

Alcohol and other drug treatment services NMDS specifications 2003–04

**Data dictionary, collection guidelines
and validation processes**

The Australian Institute of Health and Welfare is Australia's national health and welfare statistics and information agency. The Institute's mission is to improve the health and well-being of Australians by informing community discussion and decision making through national leadership in developing and providing health and welfare statistics and information.

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Alcohol and other drug treatment services NMDS specifications 2003–04

**Data dictionary, collection guidelines
and validation processes**

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Abbreviations

ABS	Australian Bureau of Statistics
AHMAC	Australian Health Ministers' Advisory Council
AIHW	Australian Institute of Health and Welfare
AODTS-NMDS	Alcohol and Other Drug Treatment Services National Minimum Data Set
ASCDC	<i>Australian Standard Classification of Drugs of Concern</i>
ASCL	<i>Australian Standard Classification of Languages</i>
ASGC	<i>Australian Standard Geographical Classification</i>
IGCD	Intergovernmental Committee on Drugs
IPP	Information Privacy Principles
NDARC	National Drug and Alcohol Research Council
NHDC	National Health Data Committee
NHDD	<i>National Health Data Dictionary</i>
NHIA	National Health Information Agreement
NHIMG	National Health Information Management Group
NLI	National Localities Index
NMDS	National Minimum Data Set
NPP	National Privacy Principles
MECC	Monitoring and Evaluation Coordination Committee
SACC	<i>Standard Australian Classification of Countries</i>
SLA	Statistical Local Area

1 Introduction

These guidelines have been prepared as a reference for those involved in collecting and supplying the data for the Alcohol and Other Drug Treatment Services National Minimum Data Set (AODTS–NMDS). It should be particularly useful to staff in Commonwealth, state and territory departments, and alcohol and other drug treatment agency staff directly involved in the collection and reporting of the data set.

This publication is intended to:

- provide some history on the collection’s development and outline the overall collection process;
- provide information about changes and variations made to the data set from the previous year’s collection;
- provide working definitions of all data elements included in the data set;
- provide an up-to-date reference to ensure that the collection can run in a coordinated and timely fashion; and
- to provide information about the data validation procedures that are undertaken by the Australian Institute of Health and Welfare (AIHW).

1.1 Why do we need a national collection?

A National Minimum Data Set (NMDS) is a minimum set of data elements agreed by the National Health Information Management Group (NHIMG) for mandatory collection and reporting at the national level. One NMDS may include data elements that are included in another NMDS, thereby extending consistency of data standards across related fields. A NMDS is contingent upon a national agreement to collect uniform data and supply it as part of the national collection, but does not preclude health jurisdictions and individual agencies and service providers from collecting additional data to meet their own specific needs. In fact, for most states and territories the AODTS–NMDS is a sub-section of a larger data set that is collected by the health jurisdiction for management purposes. The intention, however, is that the AODTS–NMDS data items have standardised definitions and collection methods across all states and territories so that this information may be compared and used to inform planning and policy developments for the reduction of drug-related harm.

The aim of the AODTS–NMDS is to aggregate standardised Commonwealth, state and territory data so that national information about clients accessing alcohol and other drug treatment, service utilisation and treatment programs can be reported. It is also expected that the collection will provide agencies with access to basic data relating to particular types of communities, drug problems and treatment responses that are relevant to their own circumstances. The data derived from the national collection will be considered with information from other sources (e.g. admitted-patient data and national surveys) to inform debate, policy decisions and strategies that occur within the alcohol and other drug treatment sector.

1.2 Brief history of the national collection

The AODTS–NMDS emanated from the national forum *‘Treatment and research – where to from here?’* held in 1995 by the Alcohol and other Drugs Council of Australia. Clinicians,

researchers and government administrators who attended the forum agreed that a lack of comparable national data for alcohol and other drug treatment services was limiting the overall effectiveness of service provision. The then Commonwealth Department of Health and Family Services funded the first phase of the current AODTS–NMDS project – a joint feasibility study conducted by the National Drug and Alcohol Research Centre (NDARC) and the Alcohol and other Drugs Council of Australia.

On completion of the feasibility study, the National Drug Strategy Unit in the then Commonwealth Department of Health and Aged Care took responsibility for overseeing the carriage of phase two – the development of the AODTS–NMDS. In September 1998 the Intergovernmental Committee on Drugs (IGCD) recommended the establishment of an interim working group to implement phase two. The initial working group comprised representatives from four jurisdictions (New South Wales, Victoria, Queensland and South Australia), the AIHW, NDARC and the Commonwealth Department of Health and Aged Care.

The AODTS–NMDS has since become a national project of the IGCD NMDS Working Group. Current membership has increased with the inclusion of representatives from all other jurisdictions (Tasmania, Western Australia, the Northern Territory and the Australian Capital Territory) and the Australian Bureau of Statistics (ABS). Development of the data elements for the national collection continued throughout 1999 and the data set was subsequently endorsed by the IGCD. In December 1999 the Commonwealth Government and state and territory Governments, through the NHIMG, endorsed the AODTS–NMDS and collection commenced on 1 July 2000. A number of reports were released by the AIHW in 2002 from this first year of data collection. These include *Alcohol and Other Drug Treatment Services in Australia 2000–01: First Report on the NMDS*; *Alcohol and Other Drug Treatment Services in Australia: Findings from the National Minimum Data Set 2000–01*; and a number of state and territory data briefings e.g. *Alcohol and Other Drug Treatment Services in New South Wales: Findings from the National Minimum Data Set 2000–01*.

The IGCD has supported the continued development of the AODTS–NMDS since its inception. The AIHW has maintained a coordinating role in the project, including providing the Secretariat and the Chair for the NMDS Working Group, undertaking data development work, and highlighting national and jurisdictional implementation and collection issues. The AIHW is also the data custodian of the collection.

1.3 Roles and responsibilities

IGCD NMDS Working Group

The IGCD NMDS Working Group is responsible for the development and implementation of the AODTS–NMDS. Members include representatives from each state and territory, the AIHW, the ABS, NDARC, and the Commonwealth’s National Drug Strategy Unit and Illicit Drugs Section. The working group reports to the IGCD, and works closely with expert national health information bodies such as the National Health Data Committee (NHDC) and the NHIMG. The majority of Working Group members also play a role in coordinating the collation of data from service providers within their jurisdiction and forwarding these data to the AIHW for the national data set. The Working Group will also have a large input into the national report that will be produced by the AIHW. Working Group members are responsible for providing approval for their jurisdiction’s data to be analysed. The names and contact details of the NMDS Working Group (current at June 2003) are provided at Appendix A.

Other committees

The AODTS-NMDS has been developed and implemented under the terms of the National Health Information Agreement (NHIA). Under the NHIA, the commonwealth, states and territories are committed to working with the AIHW, the ABS and others to develop, collate and report national health information. The NHIA aims to ensure that the compilation and interpretation of national information is appropriate to government and community requirements and that data are collected and reported efficiently. The NHIA operates under the auspices of the Australian Health Ministers' Advisory Council (AHMAC). The NHIMG and the National Health Data Committee (NHDC), in consultation with other national working groups such as the IGCD NMDS Working Group, provide the mechanism for state and territory endorsement of data standards and collections (AIHW 1994).

All data elements and supporting data element concepts that form the AODTS-NMDS are included in the *National Health Data Dictionary*. Any revisions to the data elements or changes to the AODTS-NMDS must be endorsed by the NHDC and the NHIMG.

Brief details about the key committees involved in the NHIA and the development of the AODTS-NMDS are provided below:

- AHMAC – is a committee of the heads of the Commonwealth, state and territory health authorities and the Commonwealth Department of Veterans' Affairs. AHMAC advises the Australian Health Ministers' Conference on resource matters and financial issues.
- IGCD – is a Commonwealth and state/territory Government forum that acts as one of the advisory bodies supporting the Ministerial Council on Drug Strategy. It consists of senior officers who represent health and law enforcement agencies in each Australian jurisdiction and other people with expertise in identified priority areas.
- MECC – provides high-level expert advice to the IGCD on the development of a National Drug Monitoring and Evaluation Strategy for the National Drug Strategic Framework 1998–99 to 2003–04. They are a sub-committee of the IGCD and act as a conduit between the IGCD and the IGCD NMDS WG.
- NHIMG – directs the implementation of the NHIA and comprises a representative from each of the signatory organisations and a Chair appointed by the AHMAC. The New Zealand Ministry of Health has observer status. The AIHW supports the Management Group not only through membership but also by providing the Secretariat.
- NHDC – is a standing committee of the NHIMG. The primary role of the NHDC is to assess data definitions proposed for inclusion in the *National Health Data Dictionary* (NHDD) and recommend to the NHIMG, revisions and additions to each successive version of the Dictionary. The NHDD is the authoritative source of national health data definitions. The NHDD contains the definitions of data elements (or discrete items of information) that have been described according to a standard set of rules, and endorsed by the NHIMG as the national standard to apply whenever this information is collected in the health field.

Government health authorities

The AODTS-NMDS is a set of standard data elements which the Commonwealth, states and territories have agreed to collect. The Commonwealth, state and territory departments have custodianship of their own data collections under the NHIA. It is the responsibility of the Commonwealth and state and territory health authorities to establish and coordinate the collection of data from their alcohol and other drug treatment service providers. To ensure that the AODTS-NMDS is effectively implemented and collected, these authorities need to:

- allocate establishment identifiers and ensure that these are consistent with establishment identifiers used in other NMDS collections where appropriate;
- assign agencies with appropriate codes (after consultation) for the data element *Geographical location of service delivery outlet*;
- establish a coding system to be used for the person identifier, whether it be unique to the agency, or be implemented in cooperation with other agencies in the region, the district or across the state or territory;
- establish a suitable process for collecting client-level information (e.g. use of data entry software) and a process for agencies to deliver the data to the Commonwealth, state or territory authority;
- establish time lines for the delivery of data to the relevant health authority; and
- establish a process to check and validate data at the state/territory level and, where possible, assist and advise on data quality at the agency level.

Governmental health authorities also need to ensure that appropriate information security and privacy procedures are in place. Health authorities are responsible for ensuring that the collection, use, disclosure, storage and handling of the information contained in the AODTS–NMDS comply with the standards outlined in the Information Privacy Principles for Commonwealth agencies, and the National Privacy Principles for private sector organisations (see Chapter 7). In particular, data custodians are responsible for ensuring that their data holdings are protected from unauthorised access, alteration or loss. Health authorities are also responsible for ensuring that their procedures comply with any existing legislation within their state or territory.

AODT Service providers

Service providers whose data will be included in the national collection are responsible for collecting the agreed data elements and forwarding this information to the appropriate health authority as arranged. Service providers are responsible for ensuring that the required information is accurately recorded, and should inform their health authority if they have difficulty collecting the information. Service providers are responsible for ensuring that their clients are generally aware of the purpose for which the information is being collected; the fact that the collection of the information is authorised or required; and whether any personal information is passed on to another agency. Service providers are also responsible for ensuring that their data collection and storage methods comply with the standards as outlined in the Information Privacy Principles (for Commonwealth agencies) and the National Privacy Principles (for private sector organisations). In particular, they are responsible for maintaining the confidentiality of their clients and need to ensure that their procedures comply with any existing legislation within their state or territory.

The AIHW

The AIHW is responsible for collating data from jurisdictions into a national data set and analysing and reporting on that data. The IGCD NMDS Working Group is responsible for overseeing the development, implementation and collection of the AODTS–NMDS and the AIHW is responsible for managing this process. The AIHW is also the data custodian of the national collection and is responsible for the timely reporting of the information, as well as enabling research access to the data (subject to confidentiality constraints). As data custodian, the AIHW is responsible for ensuring that appropriate security procedures are in place for the storage, use and release of the information. See Chapter 7 for further details about AIHW policy and procedures on information and security.

2 Scope of the AODTS–NMDS

It is critical that service providers know which of their component services are included in the AODTS–NMDS collection. Agencies may provide treatment activities that fall both inside and outside the intended scope of the national data set. In these situations, only the information recorded for clients accessing a treatment activity that falls within the intended scope should be forwarded to a health authority for inclusion in the AODTS–NMDS collection.

Furthermore, some agencies providing treatment services or other forms of assistance to people with alcohol and/or other drug problems are not included in the scope of the national collection (e.g. treatment services based in prisons).

The following information describes which agencies, clients and activities are to be included/excluded from the AODTS–NMDS collection.

2.1 Which agencies?

Included

- All publicly funded (at state and/or Commonwealth level) government and non-government agencies that provide one or more specialist alcohol and/or drug treatment services, including residential and non-residential agencies. Acute care hospitals or psychiatric hospitals are included if they have specialist alcohol and drug units that provide treatment to non-admitted patients (e.g. outpatient services). Aboriginal or Mental Health Services may also be included if they provide specialist alcohol and other drug treatment.

