attributes

Related data:

Administrative attributes

Source document: AIHW: 1999. HACC Minimum Data Set Project. Catalogue No. AGE 13.
Canberra: AIHW.
Linkage Key: Issues Paper

Source organisation: Australian Institute of Health and Welfare

Comments: 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 CSDA MDS is using the statistical linkage key based on that for the HACC MDS.

Information annexes

The following Information annexes have been included to help inform users about particular data concepts or items (or groups of items) and to assist them in using the dictionary. These annexes provide additional background information that explains why particular definitions or domains have been included in the dictionary.

4.1 Cultural and Language Indicators

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 NCSDD

To comply with ABS standard the following data items related to cultural identity are included in the NCSDD Version 2:

- 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 (DIMA)

DIMA have 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 4 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 will 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).

4.2 Labour force

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, 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:

1. Labour Force Status
2. Employment Status
3. Hours Worked
4. Full-time/Part-time Status
5. Duration of Unemployment

Three of these are defined in the data dictionary as individual data items. Hours worked and Duration of unemployment are not included as individual data items.

The five Labour Force Variables are interlinked in the following way:

- (a) 'Status in Employment' and 'Hours Worked' apply only if 'Labour Force Status' = employed.
- (b) 'Full-time/Part-time Status' applies only if 'Labour Force Status' = employed, unemployed (if actively seeking full-time/part-time work).
- (c) 'Duration of Unemployment' applies only if 'Labour Force Status' = 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 variable which, establishes whether persons aged 15 years or over are currently economically active. (i.e. 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.

Employment status 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. For employed persons Full-time/Part-time status is measured by counting the total number of hours actually worked in all jobs in the reference week and/or usually worked per week in all 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, 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 thirteen questions. They are available in *Standards for Social, Labour and Demographic Statistics*, ABS.

The recommended module for self enumerated collections

The following questions should be asked in self-enumerated data collections. The sequencing is important due to the inter-relationships between the labour force data items. (i.e. First it must be established if the person was working, then the type of work and then whether Full-time or part time etc). This should be borne in mind when collecting data on labour force.

Q.1

Last week, did the person have a full-time or part-time job of any kind

Mark one box only

A job means any type of work, including casual or temporary work or part time work if it was for one hour or more.

Yes, worked for payment or profit

Yes, but absent on holidays, on paid leave, on strike or temporarily stood down.

Yes, unpaid work in a family business

Yes, other unpaid work.

Now go to 10.

No, did not have job.

Now go to 10.

Q.2

In the main job held *last week*, was the person:

Mark one box only.

If the person had more than one job last week then 'main job' refers to the job in which the person usually works the most hours.

A wage or salary earner?

A helper not receiving wages?

Conducting own business in a limited liability company

With employees?

Without employees?

Conducting own business which is not a limited liability company

With employees?

Without employees?

Q.3, 4, 5, 6, 7, *Occupation and industry questions.*

Q.8

Last week how many hours did the person work in all jobs?

Subtract any time off, add any overtime or extra time worked.

None

1–15 hours

16–24 hours

25–34 hours

35–39 hours

40 hours

41–48 hours

49 hours or more

Q.9 *Journey to work question.*

Q.10

Did the person actively look for work at any time during the *last 4 weeks*?

Examples of actively looking for work include being registered with a job placement agency, checking or registering with any other employment agency, writing, telephoning or applying in person to an employer for work, or advertising for work.

No, did not look for work.

No more questions for this person.

Yes, looked for full-time work

Yes, looked for part-time work

Q.11

If the person had found a job, could the person have started work last week?

Yes, could have started work last week.

No, already had a job to go to.

No, temporarily ill or injured.

No, other reason.

4.3 Geographic indicators

Related data elements – Geographic identifier, Postcode, State/Territory identifier, Geographic location, Address, Suburb/town/locality name

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 of entity that is sought. For example, the postal address of an organisation (and therefore the postcode and SLA) 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

Postcode is a relatively easily collected data item, as it is one of the components of address. It can be mapped to ASGC classifications (such as SLA) using an ABS Postal Area to ASGC Concordance. However, as postcodes do not amalgamate to SLA's or vice versa, some inaccuracies can occur during the mapping process.

Postcodes cover the whole of Australia and are mutually exclusive.

For comparison purposes, information from the Census of Population and Housing is available by Postal Area of CD of Enumeration and Postal Area of Usual Residence. A Postal Area of CD of Enumeration is formed, by aggregating whole CDs that fall within the physical boundaries of a Postcode area on a 'best fit' basis. The ABS Census package 'Socio Economic Indexes for Areas (SEIFA)' is also available on a Postcode 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 (ASGC)

For full details regarding this classification refer to the ABS Australian Standard Geographical Classification 1998,1216.0.

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 is 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 6 inter-related classification structures:

- Main structure
- Local Government Area Structure
- Statistical District Structure
- Statistical Region Structure
- Urban Centre/Locality Structure; and
- Section of State Structure

The Main Structure, The Statistical Region 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 spacial unit is the Census Collection District (CD). It is the basic building block of the 6 classification structures. Between censuses, the smallest spacial unit is the Statistical Local Area (SLA) which is the level above CD in the hierarchical structure. SLAs are defined on administrative areas of local governments.

Main Structure:

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 5 hierarchical levels at Population Census time, comprising in ascending order:

- Census Collectors Districts (CDs)
- Statistical Local Areas (SLAs)
- Statistical Sub-Divisions (SSDs)
- Statistical Divisions (SDs)
- States and Territories (S/Ts)

CDs aggregate to SLAs, SLAs to SSDs and so on. Each spatial unit collectively (e.g., SLAs) covers all of Australia without gaps or overlaps

Other Structures

For details regarding the other Structures refer to the *ABS Australian Standard Geographical Classification 1998,1216.0*.

Coding to ASGC

Street addresses can be mapped to ASGC codes using the ABS National Localities Index (NLI). Refer to ABS Catalogue No. 1252.0 for full details of the NLI. The NLI is updated regularly and maintained in accordance with each edition of the ASGC.

To ABS has also developed a number of concordance files (for example, 1996 SLAs to 1998 SLAs, 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 (RRMA)

The Rural, Remote Area and Metropolitan Area 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 SLA's 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'.

Prior to 1994 the Rural and Remote Area Classification (RRRA) was developed by the then Commonwealth Department of Human Services and Health (DSHS 1994). Each SLA was classified according to one of seven categories: 'capital city'; 'other major urban'; 'rural major'; 'rural other'; 'remote major'; 'remote other'; and 'other offshore areas'.

Accessibility/Remoteness Index of Australia (ARIA)

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 Department of Health and Aged Care (under a Steering Committee) and released early in 1999. In brief GISCA used a geographic information system (GIS) 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 4 categories. Values for populated localities are interpolated to a 1 kilometre grid, and averages calculated for larger areas. These values are grouped into five categories:

1. Highly accessible
2. Accessible
3. Moderately accessible
4. Remote
5. 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 (CD), Postcode and SLA levels. Data collected by Address can be mapped to ARIA through the ABS National Localities Index, which maps address to the ASGC codes.

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.

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.

Major groups and minor groups of SACC

(See *Standard Australian Classification of Countries (SACC) 1998*, ABS Catalogue No. 1269.0 for Country codes which provide the other digits)

1. Oceania and Antarctica
 - 11 Australia
 - 12 New Zealand
 - 13 Melanesia
 - 14 Micronesia
 - 15 Polynesia
 - 16 Antarctica
2. North-west Europe
 - 21 United Kingdom
 - 22 Ireland
 - 23 Western Europe
 - 24 Northern Europe
3. Southern and Eastern Europe
 - 31 Southern Europe
 - 32 South Eastern Europe
 - 33 Eastern Europe
4. North Africa and the Middle East
 - 41 North Africa
 - 42 Middle East
5. South-East Asia
 - 51 Mainland South-East Asia
 - 52 Maritime South-East Asia

- 6. North-East Asia
 - 61 Chinese Asia (includes Mongolia)
 - 62 Japan and the Koreas
- 7. Southern and Central Asia
 - 71 Southern Asia
 - 72 Central Asia
- 8. Americas
 - 81 Northern America
 - 82 South America
 - 83 Central America
 - 84 Caribbean
- 9. Sub-Saharan Africa
 - 91 Central and West Africa
 - 92 Southern and East Africa

4.4 Disability

Introduction

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, so as to enable:

- the monitoring of access to generic services by people with a disability;
- the collection of more consistent data on disability support and related services, including data on service use by different groups; and
- 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.

Disability definitions in use in Australia were examined (Madden & Hogan, 1997) and an attempt made to relate the definitions to the concepts and definitions of the International Classification of Impairments, Disability and Handicaps (ICIDH-2 Beta-1 draft, 1997). Four main categories of definitions were considered:

- broad inclusive definitions for population research and anti-discrimination measures (such as Commonwealth Disability Discrimination Act (1992));
- definitions for generic or 'mainstream' services (such as Commonwealth Higher Education Programs, AUSTUDY);
- definitions for income support, insurance and social security (such as Social Security Act (1991), Disability Support Pension, Carer Allowance (Child), Carer Payment); and
- definitions for disability support services (such as Disability Services Acts for Commonwealth, States and Territories).

It is intended that all four categories of definitions (above) may be related to the data elements in the NCSDD. The data elements serve as building blocks with which data items and systems can be constructed for specific services and purposes. The resulting data items, systems, and the data produced will then be able to be related to other systems and data relevant to disability.

These data elements are of major importance in the disability services field. But it is also important that the data items be useful in a wider range of community services. This is because of the importance of other community services to people with a disability, and the need to identify access by people with a disability to other community services and to 'mainstream services'.

The revision of the ICIDH

The first international classification relating to disability was the International Classification of Impairments, Disabilities and Handicaps (ICIDH). The ICIDH was published in 1980 as 'a manual of classification relating to the consequences of disease' and 'intended to offer a conceptual framework for information' (WHO, 1980). As such, the framework of the ICIDH may also be used for investigating public health risk factors and outcomes, in areas such as rehabilitation and mental health, and where a person has contact with both health and community services sectors (Madden & Sykes, 1999).

The ICIDH is now in the process of revision, to embrace developments in the field since 1980. The revised classification (ICIDH-2) is being developed by the World Health Organisation in cooperation with a range of countries, including Australia, as well as specialist task forces and organisations representing people with a disability. A first public draft was released in 1997 for world-wide testing and evaluation.

The latest (and final) public draft classification (WHO, 1999) is now renamed the International Classification of Functioning and Disability. The abbreviated reference is still ICIDH-2, pending its formal finalisation and adoption by WHO.