Excluded

- Agencies that provide primarily accommodation or overnight stays such as ‘halfway houses’ and ‘sobering-up shelters’.
- Agencies that provide services concerned primarily with health promotion (e.g. needle and syringe exchange programs).
- Treatment services based in prison or other correctional institutions.
- Agencies whose sole function is to prescribe and/or provide dosing for methadone maintenance treatment.
- Alcohol and drug treatment units in acute care or psychiatric hospitals that only provide treatment to admitted patients.

Services that provide pharmacotherapy maintenance treatment only are currently excluded because of the complexity of the service delivery structure and the range of agencies and practitioners in private and general practice settings. In the future, consideration will be given to expanding the coverage of the national collection to include methadone and other pharmacotherapy treatment data, prison-based treatment services and other programs.

2.2 Which clients?

Included

- All clients assessed and accepted for one or more types of treatment for their own, or another person's, alcohol and other drug problem from an alcohol and other drug treatment service (see the data element *Main treatment type for alcohol and other drugs* and the data element *Client type – Alcohol and other drug treatment services*).

Excluded

- Clients who are on a methadone maintenance program and who are not receiving any other form of treatment.
- People who seek advice or information but have not been formally assessed and accepted for treatment.
- Admitted patients in acute care or psychiatric hospitals.
- Clients treated in agencies that are excluded from the collection.

2.3 Which activities?

Treatment activities can range from an early, brief intervention to long-term residential treatment. The NMDS intends to cover a wide variety of treatment interventions and, among others, includes detoxification and rehabilitation programs, and pharmacological and psychological treatments.

Included

- All closed treatment episodes for the types of treatment specified in the data element *Main treatment type for alcohol and other drugs*, which have been completed within the 2002–03 financial year (see the data element *Date of cessation of treatment episode for alcohol and other drugs*).

Excluded

- Any methadone dosage and/or prescription received by a client where no other treatment type is received.
- All treatment episodes that are still open.
- Needle and syringe exchange activities.

3 What's new for 2003–04?

3.1 Treatment episodes reported by all jurisdictions

A treatment episode refers to a period of contact, with defined dates of commencement and cessation, between a client and a treatment provider. For the 2001–02- collection period, closed treatment episodes were introduced as the unit of measurement. The inclusion of a treatment episode concept at the national level required the introduction of the following data elements and concepts:

- *Date of cessation of treatment episode for alcohol and other drugs*
- *Main treatment type for alcohol and other drugs*
- *Number of service contacts within a treatment episode for alcohol & other drugs*
- *Other treatment type for alcohol and other drugs*
- *Reason for cessation of treatment episode for alcohol and other drugs*
- *Treatment delivery setting for alcohol and other drugs*
- *Service contact (data element concept)*
- *Treatment episode for alcohol and other drugs (data element concept)*

All jurisdictions supported the inclusion of the above data elements and concepts in the AODTS-NMDS, on the condition that a phased uptake of the revised data set be adopted. The uptake process began on 1 July 2001 and all jurisdictions agreed to comply by 1 July 2002. Closed treatment episodes will be the unit of measurement used by all jurisdictions for the 2003–04 collection period.

3.2 Changes to existing data elements—summary

The following changes were incorporated into version 12 of the *National Health Data Dictionary*. See chapter 4 for more detailed information.

- *State/territory identifier*
 - change of name from State identifier to State/territory identifier
- *Sex*
 - change to Data domain
- *Indigenous status*
 - change to Definition and Context to more accurately reflect what is being collected
 - change to Data domain and Guide for use to bring more clarity to the codes used
 - change to Collection methods, Source document and Comments for clarification purposes
- *Client type – alcohol and other drug treatment services:*
 - change to Definition and Context to reflect treatment episode

- removal of code three in Data domain
- modification to Guide for use and Collection methods to ensure consistency
- *Injecting drug use:*
 - revision of Data domain
 - additional information included in Collection methods and Related data
- *Principal drug of concern:*
 - revised Data definition, Data domain, and Guide for use
 - additional information added to Collection methods and Related data
- *Other drugs of concern*
 - slight change to title and revised Data definition, Data domain, and Guide for use
additional information added to Collection methods and Related data.
- *Source of referral to alcohol and other drug treatment service*
 - the Data domain and the Guide for use revised to more accurately capture the most common sources of referral and to make the categories more mutually exclusive
 - the separation of codes into Agency and Non-agency categories reflects the approach taken in the NCSDD data element 'Referral source'
 - see further important information under The data elements – in brief p. 10.
- *Service delivery outlet*
 - a new data element concept has been developed and it is designed to be generic so that it can apply to other community health areas, while still adequately covering AODTS outlets.
- *Geographic location of service delivery outlet*
 - a new derived data element has been developed to provide the geographic location of each AODTS outlet
 - this data element has also been designed to be generic so that it can apply to other community health areas
 - it is intended to function as a replacement for *Geographical location of establishment* in the AODTS NMDS

More information about data elements and concepts is provided in Chapter 4. See Appendix B for full definitions of all data elements and concepts as they appear in the *National Health Data Dictionary*. Table 1 presents the complete data set for mandatory collection by states and territories from 1 July 2003.

Table 1: Data elements that are agreed for collection by states and territories from 1 July 2003 for the alcohol and other drug treatment services NMDS

Data element	Changes since 2002–03 Guidelines		NHDD code
	New	Revised	
Establishment-level data elements			
Establishment identifier (comprising)			000050
— State/territory identifier		✓	000380
— Establishment sector			000379
— Region code			000378
— Establishment number			000377
Geographical location of service delivery outlet	✓		000260
Client-level data elements			
Client type—alcohol & other drug treatment services		✓	000426
Country of birth			000035
Date of birth			000036
Date of cessation of treatment episode for alcohol & other drugs			000424
Date of commencement of treatment episode for alcohol & other drugs			000430
Establishment identifier			000050
Indigenous status		✓	000001
Injecting drug use		✓	000432
Main treatment type for alcohol and other drugs			000639
Method of use for principal drug of concern			000433
*Number of service contacts within a treatment episode for alcohol & other drugs		✓	000641
Other drugs of concern		✓	000442
Other treatment type for alcohol and other drugs			000642
Person identifier			000127
Preferred language			000132
Principal drug of concern		✓	000443
Reason for cessation of treatment episode for alcohol and other drugs			000423
Sex		✓	000149
#Source of referral to alcohol and other drug treatment services		✓	000444
Treatment delivery setting for alcohol and other drugs			000646
Supporting data element concepts			
Cessation of treatment episode for alcohol and other drugs			000422
Commencement of treatment episode for alcohol and other drugs			000427
*Service contact	✓		000401
Service delivery outlet	✓		000845
Treatment episode for alcohol and other drugs			000647

*At the WG meeting in April 2003 it was decided that, subject to endorsement by the NHDC, *Number of service contacts* would no longer be used in the AODTS NMDS collection from 2003–04.

See further information on pp. 15–16 for revised codeset agreed at the WG meeting in April 2003.

4 The data elements—in brief

Summary information for all data elements and data concepts is provided below, including full details of new or revised data elements and data concepts.

NOTE: there have been changes to the *National Health Data Dictionary* (NHDD) protocols for data elements where they are used in specific NMDS's. As from NHDD v.12 (2003) all text that is not relevant to the specific NMDS the data element is used for does not need to be retained. For AODTS NMDS this change affects the data element 'Sex'.

For example, the full definition of sex includes a third coding option (3 - Indeterminate). This coding option is specifically designed for classification in perinatal statistics when it is not possible for the sex of the baby to be determined. For alcohol and other drug treatment agencies only codes 1 and 2 apply and therefore code 3 does not appear in the AODTS NMDS data domain. Similarly, information in the context, guide for use, verification rules, collection methods and comments sections only include those descriptions that are relevant for the specific NMDS that the data element is included in.

4.1 Establishment-level data elements

Establishment identifier

The Establishment identifier is a nationally unique identifier for each alcohol and other drug treatment agency included in the AODTS–NMDS collection. It is the responsibility of each jurisdiction's health authorities to assign a unique establishment identifier to each agency. This identifier is a combination of four other data elements:

- State/territory identifier
- Establishment sector
- Region code
- Establishment number (to include code to identify service delivery outlet)

Establishment number

The Establishment number uniquely identifies an alcohol and other drug treatment agency within a state or territory. It is the responsibility of each jurisdiction's health authorities to assign an Establishment number to each agency and to include a code for each service delivery outlet where appropriate (see *Geographical location of service delivery outlet* p. 85 and *Service delivery outlet* p. 115).

State/territory identifier (revised)

This number uniquely identifies each state and territory as follows:

- 1 New South Wales
- 2 Victoria
- 3 Queensland
- 4 South Australia
- 5 Western Australia
- 6 Tasmania
- 7 Northern Territory
- 8 Australian Capital Territory
- 9 Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory).

Changes made to this data element for 2003-04

There has been a change of name from State identifier to State/territory identifier.

Establishment sector

This data element differentiates between alcohol and other drug treatment agencies operating in the public and private sectors of the health care industry. Coding options are:

- 1 Public
- 2 Private

The sector of an alcohol and other drug treatment agency can be determined by the level of government ownership/control of the agency regardless of its' funding source. Treatment agencies that are controlled and maintained by a level of government (Commonwealth, state or local) should be classified as public. Treatment agencies that have a high degree of autonomy (e.g. non-government organisations) should be classified as private. The term private in this sense includes not-for-profit non-government organisations.

Region code

This code identifies the area health services region which each alcohol and other drug treatment agency is located within the state or territory.

The health authority in each state or territory allocates the relevant region code.

Note: The field size for this data element will need to be 2 alpha characters (AA) if there are more than 26 regions in the state/territory.

Geographical location of service delivery outlet (replacement)

A new derived data element has been developed to provide the geographic location of each AODTS outlet. It is intended to function as a replacement for *Geographical location of*

establishment in the AODTS NMDS. This data element has also been designed to be generic so that it can apply to other community health areas.

The geographical location of an alcohol and other drug treatment agency is reported using a five-digit numerical code to indicate the state and the statistical local area (SLA) within the state or territory. SLAs are defined in the *Australian Standard Geographical Classification* (ASGC), ABS Cat. No. 1216.0. For more detail about this classification see Appendix C.

As with Establishment identifier, it is the responsibility of the jurisdiction health authorities to assign the relevant SLA code to each agency. Health authorities should consult with agencies before assigning a code. For agencies with more than one establishment, *the geographical location is defined as that of service delivery outlet*.

The IGCD NMDS Working Group agreed that an additional code would be attached to the establishment number to identify the service delivery outlet where that differs from the establishment (see *Service delivery outlet* p. 115. Note that *Geographical location of service delivery outlet* is to be collected at the Treatment episode level.

4.2 Client-level data elements

Person identifier

Each client of an alcohol and other drug treatment agency should be allocated an identifier that is unique within the agency. This will ensure that client unit records can be distinguished from one another. Individual agencies may use their own alphabetic, numeric or alphanumeric coding systems. Agencies will need to inform their relevant health authority of the method they used to derive the identifiers. Agencies are responsible for ensuring that their clients cannot be personally identified outside the agency by the assigned codes (e.g. surnames or mailing addresses should not be used in the codes).

Sex (revised)

The sex of the client is to be coded as follows:

- 1 Male
- 2 Female.

The full definition of sex includes a third coding option (3 – Indeterminate). This coding option is specifically designed for classification in perinatal statistics when it is not possible for the sex of the baby to be determined. For alcohol and other drug treatment agencies only codes 1 and 2 apply and therefore code 3 does not appear in the AODTS NMDS data domain. Similarly, information in the context, guide for use, verification rules, collection methods and comments sections only include those descriptions that are relevant for the specific NMDS that the data element is included in.

Note that 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. See the full definition at Appendix B for coding options.

Changes made to this data element for 2003–04

Code 3 has been removed as a category from the Data domain.

In line with changes to the NHDD protocols for DEs in specific NMDS's all text has been removed from Guide for use and Verification rules as it was not relevant for the AODTS NMDS (see note at beginning of this chapter, p. 10).

Date of birth

This data element refers to the date of birth of a client and is collected in the format DDMMYYYY and must be zero-filled (e.g. 1 January 1911 = 01011911).

If the date of birth is not known, it should be derived from the client's age. It is recommended that the 1st of January of a valid year be used (e.g. if 1991 was the valid year code as 01011991). Service providers should inform their relevant health authority of the procedures they have used to estimate dates of birth. It is recommended that jurisdictions encourage service providers to adopt a standard procedure for estimating birth dates that are unknown.

Country of birth

This data element records the country in which a client was born using a four-digit code from the *Standard Australian Classification of Countries* (ABS Cat. No. 1269.0, 1998). See Appendix B for further detail about this classification.

Indigenous status (revised)

This data element records whether or not a client identifies himself or herself as being of Aboriginal and/or Torres Strait Islander origin.

The coding options for reporting this information in the national collection are:

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

Note: Code 9 is not to be used as a valid answer to the question. It is intended for coding use only, when an answer is refused, the question could not be asked before the person ceased to be a client, the client was unable to communicate (e.g. client was unconscious) or a person who knows the client was not available.

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

More information about how to code multiple responses is provided in the full definition of the data element at Appendix B.

Changes made to this data element for 2003-04

There have been changes in the Definition and Context of this data element to more accurately reflect what is being collected and to update the purpose of this data element.

There have been small changes to the Data domain and Guide for use to bring more clarity to the codes used, not to change what is being collected.

There have also been changes to the Collection methods, Source document and Comments. Again these are for clarification purposes not to change how the data element is collected.

Preferred language

This data element describes the language (including sign language) most preferred by a client for communication. This may be a language other than English even where the person can speak fluent English. Preferred language is not recorded for children under 5 years of age (for these clients this item should be coded as 99).

The ABS has developed a detailed four-digit language classification of 193 language units, the *Australian Standard Classification of Languages (ASCL)*, ABS Cat. No. 1267.0 (see Appendix C). Although it is preferable to use the classification at a four-digit level, the requirements of administrative collections have been recognised and the ABS has developed a classification of 86 languages at a two-digit level from those most frequently spoken in Australia. The classification used in this data element is a modified version of the two-digit level ABS classification.

Note that for some jurisdictions this item will be coded to the full four-digit level of the ASCL. See Appendix B for the full definition and code list.

Client type—alcohol and other drug treatment services (revised)

This data element records whether a client's contact with an alcohol and other drug treatment agency concerns their own drug use or that of another person. Coding options are:

- 1 Own drug use
- 2 Other's drug use

This data element qualifies collection of the following items: *Principal drug of concern, Other drugs of concern, Injecting drug use* and *Method of use for principal drug of concern*. For a client covered under code 2, information for these four data elements is not required.

Changes made to this data element for 2003-04

There has been a small change in the Definition and Context of this data element to reflect treatment episode.

Code 3 has been removed as a category from the Data domain.

Modification to Guide for use and Collection methods to ensure consistency.

Information on Related data has been updated for the data elements *Principal drug of concern, Other drugs of concern* to version 2 from version 1.

Source of referral to alcohol and other drug treatment service (revised)

This data element describes the source from which the client was transferred or referred to an alcohol and other drug treatment agency. See the full definition at Appendix B for coding options. **Note** the additional changes below agreed at the 10 April 2003 Working Group meeting. These changes will be incorporated into the next version of the *National Health Data Dictionary*.

Changes made to this data element for 2003-04

The Data domain and the Guide for use were revised to more accurately capture the most common sources of referral and to make the categories more mutually exclusive.

The separation of codes into Agency and Non-agency reflects the approach taken in the NCSDD data element 'Referral source'.

Important further changes agreed at 10 April 2003 Working Group meeting

The mapping provided in Table 2 column 2 is to be used for Source of referral codes **not** the codes provided under the Data element description on p. 108.

Table 2: Source of referral codes to be used for 2003-04 AODTS NMDS

Code	Data domain	Code	Data domain
1	Self	7	Other community/health care service
2	Family member/friend	8	Correctional service
3	General practitioner/medical specialist	9	Police diversion
4	Hospital	10	Court diversion
5	Community mental health care service	98	Other
6	Alcohol and other drug treatment service	99	Not stated/inadequately described

Table 3: Mapping of Source of referral codes to be used for 2003–04 AODTS NMDS

2002–03 Guidelines	Mapping for 2003–04 from 2002–03 and 2003–04 Guidelines	2003–04 Guidelines
		10 Non-agency individual
1 Self	1 Self	11 Self
2 Family member/friend	2 Family member/friend	12 Family member/friend
3 General practitioner	3 General practitioner/medical specialist	13 General practitioner
4 Medical specialist	3 General practitioner/medical specialist	
	98 Other	18 Other individual
		20 Agency
5 Psychiatric Hospital	4 Hospital	
6 Other hospital	4 Hospital	21 Hospital
7 Residential community mental health care service	5 Community mental health care service	22 Community mental health care service
8 Residential alcohol and other drug treatment service	6 Alcohol and other drug treatment service	23 Alcohol and other drug treatment service
9 Other residential community care unit	7 Other community/health care service	24 Other community/health care service
10 Non-residential medical and/or allied health care agency	7 Other community/health care service	
11 Non-residential community mental health care agency or outpatient clinic	5 Community mental health care service	
12 Non-residential AODTS or outpatient clinic	6 Alcohol and other drug treatment service	
13 Other Non-residential community health care agency or outpatient clinic	7 Other community/health care service	
14 Other community service agency	7 Other community/health care service	
15 Community-based corrections	8 Correctional service	25 Correctional service
16 Police diversion	9 Police diversion	26 Police diversion
17 Court diversion	10 Court diversion	27 Court diversion
18 Other	98 Other	28 Other agency
99 Not stated/inadequately described	99 Not stated/inadequately described	99 Not stated/inadequately described

Date of commencement of treatment episode for alcohol and other drugs

This data element records the date on which a client’s treatment episode for alcohol and other drugs began. Note that the date is collected for the commencement of a treatment episode, rather than the commencement of treatment. For example, if a client recommences treatment or begins a new treatment episode, the date of commencement for the new episode is reported, not the date that the client first registered with the agency.

The Data domain requires a valid date with the following format (DDMMYYYY).

Date of cessation of treatment episode for alcohol and other drugs

This is the date on which a client's treatment episode for alcohol and other drugs ceased.

For a treatment episode to be completed (closed), it requires defined dates of commencement and cessation. This data element will clearly identify when a treatment episode ceased, enabling a clear distinction to be made between treatment episodes that are still ongoing (open) and those that have been closed. It refers to the date of the last service contact in a treatment episode between the client and staff of the treatment provider. In situations where a client has had no contact with the treatment provider for three months, and there is no plan in place for further contact, the date of the last service contact should be used. To determine when a treatment episode ceases, refer to the data element concept Cessation of treatment episode for alcohol and other drugs.

Note that only completed treatment episodes are reported in the AODTS-NMDS collection.

The data domain requires a valid date with the following format (DDMMYYYY).

Reason for cessation of treatment episode for alcohol and other drugs

This data element describes the reason why a client's treatment episode was ceased.

Given the levels of attrition within alcohol and other drug treatment programs, it is important to identify the range of different reasons for ceasing treatment with a service. This data element was developed to report the main reasons why treatment episodes are closed.

Reasons for closing a treatment episode include a change in the principal drug of concern, the treatment delivery setting or the main treatment type.

The full range of coding options is:

- 1 Treatment completed
- 2 Change in the main treatment type
- 3 Change in the delivery setting
- 4 Change in the principal drug of concern
- 5 Transferred to another service provider
- 6 Ceased to participate against advice
- 7 Ceased to participate without notice
- 8 Ceased to participate involuntary (non-compliance)
- 9 Ceased to participate at expiation
- 10 Ceased to participate by mutual agreement
- 11 Drug court and/or sanctioned by court diversion service
- 12 Imprisoned, other than drug court sanctioned
- 13 Died
- 98 Other
- 99 Not stated/inadequately described.

This information is to be recorded at the cessation of the treatment episode.

Number of service contacts within a treatment episode for alcohol and other drugs

The NMDS WG agreed that, subject to endorsement by the NHDC, this data element would no longer be used in the AODTS NMDS collection from 2003–04. The corresponding data element concept *Service contact* has also been removed, subject to endorsement by the NHDC, from use in this collection.

Treatment delivery setting for alcohol and other drugs

This describes the setting in which the *Main treatment type for alcohol and other drugs* is provided. Only one setting should be selected from the following coding options:

- 1 Non-residential treatment facility
- 2 Residential treatment facility
- 3 Home
- 4 Outreach setting
- 8 Other.

Each treatment episode will only have one treatment delivery setting. If there is a change in the treatment delivery setting, the current treatment episode should be closed and a new episode commenced. This interpretation is currently under review by the NMDS Working Group. It is recommended that a change in delivery setting is not used as a trigger to close a treatment episode in cases where the change in setting is only temporary (e.g. a one-off case).

Code 4 Outreach settings, includes treatment provided to a client who is located within a hospital or other inpatient facility, when the hospital is not the treatment establishment.

Treatment provided in correctional facilities should be recorded as code 8.

Method of use for principal drug of concern

This data element describes a client's usual method of administering the *Principal drug of concern*, as stated by the client.

This information should be collected at the commencement of the treatment episode and only in relation to the principal drug of concern. Coding options are:

- 1 Ingests
- 2 Smokes
- 3 Injects
- 4 Sniffs (powder)
- 5 Inhales (vapour)
- 6 Other
- 9 Not stated/inadequately described.

For clients whose treatment episode is related to the alcohol or other drug use of another person, this data element should not be collected and should be coded to Not stated (9).

Where the treatment episode relates to both the client's own drug use and the drug use of another person, method of use for principal drug of concern is recorded for the client's own behaviour.

Injecting drug use status (revised)

This data element describes a client's use of injection as a method of administering drugs, including intravenous, intramuscular and subcutaneous forms of injection.

Coding options are:

- 1 Last injected three months ago or less
- 2 Last injected more than three months ago but less than or equal to twelve months ago.
- 3 Last injected more than twelve months ago.
- 4 Never injected
- 9 Not stated/inadequately described.

This information should be collected at the commencement of a treatment episode.

For clients whose treatment episode is related to the alcohol or other drug use of another person, this data element should not be collected and should be coded to Not stated (9).

Changes made to this data element for 2003-04

Revision of the Data domain to more accurately reflect the time periods used for injecting drug use.

Additional information was included in Collection methods and Related data for clarification.

All changes to the revised data element are shown in Appendix B.

Principal drug of concern (revised)

This is the main drug, as stated by the client, that has led a person to seek treatment from the service.

The classification coding used for this data element is the four-digit level of coding used by the *Australian Standard Classification of Drugs of Concern (ASCDC)*, ABS Cat. No. 1248.0 (see Appendix C). In some jurisdictions, coding to the ABS standard has been implemented. Where this has not happened, it is the responsibility of the health authority to re-code agency data to a level that is at least mappable to the ABS standard. At the agency level, when a short list of drugs of concern are used for ease of selection (e.g. tick box list on a form), it is recommended that the following drug categories be included and listed alphabetically:

Drug of concern	ASCDC code
Alcohol	2101
Amphetamines	3100
Benzodiazepines	2400
Cannabis	3201
Cocaine	3903
Ecstasy	3405
Heroin	1202
Methadone	1305
Nicotine	3906
Other – please specify	

This list has been endorsed by the IGCD NMDS Working Group as the national short list of drugs of concern. Efforts should be made where possible to code the principal drug of concern at the lowest level of detail available rather than to 'other' or a broad category.

This information should be collected at assessment or commencement of treatment episode.

If there is a change in the principal drug of concern, a treatment episode should be closed and a new treatment episode begun.

For clients whose treatment episode is related to the alcohol or other drug use of another person, this data element should not be collected and should be coded to Not stated (1).

Changes made to this data element for 2003–04

Revised Data definition to clarify meaning of data element.

Revised Data domain to update the details of the classification used.

Revised Guide for use to indicate that generally it is the main drug of concern indicated by the client, but if a client is referred into treatment and does not nominate a drug of concern, then the drug involved in the client's referral should be chosen.

Additional information added to Collection methods and Related data.

All changes to the revised data element are shown in Appendix B.

Other drug of concern (revised)

Any drugs, apart from the principal drug of concern, which the client perceives as being a concern is reported here.

This data element complements *Principal drug of concern*. It is a multiple response item to allow for the coding of multiple drug use. It is recommended that up to five Other drugs of concern are reported. There should be no duplication with *Principal drug of concern*. The classification coding used for this data element is also the four-digit level of coding used by the *Australian Standard Classification of Drugs of Concern*, ABS Cat. No. 1248.0 (see Appendix C). Note, however that the nationally endorsed short list for drugs of concern can also be used for recording other drugs of concern.

If possible, the information is best collected at the commencement of the treatment episode; however, additional information can be recorded throughout the treatment episode, for those jurisdictions with the capacity to do this.

For clients whose treatment episode is related to the alcohol or other drug use of another person, this data element should not be collected and should be coded to Not stated (9). Where the treatment episode relates to both the client's own drug use and the drug use of another person, other drugs of concern is recorded for the client's own drug use.

The following supplementary codes can be used where appropriate before the data are transferred to the AIHW:

0000 Inadequately described

0001 Not stated

0003 None/no other drugs of concern

Note, code 0003 should only be used for the first Other drug of concern.

Changes made to this data element for 2003-04

Slight change to title.

Revised Data definition to more accurately reflect what is captured.

Revised Data domain to update classification used.

Revised Guide for use to improve understanding.

Additional information added to Collection methods and Related data.

All changes to the revised data element are shown in Appendix B.

Main treatment type for alcohol and other drugs

The main treatment type is the principal activity, determined at assessment by the treatment provider, for treating a client's alcohol and/or drug problem for the principal drug of concern.