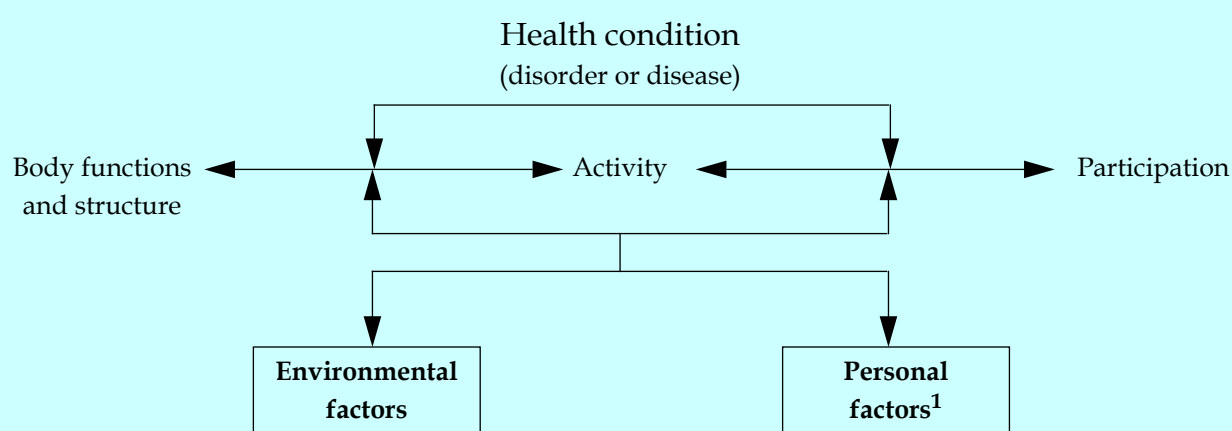
The ICIDH-2, Beta-2, 1999 can be found on the WHO website: <http://www.who.ch/icidh>.

The conceptualisation of disability and the draft International Classification of Functioning and Disability (ICIDH-2)

Disability is conceptualised as being a multi-dimensional experience for the person involved. There may be effects on organs or body parts, for example impairment of the structure and/or function of the ear. There may be effects on certain activities such as understanding and producing messages. There may be effects on a person's participation in areas of human life such as education and work or leisure; participation may be facilitated in various ways, for instance by the provision of assistive technology or sign language interpretation.

Correspondingly, three dimensions of disability are recognised in the draft International Classification of Functioning and Disability – body structure and function (and impairment thereof); activity (and activity limitations); participation (and participation restriction) (WHO 1999). The classification also explicitly recognises the role of physical and social environmental factors in affecting disability outcomes (see Figure 1).

Figure 1: Current understanding of interactions between the dimensions of ICIDH-2



1 Data elements for some personal factors are in the National Community Services Data Dictionary, for example, indigenous status, marital status, sex.

Disability arises when any or all of the negative outcomes occur – impairment, activity limitation and/or participation restriction – when they are associated with a related 'health condition'. While restrictions in participation may occur for reasons other than a health-related condition, these restrictions are not considered to be included in the scope of 'disability'.

The dimensions of the ICIDH-2, Beta-2, 1999 are defined in relation to a health condition. 'A health condition is an alteration or attribute of the health state of an individual that may lead to distress, interference with daily activities, or contact with health services. It may be a disease (acute or chronic), disorder, injury or trauma, or reflect other health-related states such as pregnancy, ageing, stress, congenital anomaly or genetic predisposition' (WHO, 1999). In the WHO's international classifications,

health conditions are classified mainly in the International Classification of Diseases, Tenth Revision (ICD-10). Definitions from the draft ICIDH-2 are set out in Box 1.

Box 1: Definitions of Dimensions ICIDH-2 (1999)

IN THE CONTEXT of a HEALTH CONDITION:

Body functions are the physiological or psychological functions of body systems.

Body structures are anatomical parts of the body such as organs, limbs and their components.

Impairments are problems in body function or structure such as a significant deviation or loss.

Activity is the performance of a task or action by an individual.

Activity limitations are difficulties an individual may have in the performance of activities.

Participation is an individual's involvement in life situations in relation to Health Conditions, Body Functions and Structure, Activities, and Environmental and Personal factors.

Participation restrictions are problems an individual may have in the manner or extent of involvement in life situations.

Environmental factors make up the physical, social and attitudinal environment, in which people live and conduct their lives.

Source: WHO 1999

The ICIDH-2 classification 'is to provide a language and framework for the description of human functioning and disability' (WHO 1999:5). It provides information on 'functioning at body, individual and society levels'. The three dimensions of ICIDH-2 'contain various domains of body functions and structure, performance of activities, and involvement in life situations' (WHO 1999:9). A fourth component of the classification relates to Environmental factors. 'The dimensions are distinct but parallel classifications (which) can be used alone or in an interrelated manner'.

'The Activities dimensions covers the complete range of activities performed by an individual. The chapters are organised from simple to complex activities. The Participation domain classifies areas of life in which the individual is involved, has access to, and has societal opportunities or barriers. The domains are organised from simple to complex areas' (WHO 1999:10).

An overview of the components of ICIDH-2 is presented in Table 1.

Table 1: Overview of components of ICIDH-2 (1999)

	Body Functions & Structures	Activities	Participation	Contextual Factors¹
Level of Functioning	Body (<i>body parts</i>)	Individual (<i>person as a whole</i>)	Society (<i>life situations</i>)	Environmental Factors (<i>external influence on functioning</i>) + Personal Factors (<i>internal influence on functioning</i>)
<i>Characteristics</i>	Body Function Body Structure	Performance of individual's activities	Involvement in life situations	Features of the physical, social, and attitudinal world + Attributes of the person
<i>Positive aspect (Functioning)</i>	Functional and Structural Integrity	Activity	Participation	Facilitators
<i>Negative Aspect (Disability)</i>	Impairment	Activity limitation	Participation Restriction	Barriers/hindrances
<i>Qualifiers:</i>	<i>Uniform Qualifier: Extent or Magnitude</i>			
<i>First</i>	Localization	Assistance	Subjective Satisfaction (<i>under development</i>)	(<i>under development</i>)
<i>Second</i>				

1 Contextual Factors are an essential component of the classification and interact with all three dimensions.

Source: World Health Organization 1999 International Classification of Functioning and Disability. World Health Organization, Geneva.

The Dictionary bases its data elements on this international framework. However, the ICIDH-2 is still a draft classification, subject to further testing, and is not yet finalised and endorsed. Use of excessive detail (of what is currently a draft) has been avoided. This should ensure that a balance is struck between remaining consistent with international developments, and moving forward in the best possible way to respond to the very significant, urgent need for a more consistent approach to disability data in Australia. Future editions of the Dictionary will allow further evolution, as is the case with all data elements.

Disability: the concept and related data elements

The ICIDH-2 is a framework in which to map functioning and disability. Each of the three dimensions of the ICIDH-2, together with the relevant qualifiers, provides a spectrum, somewhere on which all people will be able to find themselves. The terms 'functioning' and 'disability' are the overarching concepts of the classification – the more a person considers their activities to be limited or their participation to be restricted, the more they may describe themselves as having a disability. Likewise a service may describe its eligibility criteria in terms of the activities with which people need assistance, the equipment they require to perform an activity without difficulty, or the participation they wish to increase. A different service may 'set the bar' to entry at a different point in the framework provided by the data elements.

*There can thus be no single definition of disability. Each person and each service may identify the presence of disability differently. In the Institute's previous work, reviewing Australian definitions in use, we concluded that the goal of disability data development was not to arrive at a single definition of disability; indeed, in the current Australian context and service system, this would be impossible (Madden & Hogan, 1997). The goal was to define terms, which could be used to **relate** definitions and data. As noted in (1) above, the ICIDH appears the best available framework in which to pursue this goal.*

The NCSDD thus contains:

- *a definition of disability **as a concept***
- together with*
- *a suite of related data elements, which enable different definitions to be related to each other **via a common framework**.*

These related data elements are:

- *Body structures; Body functions; Impairment extent*
- *Activity areas; Activity – level of difficulty; Assistance with activity*
- *Participation areas; Participation extent; Participation – satisfaction level*
- *Environmental factors; Environmental factors – extent of influence*
- *Disability grouping – Australian national*
- *Disability grouping – International*

The 'Disability concept' guides the user to, and relies on, this set of defining data elements which are intended to be the building blocks for Australian data collections (collections relating to disability specifically and generic collections where it is necessary to identify disability). When the individual user is selecting the data elements in the combination suitable for the desired use or service to be described statistically, an operational definition of disability is built up, as a derived data element for that use or service. Consistency is enhanced in that all the definitions will relate to the overarching framework of the ICIDH-2.

The concept of 'Duration' is sometimes used in administrative data collections in Australia. The time scales used vary. For example eligibility for the Disability Support Pension is based on a medical impairment that attracts at least 20 points under the DSP impairment tables and a continuing inability to work 30 hours or more per week at award wages, or to be retrained within two years. A minimum duration of six months is used in the ABS Survey of Ageing, Disability and Carers. The terms: 'presently exists', 'previously existed but no longer exists' and 'is imputed to a person' are used in the Disability Discrimination Act (1992).

Because of this inevitable variability, depending on the purpose of the definition and data collection, it has been decided not to include a data element 'duration' in this version of the NCSDD. Specific collections may use a specific duration of disability as part of their specific definition.

Qualifiers and relationships between the data elements and some existing assessment tools

Qualifiers

Since the dimensions of the ICIDH-2 and the related disability data elements are framed in neutral terms they cannot be used to indicate outcomes or needs without the addition of some descriptor or qualifier, useable in each domain (Madden & Sykes, 1999).

The 'Body functions' and 'Body structures' data elements are qualified by 'Impairment extent'. 'Activity areas' are qualified by 'Activity – level of difficulty' and 'Assistance with activity'. 'Participation areas' is qualified by 'Participation extent' and 'Participation – satisfaction level'.

The WHO 'uniform' qualifier

The ICIDH-2, Beta-2 draft (WHO, 1999) has a uniform qualifier with a five point negative scale to indicate the extent or magnitude of the 'problem' in the dimension. There are verbal descriptors and percentage figures related to each level of the scale. The National Community Services Data Dictionary (NCSDD) disability data elements are based on the ICIDH qualifiers. The ICIDH uniform qualifier is shown in Box 2. The WHO uniform qualifier relates to the 'Impairment extent', 'Activity – level of difficulty' and the 'Participation extent' qualifiers in the NCSDD.

Box 2: The ICIDH uniform qualifier for use with all three dimensions of the ICIDH-2

0	No impairment of body structure or function, or no difficulty with activities, or no restriction in participation	none, absent, negligible	0–4%
1	Mild	slight, low	5–24%
2	Moderate	medium, fair	25–49%
3	Severe	high, extreme	50–95%
4	Complete	total	96–100%
8	Not specified	–	–
9	Not applicable	–	–

The ability to select a particular level in a reliable and consistent way is necessary for data to be meaningful. The next section looks at some commonly used tools to suggest how they might relate to the WHO percentages. Each of the ICIDH-2 dimensions is addressed in turn and examples of how the scores may relate are given.