This data element has been developed so that some measure of treatment activity is included in the collection. The main treatment type is the principal focus of a single treatment episode, which means that each treatment episode will only have one main treatment type. If there is a change in the main treatment type, then the current episode should be closed and a new episode commenced. For brief interventions, the main treatment type may apply to as few as one contact between a client and agency staff.

Broad treatment types have been included in the data domain so that a selection will be applicable across all jurisdictions. Coding options are:

- 1 Withdrawal management (detoxification)
- 2 Counselling
- 3 Rehabilitation
- 4 Pharmacotherapy
- 5 Support and case management only
- 6 Information and education only
- 7 Assessment only
- 8 Other

This information should be recorded at assessment or at the commencement of the treatment episode.

Note if codes 5-7 (support and case management only, information and education only, assessment only) are chosen, then there should be no *Other treatment type for alcohol and other drugs* selected.

More information on the coding options is provided at Appendix B.

Other treatment type for alcohol and other drugs

All other forms of treatment provided to a client in addition to the *Main treatment type for alcohol and other drugs*.

Coding options are:

- 1 Withdrawal management (detoxification)
- 2 Counselling
- 3 Rehabilitation

- 4 Pharmacotherapy
- 5 Other

Only treatment recorded in a client's file that is in addition to, and not a component of, the main treatment type should be reported. Treatment activity reported is not necessarily for the principal drug of concern, as it may be treatment for another drug of concern. More than one data domain code may be selected (it is possible to report up to 4 other treatment types in addition to the main treatment type).

This information should be recorded at the cessation of a treatment episode.

4.3 Supporting data element concepts

Cessation of treatment episode for alcohol and other drugs

Cessation of a treatment episode occurs when treatment is completed or discontinued; or there has been a change in the principal drug of concern, the main treatment type or the treatment delivery setting.

Commencement of treatment episode for alcohol and other drugs

Commencement of a treatment episode is the first service contact between a client and a treatment provider when assessment and/or treatment occurs.

Service contact

The NMDS WG agreed that, subject to endorsement by the NHDC, this data element concept would no longer be used in the AODTS NMDS collection from 2003–04. The corresponding data element *Number of service contacts within a treatment episode for alcohol and other drugs* has also been removed from use in this collection.

Service delivery outlet (new)

A new concept has been developed and it is designed to be generic so that it can apply to other community health areas, but needs to adequately cover AODTS outlets. The service delivery outlet uniquely identifies each outlet of an alcohol and other drug treatment agency within a state or territory. It is required to identify agency sites that conduct treatment episodes, as distinct from administrative centres.

It is the responsibility of each jurisdiction's health authorities to include a Service delivery outlet code as part of each agency's Establishment number. This will apply where an agency has more than one Service delivery outlet.

Treatment episode for alcohol and other drugs

The decision to adopt a completed treatment episode as the unit of measurement for the national collection requires a supporting data element concept that clearly defines a treatment episode in the context of alcohol and other drug treatment. A treatment episode is defined as the period of contact between a client and a treatment provider or team of treatment providers (with the following caveats):

- it must have a defined date of commencement and cessation;
- during the period of contact there has been no change in:
 - the principal drug of concern
 - the treatment delivery setting
 - the main treatment type; and
- a treatment episode is deemed to have terminated in the event that there has been no (service) contact between the client and the treatment provider/s for a period of three months or more, unless the period of non-contact was planned between the client and the treatment provider.

Given that some clients may receive more than one form of treatment for different drugs of concern and in different settings, it is possible that more than one treatment episode may be in progress for a client at any one time. It is possible for each of these episodes to have different dates of commencement and cessation.

Listed below are some of the circumstances under which a treatment episode is commenced and terminated.

A new treatment episode commences when:

- a new client presents and is assessed/registered for treatment;
- a current client 's principal drug of concern changes;
- a current client's main treatment type changes;
- a current client's treatment delivery setting changes (i.e. the client receives their main treatment in a different setting from that applicable to the existing treatment episode);
- a previous client re-presents after not having had contact with the treatment provider for three months or more, unless that period of non-contact was planned between the client and the treatment provider; and/or
- a previous client re-presents for treatment after completing a previous treatment plan.

A treatment episode is terminated when:

- a client's treatment plan has been completed;
- there has been no contact (i.e. service contact that comprises treatment) between the client and the treatment provider for a period of three months, unless that period of non-contact was planned;
- the client's principal drug of concern has changed;
- the client's main treatment type has changed;
- the treatment delivery setting for the client's main treatment type has changed; and/or
- the client's treatment has ceased for other reasons (e.g. imprisoned, ceased treatment against advice or died).

5 Collection procedures and data quality

Chapters 5 and 6 provide information on the data collection and transfer process for the 2003–04 collection and include data quality and validation checks. The information contained in these chapters is to be used by jurisdictions to prepare appropriate edit checks for the 2003–04 collection and for the cleaning of the 2003–04 data prior to transmission. It should also be used by jurisdictions to inform their agencies of the type and use of appropriate codes when collecting and collating the 2003–04 AODTS NMDS data. Previously a separate document *Data Transfer and Validation Procedures for Alcohol and Other Drug Treatment Services Data* was sent out in September each year to provide guidance on the validation and transfer process. As it was thought confusing to have two separate documents, the current year's Guidelines publication amalgamates the content of the two documents and should be used as the sole authority for the data transfer and validation process.

5.1 Collation of the national data set

The collation of a national data set involves five distinct stages (see Figure 1).

1. The first stage is the collection of the agreed data elements by service providers for each client who is eligible for inclusion in the collection. Service providers then forward their collected information to the designated health authority for collation. This process will differ across jurisdictions, as service providers in some states/territories are required to forward their data to an area or region coordinator, whereas in other states the data are forwarded directly to the central authority.
2. The second stage involves the designated health authority collating the data that were forwarded by the service providers. At this stage the data should also undergo a rigorous validation process to ensure the quality of the information using the validation checks in Tables 4 and 5. Health authorities are required to allocate establishment-level data elements. The collated unit record data is then forwarded to the AIHW.
3. At stage three the AIHW receives the collated state/territory data for validation. When finished validating the data, the AIHW sends an electronic summary validation report to each state/territory health authority (which includes all queries and identified problems with their data relating to checks specified in tables 4 and 5) for resolution and clarification. The report includes an initial set of frequency and cross-tabulation tables (as specified in Tables 6 and 7).
4. At stage four, state and territory health authorities assess which of the changes specified in the summary validation report need to be made to the data and then make those changes. Details of the changes made are to be added to the appropriate section of the summary validation report and the report returned electronically to AIHW together with an updated data file and revised frequency and cross-tabulation tables for final checking.
5. AIHW checks that the changes have been made and the revised frequency and cross-tabulation tables are correct. State and territory health authorities can then sign off their data set (i.e send an email to AIHW authorising the loading of their data to the national database). The jurisdictional data will then be loaded to the national database where all data are stored by the AIHW ready for analysis and reporting.

Note that:

- no data are to be directly submitted by service providers to the AIHW;
- the information transferred from service providers to health authorities and then to the AIHW does not include client names, only a person identifier code that is generated by the service provider.

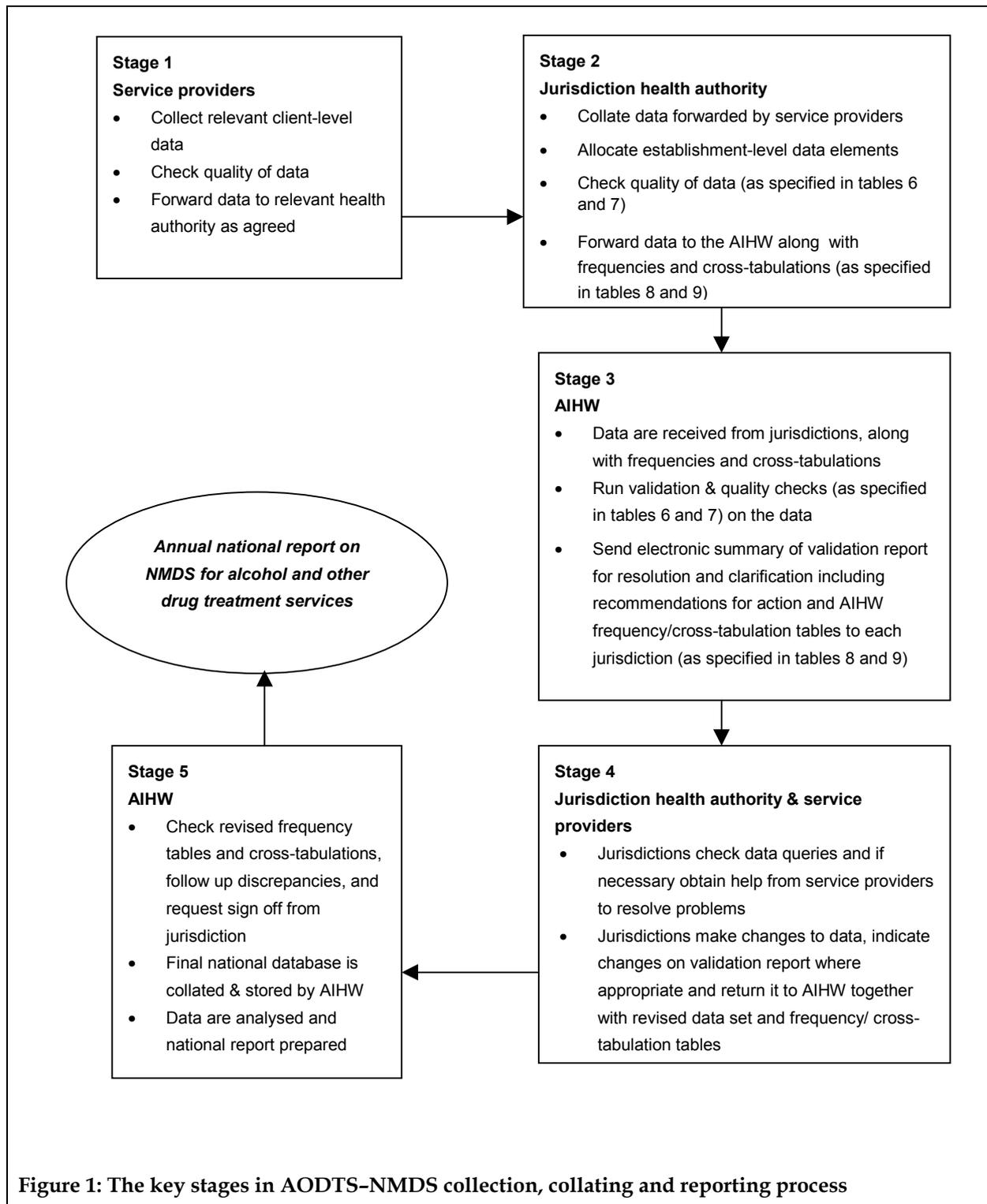


Figure 1: The key stages in AODTS-NMDS collection, collating and reporting process

5.2 Data transfer

Service providers to health authorities

Protocols for the transfer of data from alcohol and other drug treatment agencies to their jurisdictional health authority vary between states and territories. Each health authority responsible for the AODTS–NMDS collection will contact service providers within scope for the collection to inform them of the required format and timing of the data transfer.

Health authorities to AIHW

The NMDS data will need to be forwarded to the AIHW annually by each jurisdiction. The data requested will be for a financial year reference period (1 July to 30 June). Data for the period 1 July 2003 to 30 June 2004 will be requested by the AIHW early in the 2004–05 financial year (October 2004). It is expected that state and territory health authorities will supply this data to the AIHW by 31 December 2004. The results of the analysis of these data, at both the national and state/territory levels, will be reported during 2005.

Transfer method

The preferred transfer method is by email attachment. AIHW will also accept data on floppy disk. Note that floppy disks can only hold 1.4 Mb of data, and the AIHW can only accept files by email that are less than 4 Mb. Files sent by email or floppy disk should be compressed, preferably with WinZip, and password protected. Jurisdictions interested in sending the file via email are requested to contact the AIHW before sending the file to advise the AIHW of the password.

If a file does not fit on a floppy disk or is too large for an email attachment, the next preferred option is a CD-ROM.

File format

When jurisdictions are satisfied that their data are clean, and that all practical follow-up has been completed, unformatted data should be forwarded to the AIHW contact in the following form: **Comma Separated Variable (CSV) ASCII text records.**

For example, a single client unit record will look like the following:

```
12A00101, PID99, 1, 05061977, 1101, 4, 19, 1, 01, 02092001, 03122001, 07, 02, 1, 3201, 0003, , , 2, 4, 2, 8, , , ,
```

The following file types can be accepted by AIHW:

- Microsoft Excel file
- Microsoft Access file
- Unformatted SAS file in transport mode indicating the appropriate platform (e.g. Unix, NT, MVS) and the SAS version used.

File content

There should be two files for each jurisdiction:

- establishment-level file (statistical unit = alcohol and other drug treatment agency/organisation)
- client-level file (statistical unit = closed treatment episode).

Please ensure column descriptors are included for both files.

Accompanying information

When transferring data to the AIHW, each jurisdiction should include the following documentation:

1. **Summary frequency and cross-tabulation tables**, which are used by the AIHW to verify information when compiling the national data set; and
2. **Attachment A**. This attachment is designed to obtain a description of the file and to identify variables that do not conform to the standard definitions and any translation or manipulation of the data necessary to achieve national standards. This information will assist the AIHW to correctly load and interpret the data.

Mandatory data items

The following data items are mandatory data items. Where information is not available to code these data items the record should be excluded.

- Establishment identifier
- Person identifier
- Client type
- Principal drug of concern
- Main treatment type
- Treatment delivery setting

File specification

The following tables specify the order in which the data items should be provided to the AIHW and the range of valid responses.

Table 4: Specifications for data transfer to AIHW of establishment-level data

Item no.	Item name	Description	Valid response
1	Establishment identifier	Alphanumeric item. Consists of a unique identifier for each state/territory (<i>State identifier</i>), an establishment sector code (<i>Establishment sector</i>), an alphanumeric, alpha or numeric code for the location of the service (<i>Region code</i>), and a unique service number within the state/territory which should include a service delivery outlet code where applicable (<i>Establishment number</i>).	Maximum 9 characters (minimum of 8) NNANNNNN where N = <i>State identifier</i> (valid range 1-9), N = <i>Establishment sector</i> (valid range 1-2), AA = <i>Region code</i> (jurisdiction specific), NNNNN = <i>Establishment number</i> (jurisdiction specific and including a code for service delivery outlet). Note that a 'not stated', 'null' or 'missing' response is not permitted. Where no Establishment identifier has been assigned, the establishment record should be excluded.
2	Geographical location of service delivery outlet	Numeric code to indicate the statistical local area (SLA) of the service delivery outlet within the reporting state or territory.	Five-digit valid code as defined in the <i>Australian Standard Geographical Classification</i> (ASGC 2003), ABS Cat. No. 1216.0.

Table 5: Specifications for data transfer to AIHW of client-level data

Item no.	Item name	Description	Valid response
1	Establishment identifier	As before.	As before.
2	Person identifier	Alpha, numeric or alphanumeric item. A client's unique identifier within an agency.	Alpha, numeric or alphanumeric code (agency determined). Non alphanumeric characters are not valid e.g. / # etc. Note that a 'not stated', 'null', 'missing' or 'coding error' response is not permitted. Where no person identifier has been assigned, the client record should be excluded.
3	Sex	Numeric code to indicate the sex of a client.	1 (male), 2 (female) or 9 (not stated/ inadequately described). Use code 9 as the default value for invalid codes and missing values.
4	Date of birth	Numeric item stating a client's date of birth.	DDMMYYYY format, right justified, zero-filled (e.g. 3 March 1965 would be 03031965). When an estimate is required use 0101 with a valid year with a flag to indicate that it is an estimate . Note: year must always be four-digit format (YYYY). Use 01011900 as default date for invalid and missing dates.
5	Country of birth	A numeric code to indicate the country in which a client was born.	Four-digit valid code as defined in the <i>Standard Australian Classification of Countries</i> (SACC), ABS Cat. No. 1269.0 (1998). Includes 0000 (inadequately described), 0001 (at sea), 0002 (not elsewhere classified) and 0003 (not stated). Use 0000 as default value for invalid codes and 0003 for missing data. Codes 0004 and 0005 are not valid responses. They apply to economic statistics only.
6	Indigenous status	A numeric code indicating whether or not a client is of Aboriginal and/or Torres Strait Islander origin.	1–4 and 9 (not stated). Code 9 should only be used when the question was refused or not able to be asked.
7	Preferred language	A numeric code indicating the language most preferred by a client for communication.	Two-digit valid code 00-86 and 95 (Other languages nfd), 96 (Inadequately described), 97 (Non-verbal, so described including sign languages) and 98 (Not stated). Right justified. Use 96 as default value for invalid codes and 98 for missing values.
8	Client type— alcohol and other drug treatment services	A numeric code indicating the status of a person in terms of whether contact with the agency concerns their own alcohol and/or other drug use or that of another person.	1 (own drug use) 2 (other's drug use). Note that a 'not stated', 'null', 'missing', or 'not known' response is not permitted. Where client is attending for both his/her own drug use and the drug use of another person code 1 should be used.
9	Source of referral to alcohol and other drug treatment service	A numeric code indicating the source from which a client was transferred or referred to an agency.	1–10, 98 (other) and 99 (not stated/ inadequately described), right justified. Use code 99 as the default value for invalid codes and missing values (see also pp. 15–16).
10	Date of commencement of treatment episode for alcohol and other drugs	Numeric item stating the date on which a client's treatment episode commenced.	DDMMYYYY format, right justified, zero-filled (e.g. 3 March 2003 would be 03032003). Note that a 'not stated', 'null', 'missing', 'not known' or an invalid date response is not permitted. Where an accurate date of commencement is not available, the client record should be excluded.

(continued)

Table 5 (continued): Specifications for data transfer to AIHW of client-level data

Item no.	Item name	Description	Valid response
11	Date of cessation of treatment episode for alcohol and other drugs	Numeric item stating the date on which a client's treatment episode ceased.	DDMMYYYY format, right justified, zero-filled (e.g. 3 March 2003 would be 03032003). Note that a 'not stated', 'null', 'missing', 'not known' or an invalid date response is not permitted. Where an accurate date of cessation is not available, the client record should be excluded.
12	Reason for cessation of treatment episode for alcohol and other drugs	Numeric item stating the reason a client's treatment episode ceased.	1–13, 98 (Other) and 99 (Not stated/inadequately described).
13	Treatment delivery setting for alcohol and other drugs	Numeric item stating the type of treatment delivery setting.	1–4 and 8 (Other) Note that a 'not stated', 'null', 'missing' or 'not known' response is not permitted. Where no treatment delivery setting has been assigned, the client record should be excluded.
14	Method of use for principal drug of concern	A numeric code indicating a client's usual method of administering principal drug of concern, as stated by the client.	1–6 and 9 (not stated/inadequately described). Use code 9 as the default value for invalid codes and missing values, and when Client type = 2.
15	Injecting drug use	A numeric code indicating a client's use of injection as a method of administering drugs.	1–4 and 9 (not stated/inadequately described). Use code 9 as the default value for invalid codes and missing values and when Client type =2.
16	Principal drug of concern	A numeric code indicating the drug that has led a client to seek treatment or advice from an agency. As stated by the client. If client has been referred into treatment and does not nominate a principal drug then use the drug involved in the client's referral.	Four-digit valid code as defined in the <i>Australian Standard Classification of Drugs of Concern</i> , ABS Cat. No. 1248.0 (2000). Note that a 'not stated', 'null', 'missing' or 'not known' response is not permitted. Where no principal drug has been assigned, the client record should be excluded. Use code 0000 for Inadequately described and code 0005 for Opioid analgesics nfd Use code 0001 when Client type = 2.
17a	Other drugs of concern (1st)	A numeric code indicating any drugs, in addition to the principal drug of concern, which a client perceives as a concern.	Four-digit valid code from <i>Australian Standard Classification of Drugs of Concern</i> , ABS Cat. No. 1248.0 (2000) or 0001 (not stated) and 0003 (none/no other drugs of concern). Use code 0001 as the default value for invalid codes and when Client type = 2. Code 0003 can only be used for the 1st Other drug of concern (see example below under 'ensure correct data loading'). Up to 5 other drugs of concern can be reported see items 14a–14e. Do not send more than 5 Other drugs of concern. To ensure correct data loading, 5 commas must be inserted even if blanks are present. (E.g. if there are no other drugs of concern it would be 0003, , , , if 2 other drugs of concern it would be NNNN, NNNN, , ,).
17b	Other drugs of concern (2nd)	A numeric code indicating the second other drug of concern.	Four-digit valid code as above. If blank response then insert a comma (,) without brackets.

(continued)

Table 5 (continued): Specifications for data transfer to AIHW of client-level data

Item no.	Item name	Description	Valid response
17c	Other drugs of concern (3rd)	A numeric code indicating the third other drug of concern.	Four-digit valid code as above. If blank response then insert a comma (,) without brackets.
17d	Other drugs of concern (4th)	A numeric code indicating the fourth other drug of concern.	Four-digit valid code as above. If blank response then insert a comma (,) without brackets.
17e	Other drugs of concern (5th)	A numeric code indicating the fifth other drug of concern.	Four-digit valid code as above. If blank response then insert a comma (,) without brackets.
18	Main treatment type for alcohol and other drugs	A numeric item stating the main treatment type.	1–8. Each treatment episode will only have one main treatment type. Note that a 'not stated', 'null', 'missing' or 'not known' response is not permitted. Where no main treatment type has been assigned, the client record should be excluded.
19a	Other treatment type for alcohol and other drugs (1st)	A numeric code indicating any treatment that a client is receiving in addition to the Main treatment type.	1–5 Up to 4 other treatment types can be reported, see Item nos. 20a–20d. To ensure correct data loading, 4 commas must be inserted, even if blank responses are present (e.g. if no other treatment types it would be ,,,, If 2 other treatment types it would be N, N,,).
19b	Other treatment type for alcohol and other drugs (2nd)	A numeric code indicating the second Other treatment type.	1–5. If a blank response then insert a comma (,) without brackets
19c	Other treatment type for alcohol and other drugs (3rd)	A numeric code indicating the third Other treatment type.	1–5. If a blank response then insert a comma (,) without brackets
19d	Other treatment type for alcohol and other drugs (4th)	A numeric code indicating the fourth Other treatment type.	1–5. If a blank response then insert a comma (,) without brackets

AIHW contacts for further information on file transfer

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5.3 Data quality

Data collections require ongoing attention to quality. There is a need to attend to how questions are asked and information obtained, data entry, the handling of missing and erroneous information, edit checking and there is a need to follow-up with data providers to ensure the highest quality data possible.

To ensure that the AIHW is supplied with a useable national data set, it is essential that jurisdictions clean (edit) the data they receive from service providers before they transfer it to the AIHW. The quality of the NMDS data will also be enhanced if service providers check the quality of their data before sending it to their jurisdictional health authority. In collating the data into a national database, the AIHW also follows a formal validation process to maximise data quality (see Chapter 6).

General checks that should be conducted

Service providers and jurisdictions should perform the following quality checks before the data are sent to the AIHW.

- **Missing agencies:** Jurisdictions should ensure that all agencies within scope of the collection have sent data for the entire collection period.
- **Missing data:** Jurisdictions should investigate missing data to ensure that agencies are reporting all AODTS-NMDS data items. A reasonable attempt should be made to resolve missing data issues, at both an agency level and at the unit record level.
- **Incorrect codes:** Jurisdictions should ensure that agencies use the correct codes for all data items. This may involve mapping codes at the state/territory office before sending data to AIHW. Coding errors that cannot be corrected should be coded to the appropriate default value (e.g. inadequately described).
- **Duplicate records:** Jurisdictions should check for duplicate unit records. When records are identified as possible duplicates, the agency should be consulted to ensure that unit records have not been mistakenly submitted on more than one occasion. **The following data items are used by AIHW to check for duplicates:**
 - establishment identifier
 - person identifier
 - state
 - date of birth
 - date of commencement of treatment
 - date of cessation of treatment
 - principal drug of concern
 - main treatment type
 - treatment delivery setting
- **Reporting period:** The cessation dates of treatment episodes should be checked to ensure that only treatment episodes that closed within the valid reporting period (1 July 2002 to 30 June 2003) are included in the 2002–03 collection.
- **Data inclusion:** Jurisdictions should ensure that data not within scope of the AODTS-NMDS are excluded from the collated data set sent to the AIHW (e.g. methadone treatment where there are no main or other treatment types).

- **Establishment identifiers:** Jurisdictions should ensure that establishment identifiers used on the establishment data file are the same as those used on the client data file and that there are the same number of establishments on each file.
- **Geographical location of service delivery outlet:** Jurisdictions should ensure that all geographic location codes begin with a valid state or territory identification number, and are a valid SLA for the period in question. i.e. 2003-04.
- **Client type:** Jurisdictions should ensure that for clients who attend treatment because of another person's drug use (**client type = 2**), the following data elements are coded to Not stated:
 - *Method of use for principal drug of concern* (code 9)
 - *Injecting drug use* (code 9)
 - *Principal drug of concern* (code 0001)
 - *Other drugs of concern* (code 0001)

6 AIHW validation

6.1 AIHW validation checks

The AIHW will apply an editing process to validate the data before loading it into a national database. It is assumed that jurisdictions will also perform validation checks (as specified in Tables 6 and 7) and fix any errors that they can before the data are sent to the AIHW. The editing process will take place in two stages (in consultation with the data providers).