Impairments

Centrelink uses Schedule 1B Tables for the assessment of work-related impairment for Disability Support Pension (FaCS, 1999). Various clinical tests are used to determine the level of function of body systems. For example, the rating for loss of respiratory function is determined by forced expiratory volume in one second (FEV1) and forced vital capacity (FVC) and rated as a percentage of predicted capacities based on nomograms. The ratings are scaled, see Table 2 over page.

Table 2: The Schedule 1B ratings according to percentage loss of respiratory function

Schedule 1B Scale	Percentage loss
Nil	80+
Ten	75–79
Fifteen	70–74
Twenty	65–69
Twenty-five	60–64
Thirty	50–59
Forty	49 or less

Theoretically the WHO percentages could be used to relate the percentage loss to the ‘no’, ‘mild’, ‘moderate’ ‘severe’ and ‘complete’ categories. Alternatively the percentage loss could be mapped to the NCSDD data element scale by grouping the Schedule 1B levels (Table 3). Testing would establish which is more useful. The issue is transparency in the allocation to a particular rating.

Table 3: Relating the NCSDD Scale to the percentage loss of respiratory function in Schedule 1B

	NCSDD scale	Percentage loss according to WHO categories	Percentage loss by grouping Schedule 1B levels
0	NO impairment	96+	80+
1	MILD impairment	50–95	70–79
2	MODERATE impairment	25–49	60–69
3	SEVERE impairment	5–24	50–59
4	COMPLETE impairment	4 or less	49 or less
8	not specified		
9	not applicable		

In Schedule 1B the criteria for psychiatric impairment are grouped into five categories, mild, moderate, serious, serious affecting several life areas and major. These categories relate well to the categories in the ICIDH and the proposed NCSDD data elements.

The Weschler Adult Intelligence Scale, the Adaptive behaviour score and the Capacity for Independent Living scores are used to rate level of intellectual impairment in Schedule 1B. These are then converted to a six-point work-related impairment rating. The six-point scale does not relate directly to the NCSDD scale, however percentages of the scores of the tests could be related using the WHO suggested levels.

Other body functions are assessed in similar fashion and many use numerical scores or percentage losses in function, which can be related to the NCSDD data element.

The Department of Veterans’ Affairs uses the *Guide to the Assessment of Rates of Veterans’ Pensions* (DVA, 1998) to determine level of disability. The majority of the scales look at the level of impairment in individual body systems. There are also tables that look at “lifestyle effects” or level of participation (e.g. personal relationships, mobility, recreational and community activities and domestic and employment activities).

The five-point scales use precise questions with precise answers usually determined by clinical tests. The five point scales can be directly related to the five point NCSDD scale. Testing would need to be undertaken to determine whether the results are sensible.

Activity qualifiers

The uniform qualifier is 'Activity – level of difficulty', which is measured as the performance without assistance unless it is specified that it is with assistance. Assessment is against a generally accepted population standard, relative to cultural and social expectations. The Standard Rules for the Equalisation of Opportunities for Persons with Disabilities (UN, 1994) is the reference.

The Inventory for client and agency planning (ICAP) and the Scales of independent behaviour – revised (SIB-R) are tools that address 'difficulty with activities'. The assessment is made without help or supervision. In Tasmania the scores are related to a five-point scale indicating level of support needs.

Score	1–29	High	Total personal care and intensive support
	30–49	High/medium	Extensive personal care and constant support
	50–69	Medium	Regular personal care and close support
	70–90	Low/medium	Limited personal care and periodic support
	90+	Low	Infrequent personal care and no regular support

The **Work Ability Tables** (WATs) used by the Commonwealth are made up of nine tables each of which measures a different dimension of work ability on a scale of 0–90, indicating the degree of impact on work ability. A final combined score is calculated using an algorithm. The scores on the WATs have been divided into three categories (DSS, 1998):

- Work Ability scores > 70 are assumed to indicate a very low level of work ability
- Work Ability scores < 30 are assumed to indicate a reasonable level of work ability
- Work Ability scores 30–70 are assumed to indicate a borderline level of work ability requiring a closer examination.

These levels may equate with the mild, moderate and severe difficulty categories in the NCSDD data elements. Alternatively the WHO percentages could be related to the scores from the WATs if tests indicate that the results are sensible.

Participation qualifiers

Extent of participation is assessed in relation to The Standard Rules on the Equalisation of Opportunities for Persons with Disabilities (United Nations, 1994). In the absence of norms for participation in Australia collecting extent of participation in a consistent and reliable way may be problematic. It may be more appropriate to make statistical comparisons of the extent of participation among groups with differing levels of impairment or activity restriction.

Second qualifiers

The Activities and Participation dimensions of the ICIDH-2 have second qualifiers under development. The Activity qualifier is Assistance with activity. Some of the rehabilitation assessment tools map to this qualifier. The second qualifier for participation is 'Participation – satisfaction level' and this relates strongly to the concept of quality of life.

Assistance with activity

The **Functional Independence Measure** (FIM) measures 18 items, over 6 different domains. The individual performance is scored on an ordered scale of 7 down to 1 on each item. A score of 7 is recorded if the performance is fully independent and 1 indicates that the individual is fully dependent on another to complete the task. The FIM measures whether the individual can carry out a specific activity independently, or if help is needed, and how much help is required. A study to investigate whether his/her score on the FIM can predict the amount of attendant care needed by an individual with cerebral palsy found that it was possible to equate attendant care needs with a FIM score in broad terms (Balandin & Alexander). The lower

the score the more attendant time is required. The finding that one point on the FIM score equates to three minutes of attendant care was in keeping with studies conducted in the USA.

The FIM uses a seven-point scale only one level of which is for 'modified independence' i.e. non-personal assistance and five levels for personal assistance ranging from supervision to total assistance. The concepts of personal and non-personal assistance are present in the FIM and can be related to the NCSDD data element.

The **Client Information, Assessment and Referral Record** (CIARR) uses a three-point scale to rate activities of daily living; independent, with assistance and dependent. The first and last of these may equate to the 'No' and 'Complete' categories of the WHO qualifier. 'With assistance' in the CIARR relates to three levels of assistance in the data element for the NCSDD. The data element would provide greater sensitivity.

The **Support Need Assessment** was developed by Vermont Consulting and used in NSW, SA and Victoria. The scope of support need is limited to the intensity of personal assistance, and does not include equipment needs.

The levels are:

None

Minimal (monitoring, prompting required light physical guidance)

Some (provided regularly, clearly beneficial, but not absolutely essential)

Substantial (always required, essential)

Total (continuous, undivided attention of one staff member required to perform task)

Intensive (continuous, undivided attention of two staff members required to perform task)

All levels of the Support needs Assessment relate to the 'Personal assistance' category of the Assistance with activity data element. The Support Needs Assessment is performed by a service provider and based on other assessment tools. It may be useful to relate the original tools to the data elements, rather than this derived scale.

Satisfaction with participation

A number of jurisdictions determine a person's goals as part of data collection. Recording participation against the person's own goals using the NCSDD 'Participation – satisfaction level' data element may be feasible.

The 'Participation – satisfaction level' qualifier was developed as part of the revision of the ICIDH. Extensive consultation with people with disabilities, their carers and service providers as well as disability administrators as part of the testing of the first draft (WHO, 1997) suggested that the key concepts of choice and satisfaction were of paramount importance to people with disabilities. These concepts are present in the quality of life literature. The four major themes in the quality of life literature are well represented in the ICIDH framework and are reflected in the NCSDD data elements particularly to the Participation dimension and its qualifiers. (Madden & Sykes, 1999). 'Participation – satisfaction level' is an alternative rather than a complement to the more objective 'Participation extent' qualifier.

- **Universal and holistic life domains**

A principal idea is that quality of life measures for people with disabilities should relate to the same areas of life as those relevant to all people, and that these areas should be holistic in scope. This principle explicitly underpins the Participation dimension of the draft ICIDH-2, with its holistic life domains. The 'Participation areas' data element is based on the ICIDH-2 dimension.

- **Autonomy and choice**

One of the main guiding principles set out for the consideration of quality of life is that "although basic components of quality of life are the same for all people, the meaning attached to quality of life will differ to varying degrees from one person to another. This is because individuals attach differing relative

importance to the basic components of quality of life and have differing opportunities and constraints within their lives" (Brown et al. 1996). Cummins' ComQol scale (Cummins 1993) reflects similar key ideas. In the NCSDD data elements, autonomy and choice are reflected more strongly in the 'Participation – satisfaction level' qualifier where the primary role of the person in 'driving' the coding of their satisfaction with participation is stressed.

- **Objective measures**

Many people in the disability field have been highly receptive to the Participation – satisfaction level which rates in relation to the person's own goals. It is recognised that this is in line with the philosophy on rights and equality of opportunity. Nevertheless there has also been frequent discussion about the need to recognise that some people have not had the life experience, which enables them to make full and free choices. For these people, advocates or 'experts' of some kind may have a role in gauging the extent of participation against perhaps higher expectations than the people may hold for themselves. Cummins (1993) also emphasises the balancing of individual choice and weighting with 'objective measures' thus, gauging 'Participation extent' in terms of social averages may also be useful.

- **Person-environment interaction**

The fourth key factor in the quality of life literature relating to disability is the interaction between people and their environments (Madden & Sykes, 1999). The recognition of environmental factors in either facilitating Participation or creating barriers to Participation is an important new aspect of the ICIDH-2 and is included in the NCSDD as the 'Environmental factors' data element.

The *Healthy Communities Survey* in Tasmania (HWOU, 1999) collects data on quality of life in relation to a number of life areas. Two concepts are used, the importance of the life area and satisfaction with the life area. A statistically constructed measure combines importance and satisfaction. In the NCSDD the Participation qualifier asks the person with a disability to do this combination. The priority system in the dictionary asks that the first life situation in which participation or participation restriction is recorded is that which has the greatest impact on the individual and his/her current goals. Second and subsequent life situations are also of relevance to the individual. The 'Not applicable' category may be coded when the person has no interest in participating in a particular area in order to fulfil their current life goals. For example a person may have no interest in participating in sport. Rural and remote respondents may have substantially different priorities to urban respondents.

The areas of importance to the person are likely to change over time. A person who is successful at improving participation in mobility may develop new goals in different life situations. Data collectors will need to consider the frequency of their collection to reflect the person's changing goals as a result of interventions or changed life circumstances.