- 1. Validity checks** are used to ensure that values entered for each data element are within a valid numeric range (see Table 6). For example, responses to the data element *Injecting drug use* should only be coded within the range of 1–4 or as 9. A response that does not fall within this range has to be an error. Therefore, range edits should identify incorrect and missing codes.
- 2. Logic checks** are used to ensure internal consistency between responses within individual unit records (see Table 7). For example, when the response for *Injecting drug use* = 4 (never injected), the response for *Method of use for principal drug of concern* cannot = 3 (injects).
Validity checks are performed first then logic checks. AIHW also performs an initial check for duplicate records. A summary report on the findings from the validity and logic checks will be sent to each jurisdiction to allow them to resolve invalid/illogical data.

Once validation issues have been resolved each jurisdiction will send AIHW:

1. revised data files;
2. revised frequency and cross tabulation tables for checking against AIHW frequencies and cross-tabulations;
3. the validation report sent by the AIHW with changes made as a result of queries documented as **tracked changes** by the jurisdiction.

AIHW will then check the revised frequency and cross tabulation tables and the changes that have been made by the jurisdiction. When correct, AIHW will request that the jurisdiction signs off its data for loading to the national database.

Table 6 contains a range of proposed validity checks to be applied to each state/territory data set. It describes the range of values considered valid in the AODTS-NMDS as well as the treatment of 'not stated' or 'null' responses for each data element in the establishment-level and client-level collections.

Table 6: Proposed checks for valid dates and codes during preliminary loading

Data element	Validity check performed
Establishment-level	
Establishment identifier	Check that it is present for all unit records. Check for valid State identifier and valid layout (see table 3).
Geographical location of service delivery outlet	Check against SLA table for invalid codes. Use the ASGC publication relevant to the data collection year i.e. 2003.
Client-level	
Establishment identifier	Check for missing ID (must be present for all unit records)
Person identifier	Check for missing ID (must be present for all unit records) Use alpha, numeric or alphanumeric characters only

(continued)

Table 6 (continued): Proposed checks for valid dates and codes during preliminary loading

Data element	Validity check performed
Sex	Check for invalid code
Date of birth	Check for invalid date, including future dates
Country of birth	Check against SACC table for invalid codes
Indigenous status	Check for invalid code
Preferred language	Check for invalid code
Client type— alcohol and other drug treatment services	Check for invalid code
Source of referral to AODT service	Check for invalid code
Date of commencement of treatment episode for alcohol and other drugs	Check for missing data (must be present for all unit records) and for invalid date
Date of cessation of treatment episode for alcohol and other drugs	Check for missing data (must be present for all unit records) and for invalid date
Reason for cessation of treatment episode for alcohol and other drugs	Check for invalid code
Treatment delivery setting for alcohol and other drugs	Check for missing data (must be present for all unit records) and for invalid code
Method of use for principal drug of concern	Check for invalid code
Injecting drug use	Check for invalid code
Principal drug of concern	Check for missing data (must be present for all unit records) and check against ASCDC table for invalid codes
Other drugs of concern	Check against ASCDC for invalid codes
Main treatment type for alcohol and other drugs	Check for missing data (must be present for all unit records) and for invalid code
Other treatment types for alcohol and other drugs	Check for invalid code

Table 7 contains a range of proposed logic checks to be applied to each individual record within a state/territory data set after initial validity checks and preliminary loading. These checks describe the types of data coding errors that are most likely to occur and will provide a guide for jurisdictions on the potential problem areas.

Table 7: Proposed logic checks for individual records

Data elements	Logic check	Reasoning
Establishment identifier	<i>Establishment identifier</i> included in the Client file = the <i>Establishment identifier</i> in the Establishment file and there should be the same number of <i>Establishment identifiers</i> in each file (allowing for repetition of <i>Establishment identifiers</i> in client file).	To ensure that all client record data can be linked to a valid establishment.
Geographical location of service delivery outlet/ establishment identifier	The first digit for <i>Geographical location of service delivery outlet</i> must = <i>State identifier</i> in the <i>Establishment identifier</i> .	To ensure that the correct state/territory identifier has been added to the SLA code.
Date of birth and Date of commencement	Check if <i>Date of birth</i> is > than <i>Date of commencement of treatment episode for alcohol and other drugs</i> .	A client's <i>Date of birth</i> must be prior to their commencement of treatment.

(continued)

Table 7 (continued): Proposed logic checks for individual records

Data elements	Logic check	Reasoning
Date of birth and Date of cessation	Check if <i>Date of birth</i> before 1 January 1902, excluding 01011900, or is a date that provides a client age of less than 10 years when age is based on <i>Date of cessation of treatment episode</i> .	Check for outliers.
Country of birth and Preferred language	Check for abnormally large or unexpected frequencies in either data item, e.g. <i>Preferred language</i> = 00 (Afrikaans) where 00 is incorrectly used to code missing or not stated (98).	There is usually a connection between <i>Country of birth</i> and <i>Preferred language</i>
Country of birth and Indigenous status	Check for records where <i>Indigenous status</i> = 4 and <i>Preferred language</i> = 2, 5, 7, 12, 41, 42, 54, 55, 76, 82, 83 or 85 (codes for Indigenous languages).	There is usually a connection between <i>Country of birth</i> and <i>Indigenous status</i>
Indigenous status and Country of birth	Check for records where <i>Indigenous status</i> = 1, 2 or 3 and <i>COB</i> is not Australia or External Territories.	There is usually a connection between these codes.
Date of commencement and Date of cessation and Date of birth	<i>Date of commencement of treatment episode for alcohol and other drugs</i> must be equal or prior to <i>Date of cessation of treatment episode for alcohol and other drugs</i> . Must also be after <i>Date of birth</i> .	Unit of measurement is all treatment episodes that closed in the period 1 July 2003 and 30 June 2004.
Date of cessation of treatment episode for alcohol and other drugs	Check that <i>Date of cessation of treatment episode for alcohol and other drugs</i> falls within 1 July 2003 and 30 June 2004.	Unit of measurement is all treatment episodes that closed in the period 1 July 2003 to 30 June 2004.
Reason for cessation of treatment episode for alcohol and other drugs	When Reason for cessation of treatment episode = 2 (Main treatment type) check that the next treatment episode for client reflects the correct change. When Reason for cessation of treatment episode = 3 (Principal drug) check that the next treatment episode for client reflects the correct change. When Reason for cessation of treatment episode = 4 (Treatment delivery setting) check that the next treatment episode for client reflects the correct change.	Provides a check on the validity of the trigger for a new treatment episode.
Method of use for principal drug of concern and Injecting drug use	Check if Method of use for principal drug of concern = 3 (injects), and Injecting drug use = 4 (never injected).	If a client states that they inject their Principal drug of concern, they cannot report that they have never injected.
Method of use and Principal drug of concern	Check if Method of use for principal drug of concern is an appropriate code for example if Principal drug of concern = 2101 (alcohol) then Method of use should = 1 (ingest).	For example, if a client states that alcohol is their Principal drug of concern, it does not make sense if they report sniffing (powder) as their Method of use for principal drug of concern.
Other drugs of concern and Principal drug of concern	Check if <i>Other drugs of concern</i> = <i>Principal drug of concern</i> . Check if any of the <i>Other drugs of concern</i> have the same code as each other.	This item complements <i>Principal drug of concern</i> and records any drugs apart from the <i>Principal drug</i> .
Main treatment type and Client type	If Client type = 2 check that Main treatment type for alcohol and other drugs does not = 1, 3 or 4.	These are not appropriate codes for a client receiving treatment/ advice for the drug use of others.
Other treatment type for alcohol and other drugs and Main treatment type	Check if Other treatment type for alcohol and other drugs = Main treatment type for alcohol and other drugs.	This item complements <i>Main treatment type</i> and records any treatments apart from the <i>Main treatment</i> .

(continued)

Table 7 (continued): Proposed logic checks for individual records

Data elements	Logic check	Reasoning
Other treatment type	Check if any of the Other treatment types for alcohol and other drugs have the same code as each other.	<i>Other treatment type for alcohol and other drugs</i> is intended to only report any form of treatment that a client receives in addition to the <i>Main treatment type for alcohol and other drugs</i> .
Other treatment type and Client type	If Client type = 2 check that Other treatment type for alcohol and other drugs does not = 1, 3 or 4.	These are not appropriate codes for a client receiving treatment/advice for the drug use of others.

On completion of the proposed validity and logic checks, AIHW will produce frequency counts for the majority of variables in each state/territory data set (see Table 8). Frequency tables will be used to check that data provided is consistent with the national standard and that frequency distributions are sensible. Some cross-tabulation counts will also be produced (see Table 9). AIHW-produced frequency and cross tabulation counts will be compared with those provided by the states, territories and Commonwealth. The AIHW will consult with the relevant jurisdiction to resolve any differences.

Table 8: Proposed frequency tables for state and territory data sets

Data element	Output labels
Establishment identifier	List of establishment identifiers
Sex	Male Female Not stated/inadequately described
Date of birth	Age groups (derived by subtracting each client's Date of birth from Date of cessation of treatment episode for alcohol and other drugs) (see also AIHW SAS program under cross-tabulations for Age by sex on p. 39). Note: clients aged under 10 years will not be reported on in 2002–03. 10–19 20–29 30–39 40–49 50–59 60+ missing (include clients with default date of 01011900)
Country of birth	Frequency counts for all countries listed
Indigenous status	Aboriginal but not Torres Strait Islander Torres Strait Islander but not Aboriginal Aboriginal and Torres Strait Islander Not Aboriginal or Torres Strait Islander Not stated
Preferred language	Frequency counts for all languages listed
Client type—alcohol and other drug treatment	Own drug use Other's drug use

(continued)

Table 8 (continued): Proposed frequency tables for state and territory data sets

Data element	Output labels
Source of referral to AODT service	Frequency counts for all codes listed
Reason for cessation of treatment episode for alcohol and other drugs	Frequency counts for all codes listed
Treatment delivery setting for alcohol and other drugs	Non-residential treatment facility Residential treatment facility Home Outreach setting Other
Method of use for principal drug of concern	Ingests Smokes Injects Sniffs (powder) Inhales (vapour) Other Not stated/inadequately described
Injecting drug use	Last injected within the previous three months Last injected more than three months ago but within the previous twelve months Last injected more than twelve months ago Never injected Not stated/inadequately described
Principal drug of concern <i>Please use agreed short list</i>	Alcohol (2101) Amphetamines (3100) Benzodiazepines (2400) Cannabis (3201) Cocaine (3903) Ecstasy (3405) Heroin (1202) Methadone (1305) Nicotine (3906) Other drugs (balance of ASCDC codes)
Other drug of concern <i>Please use agreed short list</i>	Frequency counts (as above) for each of the five other drugs of concern as separate counts.
Main treatment type for alcohol and other drugs	Withdrawal management (detoxification) Counselling Rehabilitation Pharmacotherapy Support and case management only Information and education only Assessment only Other
Other treatment type for alcohol and other drugs	Frequency counts for each of the four other treatment types as separate counts.

Table 9: Proposed cross-tabulations for state and territory data sets

Cross tabulation	Reasoning
Client type – alcohol and other drug treatment service by sex	This will check the male, female and total persons count by <i>Client type</i> to ensure that the variable has been correctly loaded and the coding is correct.
Indigenous status by sex	This will check the male, female and total persons count by <i>Indigenous status</i> to ensure that the variable has been correctly loaded and the coding is correct.
Principal drug of concern (selection) by sex Proposed drugs of concern: Alcohol (2101) Amphetamines (3100) Benzodiazepines (2400) Cannabis (3201) Cocaine (3903) Ecstasy (3405) Heroin (1202) Methadone (1305) Nicotine (3906)	This will check the male, female and total persons count by selections of <i>Principal drug of concern</i> to ensure that the variable has been correctly loaded and coding is correct. <i>Please use agreed short list</i>
Age groups (derived by subtracting each client's Date of birth from Date of cessation of treatment episode) by sex and total persons Proposed age groups: 10–19 20–29 30–39 40–49 50–59 60+ missing	This will check the male, female and total persons count by derived age groups to ensure that <i>Date of birth</i> has been correctly loaded. Age groups format (SAS program) <pre> data data01_freq_date_of_birth ; set access01.episod01; keep establis person_i date_of_birth sex date_of_cessation state age; age = floor ((date_of_cessation - date_of_birth)/365.25); libname formats ' '; proc format library = work.formats ; value agrpfmt 0 - 9.9999 = '0-9' (as a check only not included in table) 10 - 19.9999 = '10-19' 20 - 29.9999 = '20-29' 30 - 39.9999 = '30-39' 40 - 49.9999 = '40-49' 50 - 59.9999 = '50-59' 60 - 99.9999 = '60+' 100 - high = 'missing'; </pre>
Treatment delivery setting for alcohol and other drugs by sex	This will check the male, female and total persons count by treatment delivery settings to ensure that <i>Treatment delivery setting for alcohol and other drugs</i> has been correctly loaded.
Main treatment type for alcohol and other drugs by Treatment delivery setting for alcohol and other drugs	This will check the <i>Treatment delivery setting</i> count by <i>Main treatment types</i> to ensure that <i>Main treatment type for alcohol and other drugs</i> has been correctly loaded.

Database sign-off

Before the AIHW collates the validated data into a national database, each jurisdiction will be required to 'sign-off' their data. The states and territories make their own changes or alterations to their data on the basis of the Validation report sent to them by the AIHW and resend their final revised data file to the AIHW. The AIHW will check the revised frequency and cross-tabulation tables provided by the jurisdiction for their data set. If it is agreed that these tables are accurate, the jurisdiction will approve the AIHW to store the data into the national database and analyse it for the national report. The data set held by each jurisdiction will match the data set held by AIHW.

Each jurisdiction will also be given opportunities to view and comment on their data as presented in the national report before it is finalised.

Time-line for the validation process

The time-line for the validation process hinges on the timely supply of the data from jurisdictions. Late supply will delay this process. The AIHW plans to send the 2003–04 validation reports to jurisdictions progressively within 2–3 weeks of receipt of data. On receipt and verification of the revised data set and frequency and cross-tabulation tables from all jurisdictions AIHW will commence analysis of the data for the national report. Tables for publication will be sent with the first draft of the national report for validation and approval.

Table 10: National timetable for transfer, validation and reporting of 2003–04 data

Year 2004	All dates to be confirmed at April WG meeting	
August	Jurisdictions	Jurisdictions to commence process of receiving and cleaning 2003–04 data from agencies
October	AIHW	Formal request for the 2003–04 data
Oct-Dec 31	Jurisdictions	Transfer of clean data (2003–04) to the AIHW with file specifications and frequency and cross-tabulation tables
Year 2005		
January	AIHW	Draft of 2005–06 Guidelines circulated to jurisdictions for feedback
	Jurisdictions	Send comments to AIHW on 2005–06 Guidelines
January	AIHW	Commencement of validation process
January to March	AIHW	Validation report and data queries sent to each jurisdiction
January to March	Jurisdictions	Respond to validation report and data queries. Send revised data file and revised frequency and cross-tabulation tables.
March to April	AIHW & jurisdictions	Final data check and verification. Sign-off provided by jurisdictions for final loading of data
February	AIHW	2005–06 Guidelines placed on AIHW web site
early April	AIHW	Commence analysis for reporting on 2003–04 data
early May	AIHW	First draft of '2003–04 national report' circulated internally
late May	AIHW	Draft of '2003–04 national report' circulated to jurisdictions for comment
August	AIHW	Final draft of 2003–04 national report circulated for comments and final editing
October	AIHW	Release of 2003–04 national report

Collection output

The AIHW is responsible for producing a comprehensive annual report on the AODTS-NMDS. The primary focus of the AIHW will be to produce national data, although where appropriate, state and territory specific information may be produced. The AIHW may also consider ad hoc data requests (subject to confidentiality constraints and ethical clearance).

The annual report will be available in both hard copy and electronic form (PDF format) via the Institute's web site (www.aihw.gov.au).

Future data development

Development of the AODTS-NMDS will be directed by the requirements of the IGCD and the states and territories, in consultation with the AIHW and the Commonwealth. For the 2003-04 collection the emphasis will be on consolidating the existing AODTS NMDS. Enhancements to existing data elements may include refining data definitions and data domains, and modifying the directions in the 'guide for use' sections etc, as stakeholders identify problems. Future development will include amending existing data elements and formulating new data elements when the need arises. Potential data elements that increase the quantity and quality of the information collected by the AODTS-NMDS will continue to be developed as the need arises.

ATTACHMENT A

Documentation of 2003–04 alcohol and other drug treatment services data

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE AIHW WITH YOUR 2003–04 DATA.

Instructions

To assist the AIHW in the processing of alcohol and other drug treatment services data, it is requested that each jurisdiction complete the following documentation. Please answer all questions and supply the relevant information where requested. Of particular importance is information for variables that do not comply with the national standard. If the codes or descriptions used by agencies in your state/territory differ from the national standard, please document these differences and provide information necessary for the translation or manipulation of the data to achieve national standards.

Also, please indicate if you have not provided data for any of the data elements requested. Please insert the state/territory name in the box below:

Specific details about the data supplied

Format of data

Please indicate the format in which you have provided the data to the Institute.

- Flat file – comma separated variable length records (CSV)*
- Flat file – fixed length records with data items identified by position
- SAS file – SAS transport file
- SAS file – PC SAS file
- MS Access file
- MS Excel file

Please note that all data must be in ASCII format and unformatted (i.e. stripped of all applied formats).

* This is the AIHW preferred format

Any other comments?

Establishment data file

List of agencies/establishments included in 2003–04 collection

It is important for the AIHW to know whether the list of agencies contributing data for the 2003–04 collection has changed from the 2002–03 collection.

The AIHW would like each jurisdiction to insert or attach a list of establishments/agencies (including establishment number and the name of the agency) that have contributed data for the 2003–04 collection.

Please indicate any agencies that are new to the collection (i.e. were not included in the 2002–03 collection) or have changed their establishment number or agency name from the previous year.

It is very important that the AIHW is informed of any agencies within scope for the collection that have not provided any data for the 2003–04 period, or that were not able to provide data for the entire collection period.

[Insert the list here or attach at end of document]

Any other comments?

File positions of variables

File position	Variable name
1	Establishment identifier
2	Geographical location of service delivery outlet

- 1. Are these positions correct? Yes
- No

If not correct, please provide details. Also, if a tab-delimited file has been used, please indicate the positions and lengths of the variables in the file.

National standards

2. Has the correct national standard been used for all establishment-level data elements?

Yes []

No []

If not, please provide details.

Specific questions

3a. Are *Establishment identifiers* stable, unique identifiers for your state/territory?

If not, how are records uniquely identified by your state/territory?

3b. Do you have unique *Establishment identifiers* for each *Service delivery outlet*? *Service delivery outlet* refers to the **site** from which an organisation, or sub-unit of an organisation, delivers a health/community service. That is, agency sites that conduct treatment as distinct from administrative centres. Accordingly, each site should have a unique *Establishment identifier*. The Establishment number comprises the last 5 digits of the *Establishment identifier* and provides space for the *Service delivery outlet* number.

3c. Do you have any comments on *Service delivery outlet*?

4. Please ensure that the code used for your State/territory identifier, corresponds to the correct code as shown below.

NMDS Code	NMDS Description
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

File positions of variables (continued)

File position	Variable name
9	Source of referral to alcohol & other drug treatment service
10	Date of commencement of treatment episode
11	Date of cessation of treatment episode
12	Reason for cessation of treatment episode
14	Treatment delivery setting for alcohol and other drugs
15	Method of use for principal drug of concern
16	Injecting drug use
17	Principal drug of concern
18	Other drug of concern (a)
19	Other drug of concern (b)
20	Other drug of concern (c)
21	Other drug of concern (d)
22	Other drug of concern (e)
23	Main treatment type for alcohol and other drugs
24	Other treatment type (a)
25	Other treatment type (b)
26	Other treatment type (c)
27	Other treatment type (d)

7. Are these positions correct? Yes []
 No []

If not, please provide details in the following section, including details of any Not applicable codes used, what code has been used and for which data items.

National standards

It is very important that the AIHW is informed of all cases where national standards have not been used or where mapping to the national standard has occurred.

8. Has the correct national standard been used for all client-level data elements?
 Yes []
 No []

If not, please provide details, including details of any Not applicable codes used, what code has been used and for which data items.

Specific questions

9. Is the *Person identifier* maintained for individuals when they re-register for treatment? If so, does this apply only within individual agencies or throughout the state/territory? Will the identifiers continue to be used in following years? (That is, will it be possible to identify new episodes recorded for the same clients as registered in 2003-04?).

10. When *Date of birth* was not available, has an estimate date been provided? If so, please provide detail about how estimates are derived.
11. Has *Country of birth* been coded according to the Standard Australian Classification of Countries (SACC) ABS. cat. no. 1269.0 (1998)? If not, please document what standard has been used? If a select short list of most common countries has been used, please provide this list and the respective coding used.
12. Please comment on the quality of data reported for *Indigenous status*. Is the quality considered acceptable or in need of improvement? Please describe any known limitations on the quality of the data.
13. If, for any reason, any of the following variables have not been coded in accordance with the 2002–03 Guidelines standard please indicate which variable (s) and what alternative coding method has been used.
 - *Preferred language*
 - *Client type*
 - *Source of referral to alcohol and other drug treatment service*
 - *Reason for cessation*
 - *Method of use*
 - *Injecting drug use*
 - *Principal drug of concern*
 - *Main treatment type*
14. As *Other drug of concern* is a multiple response variable, it is important that you indicate the maximum number of responses possible for each client. That is, how many other drugs can be recorded for each client (e.g. 1–5 or more than 5)? If a CSV file has been sent, you must indicate the number of commas (positions) that have been allocated for this variable on each unit record. Note: code 0003 (no *Other drug of concern*) should only be used for the first *Other drug of concern*.
15. As *Other treatment type for alcohol and other drugs* is a multiple response variable, it is important that you indicate the maximum number of responses possible for each client. That is, how many other treatment types can be recorded for each client (e.g. 1–4, more than 4?) and how many have been reported to AIHW (if number different to

number recorded)? If a CSV file has been sent, you must indicate the number of commas (positions) that have been allocated for this variable on each unit record.

16. Does a change in the *Treatment delivery setting* act as a trigger for a new treatment episode?

17. Does a change in the *Principal drug of concern* act as a trigger for a new treatment episode?

18. Does a change in the *Main treatment type* act as a trigger for a new treatment episode?

19. When *Client type* = Other's drug use (code 2) have the following data items been coded to Not Stated: *Method of use for principal drug of concern* (code 9), *Injecting drug use* (code 9), *Principal drug of concern* (code 0001), and *Other drugs of concern* (code 0001)?

Additional comments?

Please add any other comments on data availability, quality and/or scope that are necessary for appropriate loading and analysis of these data.

7 Privacy and confidentiality of data

7.1 Privacy—an introduction

Privacy and confidentiality must be considered whenever data about individuals, service provider organisations or funding departments are collected or disseminated. Privacy legislation is concerned with the handling of personal information. Personal information includes an opinion, whether true or not, no matter how it is recorded, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.

The *Privacy Act 1988* (the Act) requires Commonwealth public agencies to comply with specific standards when handling personal information. Commonwealth agencies include Ministers, Departments, the Australian Federal Police, the Federal Court etc. The Act also applies to Australian Capital Territory government agencies. The standards for the handling of personal information by Commonwealth agencies are contained in the 11 Information Privacy Principles (IPPs) in the Act.

The *Privacy Amendment Act, 2000* came into operation on 21 December 2000. It introduced similar provisions for private sector organisations which, from 21 December 2001, also have to comply with personal information standards. For private sector agencies, 10 National Privacy Principles (NPPs) generally apply. Or, a private sector organisation may be subject to an Industry Approved Privacy Code, which must deliver a level of protection no less than that provided by the NPPs.

There are also special requirements in respect of ‘sensitive information’ and ‘health information’ (which is both sensitive and personal). See Appendix D for the full listing of the IPPs and NPPs.

Some states and territories also have legislation governing the handling of different types of personal, health or sensitive information.

Summary of requirements for Commonwealth agencies (IPPs) and private organisations (NPPs)

The IPPs and NPPs set out rules relating to the collection, use and disclosure, storage and handling, quality and security of personal information by Commonwealth agencies and private sector organisations.

The IPPs and NPPs give individuals the right to ascertain what information an agency holds about them and the right to ensure the information is accurate.

The IPPs and NPPs can be summarised by 3 basic principles:

1. Agencies/organisations must tell people what information they are collecting and what they will do with it (i.e. the purpose and uses of that collection).
2. Whenever possible, agencies/organisations should get an individual’s consent or give them an opportunity to ‘opt out’ before collecting, using or disclosing information about them.
3. Agencies/organisations should give people confidence that they respect their personal information and will treat it accordingly.

7.2 Privacy and the AIHW

The AIHW's functions are to:

- identify and meet the information needs of government and the community to enable them to make informed decisions to improve the health and welfare of Australians;
- provide authoritative and timely information to the Commonwealth, state and territory governments and non-government clients through the collection, analysis and dissemination of national health, welfare, housing assistance and community services data; and
- develop, maintain and promote, in conjunction with stakeholders, information standards for health, welfare, housing assistance and community services data.

As a Commonwealth agency, the AIHW must comply with the IPPs set out in the Act. The AIHW is **also** bound by its own legislation, the *Australian Institute of Health and Welfare Act 1987*, which contains a section on confidentiality (s29).