Collecting satisfaction data

There are several issues to consider when collecting 'Satisfaction' data. Reporting of satisfaction is affected by various biases, such as social desirability, acquiescent response, fear of reprisal, gratitude, low expectations and issues of loyalty (Cooper & Jenkins, 1998). As a result data may be distorted. The subjective nature of the service experience has prompted some researchers to argue that individuals are not in a position to provide reliable data. Genuine information may be improved where the data collector is aware of the biases and uses collection methods, which minimise the likelihood, that distortions will occur (See also Cummins 1993).

Differences may occur when collecting data from people of non-English speaking background, and Indigenous groups because of both language and cultural barriers. Some people with disabilities may need methods of data collection that provide alternative means of communication, such as signing or communication boards.

The use of proxy or surrogate respondents represents a potential source of bias in the collection of information. Llewellyn, McConnell and Bye (1998) investigated the perceived service needs of parents with intellectual disabilities. They found that there were substantial differences in the perception of need

according to who was making the appraisal. Advocates completing the 'Participation – satisfaction level' on behalf of people with disabilities should be aware of the need for the individual to 'drive' the coding choice.

Putting the data elements into operation

The disability data elements can be used to:

- build specific purpose data collections and develop data items consistent with national standards;
- relate two or more data sets, by mapping existing data items to the NCSDD data elements.
- guide data collection methods;

The following examples of each of these purposes illustrate the potential benefits of these types of use.

Building specific purpose data collections

The first steps in building a data collection are to determine its main purpose, the main information needed from it and the main users.

Suppose, for example, that it was desired to record the number of employees in a particular industry sector, in order to monitor EEO performance, and also to plan adaptations to the work environment to make it more suited to the employment of people with disabilities. A personnel data system could then include data items developed from:

- Activity areas; Activity – level of difficulty; Assistance with activity
- Participation (possibly limited to 'Participation in work and employment'); Participation extent, Participation – satisfaction level;
- Environmental factors; Environmental factors – extent of influence

The resulting data from the collection could be related to data from the ABS Survey of Disability Ageing and Carers, thereby monitoring the achievements of EEO employment goals in relation to numbers of people in the population with similar activity limitations. They could also indicate the environmental modifications, which should be considered in order to make the workplace more suitable for people with disabilities.

Relating two or more data sets

This example illustrates the benefits to policy analysis from being able to relate two or more data sets, via their relationship to the NCSDD data elements.

The Australian Bureau of Statistics (ABS) built its 1981 national disability survey on the then new ICIDH-1 concepts. The 1998 Australian Survey of Disability Ageing and Carers continued the previous basic survey concepts, but now aligns itself towards the new ICIDH. An adapted use of the draft ICIDH-2 concepts was made, in introducing the concept of 'activity restriction'. There are five 'specific restrictions' which are actually equivalent to areas of 'handicap' in the 1993 survey: restrictions in the three 'core' activities of daily living (self-care, mobility and communication), and restrictions in schooling and employment (see Box 3).

The Commonwealth/State Disability Agreement (CSDA) defines its target group in terms of specific impairments, reduced capacity for communication, self care/management or mobility, and the need for ongoing support services – all concepts which can be mapped to the ICIDH, and now to the NCSDD.

Because the ABS survey and the CSDA itself used similar concepts, based on or relatable to a major international classification and framework, data from the survey could be used for policy analysis for the CSDA. The ABS concept of a 'severe or profound core activity restriction' was thus able to be used as an indicator of need for disability support services funded under the CSDA, when the Institute was commissioned by national administrators to carry out a study of unmet demand (AIHW 1997). The ICIDH concepts have thus been demonstrably useful in ensuring the relatability of large national data sets – in this case relating population data on need to service definitions and data on supply.

Box 3: ABS 1998 Survey of Disability, Ageing and Carers: restrictions and their severity

Specific restrictions are:

- Core activity restrictions; and/or
- Schooling or employment restrictions.

Core activities are:

- Self care – bathing or showering, dressing, eating, using the toilet, and managing incontinence;
- Mobility – moving around at home and away from home, getting into or out of a bed or chair, and using public transport; and
- Communication – understanding and being understood by others: strangers, family and friends.

A core activity restriction may be:

- Profound – unable to perform a core activity or always needing assistance;
- Severe – sometimes needing assistance to perform a core activity;
- Moderate – not needing assistance, but having difficulty performing a core activity; or
- Mild – having no difficulty performing a core activity but using aids or equipment because of disability.

Source: ABS 1999

Guiding data collection methods – an example from rehabilitation

A selection from the Activities dimension of the ICIDH-2 may be useful to provide information on treatment outcomes in the rehabilitation of a person following a multiple lower limb fractures. Table 4 gives an example of the sorts of items that may be selected and the way in which difficulty experienced and assistance needed may be recorded. A subsequent recording would give an indication of changes as an outcome of the healing and rehabilitation processes.

Table 4: Areas of activity, Difficulty with activity, Assistance with activity

Area of activity	Difficulty with activity						Assistance with activity				
	1	2	3	4	5	9	1	2	3	4	9
a3201 Changing body position from standing			x				x				
a3202 Changing body position from sitting		x					x				
a3203 Shifting the weight of the body		x						x			
a4100 Walking short distances		x						x			
a4101 Walking long distances			x							x	
a4102 Walking on different surfaces			x							x	
a4201 Climbing					x					x	
a4202 Running					x					x	

In addition, the Environmental factors classification may be used to indicate the type of assistance.

Data elements for grouping disabilities

'Disability groups' have been used in the CSDA MDS collection for some time (intellectual, physical etc). Support groups for people with disabilities are often organised by such disability groupings. Common experience as well as a particular cluster of health conditions, impairments, activity limitations, participation restrictions and support needs is the key to the existence of these groups; they want and frequently request data relating to members of the group.

The disability groupings have also been useful for providers of services to particular client groups with similar clusters of health conditions, impairments, activity limitations, participation restrictions and support needs. People with a particular range of skills that match to the needs of the people with disabilities can be employed.

In the NCSDD two separate approaches are taken to grouping similar clusters of disabilities: an Australian national grouping and an international grouping. Before describing these groupings, the groupings in use up to this time are outlined.

Main groupings in use

CSDA MDS grouping

The CSDA, 1998, refers to its target group as people with a disability that is 'attributable to an intellectual, psychiatric, sensory, physical or neurological impairment or acquired brain injury. Or some combination of these which is likely to be permanent and results in substantially reduced capacity in at least one of the following:

- *self care/management*
- *mobility*
- *communication*

requiring ongoing or episodic support.'

The CSDA MDS data guide (1999) describes 'Disability group' as 'a broad categorisation of disabilities in terms of the underlying impairment, condition or cause, and reflects those impairments identified as significant in the CSDA.' As defined in the data guide, disability group is not a pure classification. It is based on grouping different concepts, namely cause (e.g. acquired brain injury), impairment (e.g. physical impairment arising from paraplegia) and condition (e.g. epilepsy). The categories do not contain all the detail that might be wanted in a more highly developed system. The CSDA MDS disability groups have been a useful way of talking about groups of people with similar clusters of needs. The specification of the groups arose from terminology useful to service users and providers, and was formulated specifically for the CSDA MDS collection.

In preparing data elements for the NCSDD, DDRAG advised that effort should be made to define disability groupings more rigorously.

Four 'main' disability groupings

Four main disability groups are used regularly in Australian legislation and many administrative definitions. The Social Security Act (1991), AUSTUDY, Assistance for Isolated Children Schemes, Child Disability Allowance, Carer Payment and Mobility Allowance use three main groups – 'intellectual', 'psychiatric' and 'physical'. The Commonwealth Disability Services Act (1986) and eligibility for the Disability Support Pension include 'sensory' as an additional group. (The CSDA, as previously noted, includes 'neurological' and 'acquired brain injury' as additional categories.)

The same four groups ('intellectual', 'psychiatric', 'sensory' and 'physical') appear in the Standard Rules on the Equalization of Opportunities for Persons with Disabilities (UN, 1994). Where the sensory impairment group is not used it is assumed that sensory disabilities are included in the physical group.

Other disability groupings

The Australian Bureau of Statistics (ABS) uses the term: 'Long-term condition' which is defined as 'a disease or disorder which has lasted or is likely to last for at least six months. Or 'a disease, disorder or event (e.g. stroke, poisoning, accident etc.) which produces an impairment or restriction which has lasted or is likely to last for at least six months'. Long term conditions have been coded to a classification based on the World Health Organization's International Classifications of Diseases, version 10 (ICD-10). 'Main condition' is defined as 'a long-term condition identified by a person as the one causing the most problems. When only one long-term condition is reported, this is recorded as the main long-term condition'. In the 1998 Survey of Ageing, Disability and Carers (ABS) health conditions are divided into mental and physical groupings with sub groups that align to the ICD-10 chapters.

So called 'Impairment' groups are proposed in the draft Australian standard data set for rehabilitation. These are described in the Uniform Minimum Data Set for Medical Rehabilitation, a data collection developed in the USA with the purpose of collating data from specialist units for outcomes assessment. The Impairment codes are actually diagnostic groups based on the ICD. These groups are also used in the Australian National Sub-Acute and Non-Acute Patient Classification (AN-SNAP).

Diagnostic information is used in both cases to create groupings.

Conclusion – two disability groupings for the NCSDD

After considerable developmental work, mapping and discussion, it was concluded that there are advantages to using both a refined version of the CSDA MDS groups and the 'four main groups'.

- both groups are useful;
- for most detailed applications in Australia there are advantages in using the CSDA MDS groups, as they have been developed in partnership with the field over some years, and have proved useful;
- there are advantages in presenting the 'four main groups' for collections which require less detail or which require international comparison; and
- it will be important to relate the two resulting groupings.

Aspects of the main groupings already in existence have been conceptually combined so as to provide two groupings which:

- relate to the current CSDA MDS grouping which has evolved and is useful;
- relate to the four main groupings mentioned in the legislation and administrative definitions;
- relate more explicitly to the ICIDH and demonstrate the multi-dimensional nature of each grouping or classification; and
- relate to the ICD and health condition.

The results are tabulated in Table 5. This table provides explanatory background for the use of the data elements:

- Disability grouping – Australian national
- Disability grouping – International

Table 5 locates the two groupings in the sphere of the WHO health-related classifications, ICIDH and ICD, while preserving relevance to practical applications by consumer groups and disability-related services in Australia. Related to each Disability grouping are key features of each of the dimensions of ICIDH as well as examples of the relevant ICD chapter headings. By reading the descriptions in the table it should be possible to select the appropriate class for a particular disability.

Table 5: A description of Australian National Disability Groups and International Disability Groups according to concepts present in the ICD and ICDH-2.

DISABILITY GROUPINGS		CONCEPTS USED IN MAKING THE DISABILITY GROUPINGS				
Australian National Disability group	International Disability Group	Health Condition – by ICD-10 ¹ Chapter	Body structure and function/impairment (ICIDH-2 Beta-2 draft, 1999) ²	Activity/Activity limitation (ICIDH-2 Beta-2 draft, 1999) ²	Participation/ Participation restriction (ICIDH-2 Beta-2 draft, 1999) ²	Environmental factors & pattern of support needs
Intellectual Autism including Asperger's syndrome Specific learning/ Attention Deficit Disorder Developmental delay	Intellectual/learning The inclusions are based on the AAMR ³ definition. Including learning disabilities in this grouping is an expansion of the scope of the AAMR definition.	Certain conditions originating in the perinatal period Congenital malformations, deformations and chromosomal abnormalities Mental & behavioural disorders. Sections F70-79 Mental retardation for example	"Intellectual functioning significantly sub average" (AAMR). That is impairment of mental functions (ICIDH-2). Level of impairment may be relatively stable.	"...fundamental difficulty in learning and performing certain daily life skills" (AAMR). That is a range of ICIDH-2 activity limitations.	"The limitation in adaptive skills occurs in the context of community environments" (AAMR). That is a range of ICIDH-2 participation restrictions.	"...is indexed to the person's individualised needs for supports." (AAMR). Level of support tends to be relatively consistent over a period of time, but may change in range and intensity with changes in life circumstances. Range of environmental factors (ICIDH-2) required for optimal functioning may be extensive.
Psychiatric	Psychiatric Psychiatric disability includes recognisable symptoms and behaviour patterns associated with distress that may impair personal functioning in normal social activity (WHO,1993) ⁵	Mental & behavioural disorders. Numerous ICD sections including Mood (affective) disorders, Neurotic, stress-related and somatoform disorders and Disorders of adult personality and behaviour.	Impairments of global mental functions Impairment of specific mental functions Level of impairment may vary over time	In general, people with a psychiatric disability may perform Activities; however, there may be changes in level of performance during the course of the condition. Activities such as self-care and interpersonal activities may be limited.	People with psychiatric disability may experience many areas of Participation restriction, especially in 'social relationships', 'community social and civic life', 'work and employment', and 'education' (ICIDH-2). The extent of participation restriction may vary during the course of the condition	Environmental factors such as social attitudes and knowledge may be important. The supports needed by people with psychiatric disability may be extensive in range, but required with intermittent intensity. Intensity may increase with exacerbations in the level of impairment

Deaf-blind Vision Hearing Speech	<p>Sensory/Speech This group is based on the specific needs of people with impairments of eye, ear and related structures. Though the areas of participation affected may be diverse the environmental factors needed to change participation are specific to this group. Speech has been located in this group because of its association with hearing disability.</p>	<p>Diseases of the ear and mastoid process Diseases of the eye and adnexa</p>	<p>Impairments of the eye, ear and related structures. Level of impairment relatively stable.</p>	<p>Activity limitation in areas of communication primarily</p>	<p>Participation in mobility for vision, communication, and areas where interaction with community is involved.</p>	<p>Availability of a specific range of environmental factors will affect the level of disability experienced by people in the sensory/speech grouping. Once in place level of support tends to be consistent.</p>
Physical Acquired brain injury Neurological	<p>Physical/Diverse⁴ The common features of this group are the presence of a common impairment, which may have diverse effects within and among individuals. E.g. ABI – impairment of brain structure leading to diverse effects on activity and participation depending on severity and location of impairment of brain.</p>	<p>Congenital malformations, chromosomal abnormalities Diseases of blood and blood forming organs and certain disorders involving the immune system Endocrine, nutritional and metabolic diseases Diseases of the circulatory system</p>	<p>Impairments may affect any or multiple areas of body structure or functioning.</p>	<p>As any area of the body may be affected, any or multiple areas of activity may be affected.</p>	<p>All or several areas of participation may be restricted for persons with physical disabilities.</p>	<p>Environmental factors may have a significant effect on participation outcomes for people with physical disability. Support needs may not be specific, but related to areas of participation restriction or activity limitation.</p>

	Arthritis – impairment of joint function leading to diverse effects on activity and participation depending on severity and number of joints involved. The following conditions can be included in the physical/ diverse class. 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.	Diseases of the respiratory system Diseases of the digestive system Diseases of the skin and subcutaneous tissue Diseases of the musculoskeletal system and connective tissue Diseases of the genitourinary system Symptoms, signs and abnormal clinical and laboratory findings not elsewhere classified Injury, poisoning and certain other consequences of external causes				
1	World Health Organisation 1992 International Classification of Diseases and Related Health Problems: Tenth Revision Geneva, World Health Organisation					
2	World Health Organisation 1999 International Classification of Functioning and Disability Beta-2 draft. Geneva, World Health Organisation					
3	American Association on Mental Retardation 1992 Mental Retardation: Definition, classification, and system of supports. Washington DC, American Association on Mental Retardation					
4	The reason that neurological, ABI and physical can be grouped in the physical/diverse group is the presence of common impairments of structure, which result in diverse patterns of activity limitations, participation restrictions and support needs.					
5	World Health Organisation (WHO) 1993. The ICD-10 classification of mental and behavioural disorders: diagnostic criteria for research. World Health Organisation, Geneva					

Appendix 1: List of data elements from HACC, SAAP and CSDA

The following is a list of data elements and concepts from the above three collections. It details whether they or a similar item have been included in Version 2 of the NCSDD and indicates the reason(s) for exclusions where not included. This list may change as the Dictionary is further developed.

In NCSDD Version 2	HACC Items (from HACC Data Dictionary Version 1.0, May 1998)	NCSDD V2 items Or reason for non-inclusion
Data Element Concepts		
√	Carer	Informal carer
√	HACC agency	Agency
√	HACC client	Client
√	HACC Service episode	Service episode
√	HACC Service event	Service event
√	Record linkage	Record linkage
Data Elements		
√	Accommodation setting	Dwelling (concept) Landlord type Residential setting Tenure type
×	Accommodation setting after cessation of services	N/A
√	Amount of assistance received (cost)	Covered by Assistance received
√	Amount of assistance received (quantity)	Covered by Assistance received
√	Amount of assistance received (time)	Covered by Assistance received
√	Area of residence	Geographic location
√	Assistance with goods and equipment received	Goods and equipment received
√	Carer availability	Carer – existence of
√	Carer residency status	Carer co-residency
√	Country of birth	Country of birth
√	Date of birth	Date of birth
√	Date of entry into HACC Service episode	First service contact date
√	Date of exit from HACC Service episode	Last service contact date
√	Date of last assessment	Assessment date
√	Date of receipt of assistance	Assistance received date
√	Family name/surname	Family name
√	First given name	Given name

Data Elements		
×	Funding source category	^a N/A
√	Government pension/benefit status	Source of cash income Principal source of income
√	Indigenous status	Indigenous status
×	Letters of name	N/A
√	Living arrangements	Living arrangements
√	Main language spoken at home	Main language other than English spoken at home
√	Main reason for cessation of services	Service cessation reason
√	Postcode	Postcode
√	Primary type of assistance received	Assistance type
×	Reason for HACC client status	N/A
√	Relationship of carer to care recipient	Relationship of carer to care recipient
√	Service delivery setting	Service delivery setting
√	Sex	Sex
√	Source of referral	Referral source
√	Suburb/Town/Locality name	Suburb/town/locality name
√	Total amount of assistance received (cost)	Covered by Assistance received
√	Total amount of assistance received (quantity)	Covered by Assistance received
√	Total amount of assistance received (time)	Covered by Assistance received
√	Total assistance with goods and equipment received	Covered by Assistance received

a. Not required for reporting purposes.

In NCSDD Version 2	CSDA Items (from CSDA Data Guide Data Items and Definitions, 2000)	NCSDD V2 items Or reason for non-inclusion
	Service Form Items provided by funding departments (Office use only box)	
√	Service ID No	Agency identifier
√	State	State/Territory identifier
√	Statistical Local Area (SLA)	Geographic location
√	Postcode	Postcode
×	Service type	Currently no similar item - Organisational Units Working Group (OUWG) working on
×	Auspicing organisation	Currently no similar item - Organisational Units Working Group (OUWG) working on
×	Total CSDA funds	No similar item - Should be automatic output of Govt. financial system – coded by funds provider

×	Capital grants over \$200,000	No similar item - Should be automatic output of Govt. financial system – coded by funds provider
√	Service outlet and funded service type	Address & OUWG working on Service type
Items provided by services		
√	Staff hours (week ending)	Hours per week – paid Hours per week – volunteer/unpaid
×	Full financial year operation	N/A
√	Hours of operation per day	Service operation hours
√	Days of operation per week	Service operation days
√	Weeks of operation per year	Service operation weeks
×	Consumer numbers	N/A
Consumer Form		
√	Service ID No	Agency identifier
×	Form number	N/A
×	First name and Last name (selected letters of)	N/A
√	Date of birth	Date of birth
√	Sex	Sex
√	Country of birth	Country of birth
√	Indigenous origin	Indigenous status
√	Method of communication	Communication method
√	Main language spoken at home	Main language other than English spoken at home
√	Primary disability group	Disability grouping – Australian national
√	Other significant disability group(s) – whether present	Disability (concept)
√	Other significant disability group(s) – which present	Disability grouping – Australian national
×	Need for support or assistance	Currently no item – DDRAG working on
√	Carer (Child) Allowance	Source of cash income
√	Main source of income	Principle source of income
√	Living arrangement/accommodation type	Living arrangements Family type

In NCSD Version 2	SAAP Items (from SAAP National Data Collection Data Dictionary, Version 1.1, July 1999)	NCSD V2 items Or reason for non-inclusion
Ongoing Client Collection		
√	NDCA agency number	Agency identifier (concept)
×	Alpha code	N/A

√	Support period	First service contact date Last service contact date
√	Source of referral/information	Referral source
√	Existence of case plan	Case management plan indicator
×	Informed consent	N/A
√	Gender	Sex
√	Year of birth	Date of birth
×	Person(s) receiving assistance	N/A
×	Accompanying children indicator	N/A
×	Number of accompanying children	N/A
×	Cultural identity	No similar item - but covered in Cultural and language indicators [Information Annexe]
√	Indigenous status	Indigenous status
√	Country of birth	Country of birth
√	Primary income source	Principle source of income Source of cash income
×	Supplementary government payments	N/A
√	Type of housing/accommodation	Dwelling (concept) Landlord type Residential setting Tenure type
√	Living situation	Living arrangements
√	Labour force status	Labour force status
×	Duration of current homelessness	N/A
√	Location before current homelessness	Postcode Geographic identifier (concept)
×	Student status	N/A
√	Legal status	Legal order
√	Reasons for seeking assistance	Reason(s) for seeking/requiring assistance (concept)
√	Main reason for seeking assistance	Reason(s) for seeking/requiring assistance (concept)
×	Need for specialist services identified/referral made	N/A
×	Need for specialist services identified/referral made for accompanying children	N/A
√	Assistance provided	Assistance type
√	Type of supported accommodation provided	Assistance type
√	Period/s of supported accommodation provided	First service contact date Last service contact date

√	Assistance provided to accompanying child(ren)	Assistance type
Ongoing Client Collection for High-Volume Agencies		
√	NDCA agency number	Agency identifier (concept)
×	Alpha code	N/A
√	Support period	First service contact date Last service contact date
×	Informed consent	N/A
√	Gender	Sex
√	Year of birth	Date of birth
×	Person(s) receiving assistance	N/A
×	Accompanying children indicator	N/A
×	Number of accompanying children	N/A
√	Indigenous status	Indigenous status
√	Country of birth	Country of birth
√	Primary income source at commencement of support period	Principle source of income Source of cash income
×	Type of housing/accommodation at commencement of support period	N/A
×	Need for specialist services identified/referral made	N/A
√	Assistance provided	Assistance type
Administrative Data Collection		
√	NDCA Agency number	Agency identifier (concept)
√	State Agency ID	Agency identifier (concept)
×	Agency name	N/A
×	Auspice name	N/A
√	Agency address 1	Address
√	Agency address 2	Address
×	Agency suburb	No similar item - but in Geographic indicators [Information Annexe]
√	Agency state	State/Territory identifier
√	Agency postcode	Postcode
×	Contact title	N/A
√	Contact first name	Given name
√	Contact surname	Family name
×	Agency telephone number	N/A
×	Agency facsimile number	N/A
√	Auspice address 1	Address
√	Auspice address 2	Address

×	Auspice suburb	No similar item - but in Geographic indicators [Information Annexe]
√	Auspice state	State/Territory identifier
√	Auspice postcode	Postcode
×	Region	No similar item - but in Geographic indicators [Information Annexe]
×	Statistical local area	No similar item - but in Geographic indicators [Information Annexe]
×	Local government area	No similar item - but in Geographic indicators [Information Annexe]
√	Service delivery model	Service types available
√	Primary target group	Target group
√	Secondary target group	Target group
√	Other secondary target group	Target group
×	Number of SAAP accommodation places	N/A
√	Number of effective full-time paid service providers	Full-time equivalent paid staff
√	Total SAAP recurrent commitments (agency level)	Revenue
√	Total other SAAP recurrent commitments (State/Territory level)	Revenue
×	Funding period	N/A
×	Temporary closure and re-open dates	N/A
Unmet Demand Collection		
√	NDCA Agency number	Agency identifier (concept)
×	Alpha code	N/A
√	Date assistance requested	Assistance request date
√	Method of contact	Referral/contact method
×	Person(s) requesting assistance	N/A
×	Accompanying children indicator	N/A
×	Number of accompanying children	N/A
√	Gender	Sex
√	Age	Age
√	Indigenous status	Indigenous status
√	Country of birth	Country of birth
√	Urgency of need for SAAP accommodation	Assistance urgency
√	Main type of assistance requested	Assistance type requested
×	Previous request made	N/A
×	Organisation to which previous request made	N/A
√	Refusal of offer of assistance	Assistance – reason not provided

√	Main reason request not met	Assistance – reason not provided
√	One-off assistance provided	Assistance type
Casual Client Collection		
√	NDCA agency number	Agency identifier (concept)
×	Person(s) receiving assistance	N/A
×	Number of persons	N/A
×	Gender of primary contact	N/A
√	Age of primary contact	Age
√	One-off assistance provided	Assistance type

Appendix 2: The National Community Services Data Committee

Introduction

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.

Functions

The functions of the Data 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.

The National Community Services Data Committee membership as at August 2000:

Member	Organisation	Telephone
Mr John Barker	Director, Expenditure Analysis Section A Commonwealth Grants Commission 5–7 Torrens Street Braddon ACT 2602	(02) 6275 8043
Mr Tony Carr	Manager, Information Management Community Care Division Department of Human Services 555 Collins Street Melbourne VIC 3000	(03) 9616 7225
Mr Joe Christensen Secretariat	Head, National Data Standards Unit Australian Institute of Health and Welfare GPO Box 570 Canberra ACT 2601	(02) 6244 1148

Member	Organisation	Telephone
Mr Ching Choi Chair	Head, Welfare Division Australian Institute of Health and Welfare GPO Box 570 Canberra ACT 2601	(02) 6244 1197
Ms Libby Cooney	Research Officer Australian Catholic Social Welfare Commission 22 Theodore Street Curtin ACT 2605	(02) 6285 1366
Mr Allan Dernee	Manager, Data Unit NSW Ageing and Disability Department Level 13, 83 Clarence Street Sydney NSW 2000	(02) 9364 6991
Mr Glenn Foard	Manager, Performance, Planning & Research Disability Services Department of Human Services 19th Floor, 555 Collins Street Melbourne VIC 3000	(03) 9616 8531
Mr David Hunter	Director, Classifications & Data Standards Australian Bureau of Statistics PO Box 10 Belconnen ACT 2616	(02) 6252 6300
Ms Coralie le Nevez	Manager, Information & Research NSW Department of Community Services Locked Bag 28 Ashfield NSW 2131	(02) 9716 2350
Mr Rick Lennon Deputy Chair	Manager, Statistical Services Department of Families, Youth and Community Care Block A, Level 2 75 William Street Brisbane QLD 4000	(07) 3224 6014
Ms Fiona McIntosh	Community & Family Support Department of Education and Community Services PO Box 1584 Tuggeranong ACT 2901	(02) 6205 0632
Mr John Patroni	Evaluation & Research Section Aged & Community Care Division Commonwealth Department of Health and Aged Care GPO Box 9848 Canberra ACT 2601	(02) 6289 5193
Mr Peter Sandeman	General Manager Community Services Mission Australia GPO Box 2667 Adelaide SA 5001	(08) 8359 3333
Ms Annie Savvas	Research Manager Productivity Commission Locked Bag 2, 35 Collins Street East Melbourne VIC 3000	(03) 9653 2179
Ms Julie Searle	Business Information Analyst, Community Care Information Management Unit Territory Health Services PO Box 40596 Casuarina NT 0811	(08) 8999 2835

Member	Organisation	Telephone
Ms Tracy Stewart	Research and Data Services Section Strategic Policy and Analysis Branch Department of Family & Community Services GPO Box 9848 Canberra ACT 2601	(02) 6244 6995
Dr Keith Suter	Consultant for Strategic Planning Wesley Mission PO Box A555 Sydney South NSW 2000	(02) 9267 5555
Mr Graeme Tucker	Senior Research and Information Officer Strategic Planning and Policy Department of Human Services PO Box 65 Rundle Mall SA 5000	(08) 8226 6828
Ms Marie Waldeck	Information Centre Manager Information Services Family and Children's Services PO Box 6334 East Perth WA 6892	(08) 9222 2644
Ms Anna Williams	Consultant, Evaluation & Measurement Strategic Research & Analysis, Strategic Development Branch Department of Health and Human Services GPO Box 125 Hobart TAS 7001	(03) 6233 3961
Mr Michael Wilson	Manager, Executive Support, Planning & Professional Development Brotherhood of St Laurence 67 Brunswick Street Fitzroy VIC 3065	(03) 9483 1330

Appendix 3: The Knowledgebase: Australia's Health and Community Services Data Registry

The Knowledgebase: Australia's Health and Community Services Data Registry' (the Knowledgebase) is an electronic repository and information management environment for metadata (data about data) and data standards. The Knowledgebase allows an industry to store data definitions and data models for shared access and analysis, and to identify related data collections and data development activities.

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 Web server technology.

Produced by the Australian Institute of Health and Welfare for the health and related community service sectors, the Knowledgebase stores health, housing and community services data definitions and standards, including:

- the national health and community services data dictionaries;
- national information models;
- national minimum data set agreements (for health); and
- indicator frameworks.

The Knowledgebase, implements internationally recognised metadata descriptors for data elements (*ISO/IEC International Standard 11179 – Specification and standardization of data elements*) and facilitates the communication, development and exchange of metadata.

The Knowledgebase is relevant to all sectors interested in the promotion and dissemination of metadata and data standards. The key components are:

- the concept of a standard industry-wide repository for metadata;
- the ability to create specific views of metadata to suit each user's needs; and
- the capacity for disparate organisations to share and cooperate in the development of metadata and data standards.

The Knowledgebase supports and implements the ISO/IEC feature of multiple, independent Registration Authorities, a feature which enables metadata at different levels (national, state and/or local) to coexist on an industry-wide basis without many of the political or maintenance overheads of centralised data administration. It exploits the convenience of Internet technology to improve communication between data managers and the various stake holders in high quality information.

The integrating features of the Knowledgebase enable information managers and policy developers to query and view industry-level metadata in ways not possible with traditional paper-based records, repositories, dictionaries or manuals. This assists the identification of duplication, gaps and redundancies in metadata and/or development effort, and promotes general improvement in information management across an industry.

The Internet address for the Knowledgebase is <http://www.aihw.gov.au>. Please select the portal entitled Knowledgebase.

Appendix 4: Detailed description of the format for data element definitions

All data element definitions included in the National Community Services Data Dictionary are presented in the following format, based on ISO/IEC Standard 11179 *Specification and Standardization of Data Elements* – the international standard for defining data elements issued by the International Organization for Standardization and the International Electrotechnical Commission. The meaning of the various parts of the format are provided below.

«NAME»

	<i>Status</i>	<i>Effective Date</i>	<i>Reg. Auth.</i>	<i>ID No.</i>
<i>NCSI Model Location</i>			<i>Data Class</i>	<i>Version</i>

Identifying and definitional attributes

Data element type:

Definition:

Context:

Relational and representational attributes

Datatype: *Representational form:*

Field size: *Min.* *Max.* *Representational layout:*

Data domain:

Guide for use:

Collection methods:

Related data:

Administrative attributes

Source document:

Source organisation:

Comments:

Once data element definitions are endorsed by the National Community Services Information Management Group for inclusion in *the National Community Services Data Dictionary*, the NCSDC Secretariat allocates an identifying number (Knowledgebase identifier), a data element version number and an Administrative Status for each definition.

Name:	A single or multi-word designation assigned to a data element. This appears in the heading for each unique data definition in the Dictionary.
Status:	The operational status (CURRENT, DRAFT, TRIAL, SUPERSEDED, RETIRED) of the data element or data concept.
Effective date:	The date from which this status is effective.
Registration authority:	The body or authority that has ownership of the data item.
ID Number:	An identifier for the data element within the Knowledgebase: Australia's Health and Community Services Data Registry' (the Knowledgebase). See Appendix 3 for a description of the Knowledgebase.
NCSI Model Location:	The location of the data item within the National Community Services Information Model version 1.
Data class:	The basis on which the data element was developed for example, Cross-Program, Program Specific or Socio-demographic.
Version:	A version number for each data element, beginning with 1 for the initial version of the data element, and 2, 3 etc. for each subsequent revision. This meets the ISO/IEC Standard 11179 requirement for 'identification of a data element specification in a series of evolving data element specifications within a registration authority'.
Data element type:	<p>A data element may be either:</p> <ol style="list-style-type: none"> a DATA CONCEPT – a concept which, can be represented in the form of a data element, described independently of any particular representation. For example, "Informal carer", which does not have any particular representation of its own, except through data elements such as "Carer availability", "Relationship of carer to care recipient" etc. a DATA ELEMENT – a unit of data for which the definition, identification, representation and permissible values are specified by means of a set of attributes. For example, a person's "Date of birth" is a unit of data for which the definition, identification, representation and permissible values are specified. a DERIVED DATA ELEMENT – a data element whose values are derived by calculation from the values of other data elements. a COMPOSITE DATA ELEMENT – a data element whose values represent a grouping of the values of other data elements in a specified order.
Definition:	A statement that expresses the essential nature of a data element and its differentiation from all other data elements.
Context:	A designation or description of the application environment or discipline in which a name is applied or from which it originates. For the Dictionary this attribute may also include the justification for collecting the items and uses of the information.

Relational and representational attributes

Data type:	The type of symbol, character or other designation used to represent a data element. Examples include integer, numeric, alphanumeric, alphabetic etc. For example, the data type for "Marital status" is a numeric drawn from a domain or code set in which numeric characters such as 1 = Never married, 4 = Separated used to denote a data domain value (<i>see</i> Data domain below).
Representational form:	Name or description of the form of representation for the data element, such as 'CODE', 'QUANTITATIVE VALUE', and 'DATE'. For example, the representational form for 'Country of birth' is 'CODE' because the form of representation is individual numbers that each, represent a different country.

- Field size (minimum and maximum):** The minimum and maximum number, respectively, of storage units (of the corresponding data type) to represent the data element value. For example, a data element value expressed in dollars may require a minimum field size of one character (1) up to a maximum field size of nine characters (999, 999, 999). Field size does not generally include characters used to mark logical separations of values e.g. commas, hyphens or slashes.
- Representational layout:** The layout of characters in data element values expressed by a character string representation. Examples include 'DDMMYYYY' for calendar date, 'N' for a 1-digit numeric field, and '\$\$\$, \$\$\$, \$\$\$' for data elements about expenditure.
- Data domain:** The set of representations of permissible instances of the data element, according to the representation form, layout, data type and maximum size specified in the corresponding attributes. The set can be specified by name (such as valid date), by reference to a source (such as the ABS Classification of Languages), or by enumeration of the representation of the instances (for example, for 'Labour force status' values are 1 = Employed, 2 = Unemployed, etc).
- Guide for use (optional):** Additional comments or advice on the interpretation or application of the attribute 'data domain' (this attribute has no direct counterpart in the ISO/IEC Standard 11179 but has been included to assist in clarification of issues relating to the classification of data elements).
- Collection methods (optional):** Comments and advice concerning the actual capture of data for the particular 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 Standard 11179 but has been added to cover important issues about the actual collection of data).
- Related data (optional):** A reference between the data element (or data concept) and any related data element/concept in the Dictionary, including the type of this. Examples include: 'has been superseded by', 'is calculated using', and 'supplements the data element'.

Administrative attributes

- Source document (optional):** The document from which definitional or representational attributes originate.
- Source organisation:** The organisation responsible for the source document and/or the development of the data definition (this attribute is not specified in the ISO/IEC Standard 11179 but has been added for completeness). The Source organisation is not necessarily the organisation responsible for the ongoing development/maintenance of the data element definition.
- Comments (optional):** Any additional explanatory remarks on the data element.

Appendix 5: The National Community Services Information Model

Background

The structure of *the Data Dictionary* is based on the National Community Services Information Model Version 1.0. This model was developed by the Institute in consultation with the National Community Services Information Model Working Group, which comprised a subset of people from the National Community Services Data Committee. The Institute has considerable experience in information modelling, having published the *National Health Information Model Version 1.0* in January 1996. (This publication extensively describes the concepts, techniques and rules for developing an information model.)

Since publication of the National Health Model, the Institute has been involved to varying degrees with the development of several other national information models. This experience has been coupled with other concurrent activities, which have contributed to the depth of the Institute's expertise:

- the Institute's involvement in conducting information modelling workshops;
- production of the *National Health Data Dictionary* and observation of the attendant data definition's concerns and disparities;
- presentation of the Model to program- and sector-specific advisory committees and working groups; and
- incorporation of the draft Version 2 of the National Health Information Model on the Institute's website (<http://www.aihw.gov.au>).

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.

Objectives of the National Community Services Information Model

The National Community Services Information Model provides the framework for the Dictionary data items. This framework maps data 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.

Whilst 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 of national community services information;
- 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 tightly 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 code set (or 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.

Development of the National Community Services 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 Institute 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 Institute 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.

Data concepts and data elements mapped to the National Community Services 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 data elements were then mapped to the Model. The language used for data elements within each subject area was retained. For example, whilst 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 data elements to the Model proved invaluable in linking the concepts embedded within the Model to actual data elements. The quality of the Model and its acceptance by those involved in its development improved markedly as a result of this process.

Definitions of Model entities

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 arrangements.</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. See 'National Classification 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 are 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>
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>

ENTITY NAME	ENTITY DEFINITION
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>
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 PERSONs 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> <p>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.</p>
Exit/discharge from Service event	<p>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.</p>

ENTITY NAME	ENTITY DEFINITION
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	<p>Fees charged by an AGENCY for the health and welfare services/activities they provide.</p>
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	<p>A business program specifically created for or by the health and welfare sectors.</p>
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	<p>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).</p>
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>
Human-made physical environment	<p>The built (or human-made) environment in which a PERSON or community lives.</p> <p>For example, buildings, land use etc.</p>
Impairment characteristic	<p>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.</p>
Income characteristic	<p>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.</p> <p>Income characteristics are frequently collected to identify the extent of a PERSON's or PARTY GROUP's level of financial disadvantage.</p>
Informal carer assistance event	<p>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.</p> <p>See definition of an INFORMAL CARER EVENT.</p>

ENTITY NAME	ENTITY DEFINITION
Informal carer event	<p>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.</p> <p>See definition of an INFORMAL CARER ASSISTANCE EVENT.</p>
Knowledge factor	<p>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.</p> <p>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'.</p>
Labour characteristic	<p>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.</p> <p>For example, their occupation, industry of employment etc.</p>
Leave from Service event	<p>The instance of a period of leave by a PERSON or PARTY GROUP from a SERVICE DELIVERY SETTING.</p>
Legal characteristic	<p>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'.</p> <p>For example, ward of the State, held in custody etc.</p>
Life event	<p>An instance of an EVENT which occurs to or involving a PERSON during their life.</p> <p>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.</p>
Location	<p>A site or position where something happens, or where a PERSON, PARTY GROUP or AGENCY is located, may be contacted, conduct their business etc.</p> <p>For example, an address or geographical region.</p>
Natural environment	<p>The natural environment in which a PERSON or community lives.</p> <p>For example, flora and fauna, weather and air quality, sound, light etc.</p>
Need	<p>The need for/reason why a PARTY is seeking access to health and welfare services.</p>
Other event	<p>An EVENT which is not a PERSON EVENT, HEALTH AND WELFARE SERVICE EVENT, COMMUNITY/FAMILY EVENT, ECONOMIC TRANSACTION EVENT or ENVIRONMENTAL EVENT.</p>
Other family characteristic	<p>A descriptive characteristic of a FAMILY other than a FAMILY INCOME CHARACTERISTIC.</p> <p>See definition of a FAMILY.</p>
Other health and welfare Service event	<p>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.</p>
Other household characteristic	<p>A descriptive characteristic of a HOUSEHOLD other than a HOUSEHOLD INCOME CHARACTERISTIC.</p> <p>See definition of a HOUSEHOLD.</p>

ENTITY NAME	ENTITY DEFINITION
Other party group	<p>An instance of a number of PERSONs considered as a collective unit other than a FAMILY, HOUSEHOLD or TARGET GROUP.</p> <p>For example, the Australian population, or sub-populations within it.</p>
Other person characteristic	<p>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.</p>
Other role	<p>A ROLE other than a PERSON ROLE or AGENCY ROLE.</p> <p>An expanded list of roles relating to PERSONs and AGENCYs can be found within the entities PERSON ROLE and AGENCY ROLE.</p>
Other setting	<p>An instance of where, in generic terms, something happens, which is not a SERVICE DELIVERY SETTING.</p> <p>For example, 'at home', 'on a sports field', 'at work' etc.</p>
Outcome	<p>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.</p>
Party	<p>Those PERSONs, PARTY GROUPs or AGENCYs who are part of the health and welfare systems including those who are known to the system and those who are of interest to it. Essentially this includes all persons in Australia.</p> <p>For example, a PARTY as a recipient of services, provider of services, purchaser of services, funder of services etc.</p>
Party group	<p>An instance of a number of PERSONs considered as a collective unit.</p> <p>For example, families, communities and tribes. The Australian population, or sub-populations within it, is represented in the model as a PARTY GROUP.</p>
Party role	<p>An instance of a PARTY participating in a ROLE in the health and welfare sectors.</p> <p>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.</p>
Person	<p>An individual of interest to the health and welfare sector.</p> <p>A PERSON is identified by the role they play. Refer subtypes within the entity PERSON ROLE. A PERSON will possess a range of characteristics. Refer to the subtypes within the entity PERSON CHARACTERISTIC.</p>
Person characteristic	<p>Features which characterise a PERSON.</p> <p>A PERSON CHARACTERISTIC is either, 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	<p>An EVENT, which happens to a person that, affects their STATE OF WELLBEING from the time of their birth until their death.</p>
Person participation/independence	<p>A PERSONs 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. Measures/instruments for collecting person participation/independence information are likely to be developed in the near future as a result of revisions being undertaken to the International Classification of Impairments, Disabilities and Handicaps (ICIDH).</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>

ENTITY NAME	ENTITY DEFINITION
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	A measure of the personal support and assistance available to a PERSON or PARTY GROUP as perceived by the PERSON or PARTY GROUP. For example, family members, friends, acquaintances, peers, colleagues, animals.
Recipient role	An instance of a role a PARTY (usually a PERSON) as a recipient of services or care plays in EVENTS. For example, a patient, client, consumer, customer etc.
Referral event	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). For example, Referral date, Referral source etc.
Resource	The material necessary for an activity. For example, buildings, reusable and consumable items, financial and human resources, and the information or knowledge required.
Revenue/receipt	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 entity definition). Examples of recurrent revenue include taxes received, fees received, fines received, rent received, interest received etc. Examples of capital revenue include monies received from the sale of land, buildings etc.
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	A description of a setting where health and welfare services is delivered. Settings are distinguished from agencies as the place where services are delivered may differ from the location/address of the AGENCY. For example, a birthing centre, a child care centre or nursing home etc.
Service funder role	An instance of a ROLE, an AGENCY, as a health and welfare service funder, plays in EVENTS.
Service provider role (agency)	An instance of a ROLE, an AGENCY, as a health and welfare service provider, plays in EVENTS.
Service provider role (person)	An instance of a ROLE, 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, 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).

ENTITY NAME	ENTITY DEFINITION
Social-cultural characteristic	<p>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.</p> <p>For example, marital status, language spoken in the home, next of kin, religion etc.</p>
Social and cultural environment	<p>For example, informal social attitudes, formal social rules population composition, variation and movement.</p>
State of wellbeing	<p>The measured, assessed or perceived health and wellbeing of a PARTY (usually a PERSON) recorded in aggregate terms.</p> <p>For example, SF-36 instrument of health status measurement, other quality of life measurements etc.</p>
Target group	<p>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.</p>
Tools and equipment	<p>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.</p> <p>For example, assistive technology, educational products, money and other assets, products or substances for personal consumption.</p>
Transfer/subsidy	<p>An ECONOMIC TRANSACTION EVENT involving the transfer of monies for capital or recurrent purposes.</p> <p>Examples of recurrent transfers include pension payments, grants to non-profit organisations, allocation of funds etc.</p> <p>Examples of capital transfers include capital grants as home savings grants, grants towards the cost of capital expenditure etc.</p>

Appendix 6: Abbreviations and acronyms

AAVCA	Australian Association of Voluntary Care Organisations
ABS	Australian Bureau of Statistics
ACOSS	Australian Council of Social Service
ANZSIC	Australian and New Zealand Standard Industrial Classification
ASCCSS	Australian Standard Classification of Countries for Social Statistics
ASCO	Australian Standard Classification of Occupations
ASGC	Australian Standard Geographical Classification
AW	Australia's Welfare
CSDA	Commonwealth-State Disability Agreement
CSMAC	Community Services Ministers' Advisory Council
DDMMYYYY	Date Date Month Month Year Year Year Year
DIMA	Department of Immigration and Multicultural Affairs
DNCB	Domiciliary Nursing Care Benefit
DHFS	Department of Health and Family Services (now DHAC)
DHAC	(Commonwealth) Department of Health and Aged Care
FaCS	Department of Family and Community Services
HACC	Home and Community Care Program
ICIDH	International Classification of Impairments, Disabilities and Handicaps
IEC	International Electrotechnical Commission
ISO	International Standards Organization
MDS	Minimum data set
n.e.c.	Not elsewhere classified
NCSDC	National Community Services Data Committee
NCSDD	National Community Services Data Dictionary
NCSIA	National Community Services Information Agreement
NHDC	National Health Data Committee
NHDD	National Health Data Dictionary
NMDS	National Minimum Data Set
SAAP	Supported Accommodation Assistance Program
SLA	Statistical Local Area
The Data Committee	National Community Services Data Committee
The Dictionary	National Community Services Data Dictionary
The Knowledgebase	The Knowledgebase: Australia's Health and Community Services Data Registry
The Management Group	National Community Services Information Management Group
The Model	National Community Services Information Model
The Work Program	National Community Services Information Work Program
The Working Group	National Community Services Information Model Working Group
WHO	World Health Organisation

Appendix 7: Other data developments in community services

The Commonwealth Department of Health and Aged Care has contracted the Australian Institute of Health and Welfare to develop data for a range of community care programs under the Community Care Data Development Project. This work began in August 1999 and Part 1 is due for completion in July 2000.

The Community Care Data Development Project – Part 1 includes the following major activities:

- development of Version 2 of the Aged Care Assessment Program Minimum Data Set
- development of data for the Community Care Package Program
- identification of information needed to support performance measurement and planning across community care programs.

The aim of this project is to improve the usefulness of data collected across all Commonwealth funded community care programs. It will also ensure that data collected and reported nationally is appropriate to its purpose, consistent with national standards and comparable across aged and community care programs as well as other related data sets. Consistency with the Home and Community Care (HACC) Minimum Data Set and with the National Community Services Data Dictionary is a high priority.

At the conclusion of Part 1 of the project, the Aged Care Data Advisory Group (established under the National Community Services Information Management Group) will be advised of any new data definitions and recommended changes or enhancements to existing data definitions in the National Community Services Data Dictionary. Subject to the endorsement of this group, these recommendations will be submitted to the National Community Services Information Management Group for consideration in future versions of the National Community Services Data Dictionary.

Part 2 of the Community Care Data Development Project will begin in July 2000 and is due for completion in June 2001. It will focus on the following activities:

- revision of the National Respite for Carers Program Minimum Data Set
- consultation and field testing of data elements for the Community Care Packages Program
- working towards resolution of existing gaps and inconsistencies in aged and community care data collections
- in co-operation with the Aged Care Data Advisory Group, development of guidelines to developing data collections which promote consistency between aged and community care data sets and with national standards.

The contact person in the Australian Institute of Health and Welfare for the Community Care Data Development Project is Trish Ryan (ph: 02 6244 1054; e-mail: Trish.Ryan@aihw.gov.au).

Appendix 8: Data elements by Knowledgebase ID number

Knowledgebase ID no.	Data element
000501	Address, version 2 [∇]
000502	Adoption (concept), version 2 [∇]
000503	Age, version 1
000504	Geographic location, version 2 [∇]
000505	Eligibility status, version 2 [∇]
000506	Capital expenditure [∇] gross, version 2 [∇]
000507	Capital expenditure [∇] net, version 2 [∇]
000508	Informal carer (concept), version 2 [∇]
000509	Child abuse and neglect type, version 2 [∇]
000511	Country of birth, version 2 [∇]
000512	First service contact date, version 2 [∇]
000513	Last service contact date, version 2 [∇]
000514	Date of birth, version 1
000515	Referral date, version 2 [∇]
000517	Family (concept), version 2 [∇]
000518	Family type, version 2 [∇]
000519	First language spoken, version 2 [∇]
000521	Household (concept), version 2 [∇]
000522	Household type, version 2 [∇]
000523	Income unit (concept), version 2 [∇]
000524	Indigenous status, version 2 [∇]
000525	Interpreter services required, version 2 [∇]
000526	Labour force status, version 2 [∇]
000527	Living arrangements, version 2 [∇]
000528	Main language other than English spoken at home, version 2 [∇]
000529	Marital status, version 1
000530	Postcode, version 2 [∇]
000531	Principal source of income, version 2 [∇]
000532	Record linkage (concept), version 2 [∇]
000533	Recurrent expenditure, version 2 [∇]
000534	Relationship in household, version 2 [∇]
000535	Sex, version 2 [∇]

◆ Indicates a new data element

∇ Indicates a new version of a data element

Knowledgebase ID no.	Data element
000536	Referral source, version 2 [∇]
000537	Target group, version 2 [∇]
000538	Assistance type, version 2 [∇]
000539	Service delivery setting, version 2 [∇]
000541	Agency identifier (concept), version 2 [∇]
000543	Year of arrival in Australia, version 2 [∇]
000544	Agency (concept), version 1 [♦]
000545	Assistance received (concept), version 1 [♦]
000546	Activity areas, version 1 [♦]
000547	Participation areas, version 1 [♦]
000548	Assistance with activity, version 1 [♦]
000549	Body functions, version 1 [♦]
000550	Body structures, version 1 [♦]
000551	Capital—stock, version 1 [♦]
000552	Carer availability, version 1 [♦]
000553	Carer co-residency, version 1 [♦]
000554	Case management plan indicator, version 1 [♦]
000555	Client (concept), version 1 [♦]
000556	Assistance request date, version 1 [♦]
000557	Assessment date, version 1 [♦]
000558	Assistance received date, version 1 [♦]
000559	Service operation days, version 1 [♦]
000560	Activity—level of difficulty, version 1 [♦]
000561	Disability (concept), version 1 [♦]
000562	Disability grouping—Australian national, version 1 [♦]
000563	Disability grouping—International, version 1 [♦]
000564	Dwelling (concept), version 1 [♦]
000565	Environmental factors, version 1 [♦]
000566	Impairment extent, version 1 [♦]
000567	Environmental factors—extent of influence, version 1 [♦]
000568	Participation extent, version 1 [♦]
000569	Family name, version 1 [♦]
000570	Education field, version 1 [♦]
000571	Given name, version 1 [♦]
000572	Employment status (full-time/part-time), version 1 [♦]
000573	Geographic identifier (concept), version 1 [♦]
000574	Goods and equipment received, version 1 [♦]

♦ Indicates a new data element

∇ Indicates a new version of a data element

Knowledgebase ID no.	Data element
000575	Homelessness (concept), version 1 ♦
000576	Service operation hours, version 1 ♦
000577	Landlord type, version 1 ♦
000578	Legal order, version 1 ♦
000579	Education level, version 1 ♦
000580	Communication method, version 1 ♦
000581	Referral/contact method, version 1 ♦
000582	Occupation, version 1 ♦
000583	Proficiency in spoken English, version 1 ♦
000584	Assistance request reason (concept), version 1 ♦
000585	Relationship of carer to care recipient, version 1 ♦
000586	Religious affiliation, version 1 ♦
000587	Residential setting, version 1 ♦
000588	Revenue, version 1 ♦
000589	Participation—satisfaction level, version 1 ♦
000590	Service episode (concept), version 1 ♦
000591	Service event (concept), version 1 ♦
000592	Sources of cash income, version 1 ♦
000593	State/Territory identifier, version 1 ♦
000594	Employment status, version 1 ♦
000595	Suburb/town/locality name, version 1 ♦
000596	Tenure type, version 1 ♦
000597	Full-time equivalent paid staff, version 1 ♦
000598	Full-time equivalent volunteer/unpaid staff, version 1 ♦
000599	Hours per week—paid staff, version 1 ♦
000600	Hours per week—volunteer/unpaid staff, version 1 ♦
000601	Assistance type requested, version 1 ♦
000602	Non-financial asset type, version 1 ♦
000603	Service types available, version 1 ♦
000604	Assistance urgency, version 1 ♦
000605	Service operation weeks, version 1 ♦
000606	Assistance—reason not provided, version 1 ♦
000607	Service cessation reason, version 1 ♦
000608	Volunteer (concept), version 1 ♦

♦ Indicates a new data element

∇ Indicates a new version of a data element

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