In summary s29 states:

- A person who holds any information concerning another person, due to their employment at the AIHW, or due to the fact they are performing a duty or function for the AIHW, or doing any act as a result of any arrangement entered into by the AIHW, shall not directly or indirectly:
 - divulge that information to any person
 - give a document containing that information to any person
 - be required to divulge that information to a court
- Nothing prohibits a person holding information concerning another person (as stated above) from:
 - divulging information to the Minister if it does not identify the information subject
 - divulging information to the information provider
 - divulging information to a person specified in writing by the Ethics committee if to do so is not contrary to the written terms upon which the information was divulged initially by the information provider (only applies to health related statistical information)
 - publishing conclusions based on statistics derived from the work of the AIHW if to do so is not contrary to written terms upon which the information provider divulged the information directly to the AIHW.

AIHW policy and procedures on information security and privacy

(Excerpt from *AIHW Information Security and Privacy Policy and Procedures* document).

The provisions of the *Privacy Act 1988* and the Information Privacy Principles establish the framework for the collection, storage, use and release of all personal information in the public sector. The AIHW policy complies with the requirements of the *Privacy Act 1988* and in addition, covers issues of specific relevance to the AIHW, including s29 on confidentiality contained in the *AIHW Act 1987*.

Privacy ethos

1. All AIHW and Collaborating Unit staff must have a knowledge of section 29 and a good understanding, in relation to the work they do, of the implications of:

- The *Australian Institute of Health and Welfare Act 1987*, section 29
 - The Information Privacy Principles.
2. All AIHW and Collaborating Unit staff must sign the Institute's *Undertaking of confidentiality – Employees*.
 3. The Institute will ensure that its various Collaborating Units maintain a consistent privacy and security ethos.
 4. All work performed by consultants, contractors, seconded staff, visiting fellows and students working under supervision of the Institute which involves access to information collected under the AIHW Act and other identifiable information, must be authorised by contracts which impose information and privacy security requirements at least as stringent as those applying to Institute employees.

Information gathering and receipt

5. Information may only be collected and held for the purpose of AIHW activities.
6. Identifiable information may only be collected and held with the approval of the Institute's Ethics Committee.
7. Any information collected must be limited to that directly relevant to the aims and objectives of an approved project.
8. All data holdings containing identifiable information must be recorded and managed in accordance with the Institute's *Guidelines for custody of AIHW data*.
9. Except as outlined in paragraphs 10 and 11 below, the consent of information subjects for the use of their information should be obtained when the identifying information is in the form of identified records held indefinitely on registers used to contact the information source for research purpose (all such research must be approved by the Ethics Committee).
10. Otherwise, consent should not be required provided that appropriate guarantees are given that the information will be handled in a secure environment, the public good benefits of the research are clear and its use will have no impact on those individuals whose information is being used. As far as is possible, an opt out option should be provided.
11. Regardless of whether consent needs to be obtained, information subjects should be advised, by whatever mechanism is appropriate, why their information is being collected, how it is to be used, who will be using it, the type of access that will occur and how it will be protected.

Information storage, retention and destruction

12. Data must be stored to meet the storage and archival requirements of the National Archives of Australia, and in accordance with the Institute's *Guidelines for custody of AIHW data*.
13. Data Custodians are responsible for ensuring their data holdings are protected from unauthorised access, alteration or loss.
14. Paper-based identifiable information must be kept securely locked away when not in use. The minimum requirement is that, outside normal working hours, the information must be stored in locked drawers or cabinets.
15. Particular care must be taken regarding the print out and photocopying of paper-based information. Users must stand by printers and photocopiers while this material is being printed or copied.

16. Information users must follow normal practice for the use of IT systems (see the IT Security Manual) to ensure the security and privacy of in-confidence information stored on computer systems.
17. Identifiable information must not be copied to or held on workstation hard disks.
18. Wherever possible, identifiable information and associated attribute information should each be stored separately in databases to minimise any risk from unauthorised access.
19. Identifiable information must not be copied or removed from Institute premises without specific approval from the relevant Data Custodian.
20. Normally, data holdings used in support of the Institute's Work Program must be retained for a specified period in order to allow later verification of the research, and in accordance with undertakings given to data providers.
21. Decisions regarding retention of databases lies with Data Custodians, and must be taken in accordance with the Institute's *Guidelines for custody of AIHW data*.
22. The Institute will maintain a physical security system, which provides reasonable and properly enforced measures to protect both staff and its repositories of personal information.

Information transmission

23. If identifiable information is sent by post, registered or certified mail or safe hand delivery must be used.
24. The electronic transmission of identifiable information must apply procedures for the certification of transmission and the encryption of information which are at least commensurate with that used for transmission by post.

Information retrieval and use within the Institute

25. Rather than treating ownership (of data) as an indivisible entitlement, it should be treated as a 'basket of rights' in relation to the information concerned, and there should be acceptance that different parties may have different entitlements. The 'basket of rights' would include the right to do the following, for statistical purposes:
 - gain access to information;
 - amend the information;
 - use the information;
 - disclose the information; and
 - control who can do these things and under what conditions.
26. Data Custodians may approve use, within the Institute, of identifiable information for purposes consistent with those for which it was collected, in accordance with the Institute's *Guidelines for the custody of AIHW data*.
27. In published tables, the amount of information in small cells should be reduced to minimise the potential for identification. Aggregations of data with small cell sizes, which may enable inferences about or identification of individual entities, should not be published.

Conditions applying to data linkage projects

28. Ethics Committee approval is required for record linkage projects. Before granting such approval, the Committee must be satisfied that:

- the 'public good' benefits to be reasonably expected from them will be significant; and
 - 'best practice' procedures will be adopted throughout the conduct of the studies
29. It is not necessary for the Institute to obtain the consent of information subjects for the use of their information in record linkage studies if:
- their identity is irrelevant (except to facilitate the linkage process);
 - the objective is data analysis;
 - no administrative action will be taken in relation to the individuals concerned.
30. The Institute will not permit its data to be linked for client management or regulatory purposes.

Information release and disclosure outside the Institute

31. The AIHW Act allows the Institute to release or disclose identifiable health information to third parties, subject to s29 of the AIHW Act.
32. Requests for access to, or release of identifiable information from a database must be in writing. Any person or organisation wishing to access an Institute database for research purposes should prepare an adequate written proposal for the study following the Institute's *Guidelines for the preparation of submissions for ethical clearance*.
33. Any requests for release or disclosure of identifiable information must be scrutinised by the appropriate Data Custodian in accordance with the Institute's *Guidelines for custody of AIHW data*.
34. If the information requested can be provided under the information provider's constraints, and its release would not contravene s29 of the Act, but the information cannot be provided under an existing Ethics Committee approval, then an opinion must be obtained from the Committee. In this case the appropriate Data Custodian should provide the information requested with documentation necessary for submissions to the Committee.
35. The Institute should endeavour to identify potential disclosure requirements at the commencement of a project and, where appropriate, to build these into the agreements with information providers and into submissions to the Institute's Ethics Committee. Such action can be used to obtain information provider and ethical approval in advance, thereby streamlining the release process.
36. Staff should take particular care to ensure that no release, publication or public presentation or discussion of individual records or results of research could breach the requirements of this Policy. Results shown in tables with small cell values often need special attention (see paragraph 25.)

The Institute in an agency role

37. Data providers, such as Registrars of Births, Deaths and Marriages in states and territories, supply data to the Institute for the Institute's purposes. The Institute reformats these data and produces national data sets. These data sets may be returned to the Registrars.
38. Should Registrars wish to furnish the national lists of births and deaths to other agencies for their own purposes, Institute staff may assist the Registrars with these tasks, acting as the Registrar's agent.
39. At all times, it must be clear that the work is being undertaken as an agent of the Registrars.

Monitoring and audits

40. The Institute's Board requires that security audits be carried out as part of the Institute's audit program.
41. Compliance and quality control will be assessed by routine data audits. Results will be reported to the Board's Audit and Finance Committee.

Breaches and sanctions

42. The Institute relies on the diligence of all staff in preventing breaches of information security.
43. If a breach is thought to have occurred it should be reported immediately to the Director through normal Divisional/Collaborating Unit reporting channels.
44. The Director may appoint a person to investigate the circumstances of a suspected breach. If a breach is proven the Director may initiate disciplinary or legal action under the relevant legislation.
45. Details of suspected breaches will be treated as STAFF-IN-CONFIDENCE information at all times.
46. The Institute's Fraud Control Guidelines and Plan (available to staff on the Intranet) are also relevant.

AIHW Ethics Committee

(Excerpt from *Guidelines for the preparation of submissions for ethical clearance* document)

The AIHW Ethics committee (appointed under s16(1) of the *Australian Institute of Health and Welfare Act*) may, under strict conditions, allow the release of information to researchers proposing studies judged to have scientific merit and that meet the required data confidentiality standards. The following criteria upon which the submissions will be evaluated include:

Purpose of the proposal

- The Committee will only approve use of information for research purposes. A key criterion is that the research output is to be put in the public domain. Regulatory, legal and administrative purposes are not acceptable, unless there is an overriding public good and no detriment to the information subject.

Research focus of the proposal

- The Committee will only approve research that has recognition of relevant ethical considerations, including social and cultural factors, by all involved in the conduct of the activity, and their commitment to upholding ethical standards.
- The Committee will also take into consideration a project's overall value to society and the predicted outcome of activities in relation to possible risks such as the comfort and privacy of information subjects.

Scientific validity of the proposal

- The Institute has the responsibility only to submit to the Committee proposals that it considers as scientifically valid.

- The Committee has the right to raise queries about scientific validity if it sees fit, and to refer them to the Institute.
- The submission should be signed off by the responsible Data Custodian.

Approval by the applicant's own institutional ethics committee

- All applications other than applications by the Institute before the Committee need to be approved by the applicant's own institutional ethics committee.

Organisational framework of the researcher

- Consideration will be given to whether there is an established accountability mechanism, [e.g. an institutional ethics committee], that can impose sanctions if necessary.
- The Committee may approve an agreement between the Institute and other organisations for the use of the Institute's data in classes of research projects so that the organisation can release identifiable AIHW data subject to the approval of its own Ethics Committee.

Credentials and technical competence of the researcher

- The qualifications, competence and expertise of personnel engaged in the activities will be considered.

Extent to which privacy and consent issues have been addressed

- The Committee will take into account the privacy provisions contained in *Minding our own business* which is the privacy protocol for Commonwealth agencies in the Northern Territory handling personal information of Aboriginal and Torres Strait Islander people.
- The Committee will only approve research projects where the protection of the wellbeing and privacy of the subjects, and also of persons who collect, communicate, work with or have access to the information about them is assured.
- The Committee will be mindful of legal requirements, in particular the pertinent sections of the AIHW Act, and the *Privacy Act 1988* and the current *Guidelines for the protection of privacy in the conduct of medical research* as approved by the Privacy Commissioner.
- If further information is needed from information subjects, the Committee will seek their consent to an approach by the principal investigator.
- The Committee will not require informed consent where this is not necessary.

Adequacy of researcher's data security protection mechanisms

- The Committee must be assured that the maintenance of adequate degrees of confidentiality of information about identifiable persons (and, in certain cases, of groups of persons) is enforced.
- The Committee must also be assured of the physical security of data, covering the security access system to the building, storage rules for hard copy of data, computer security procedures and the disposal of data when no longer required.

Commitment to, and method of publishing results of research

- The Committee considers it important that the results of research are disseminated to the appropriate groups, communities and individuals. Therefore, the dissemination plan will be carefully considered in each submission. The Committee requests that a copy of the

published work be made available to it and may also request that a summary of the research be made available on the AIHW web site.

- The Committee does not give approval to projects where there is no intention to publish results. The 'Undertaking' signed by researchers, allowing for legal disclosure of information by the AIHW, specifies that the AIHW must be acknowledged as the source of data in any publication, and that a copy of any published material must be supplied to the AIHW.

Transfer of data out of Australia

- This will not normally be approved, but can be on a case by case basis where the overseas data holder and their organisations are of undoubted quality.

For more information on the AIHW Ethics Committee, refer to <http://www.aihw.gov.au/committees/ethics/index.html>.

Data Custodians at the AIHW

(Taken from *Guidelines for custody of AIHW data* document)

Whilst all staff at the AIHW share responsibility for maintaining the security of AIHW data, data custodians have overall responsibility for the security of specified data collections. Once the *data custodian delegation* instrument is signed, the custodians assume the responsibility of the director in regard to the data in their custody. The relevant unit head is given the responsibility of data custodian. The custodianship is vested in a position rather than a named person.

Data Custodians ensure that data holdings within their unit are properly documented, maintained and controlled, and ensure an appropriate level of consultation with other units regarding the data resources within the Institute. This includes responsibility for:

- Recognising and abiding by all limitations placed on data.
- Maintaining up-to-date documentation, including Datacatalogue entries, of the content and format of the data holding and of the constraints applying to its use and/or release.
- Authorising and recording users of the data within the AIHW, and providing advice and assistance to new users on any constraints which apply.
- Assisting potential users wishing to access identifiable data in the preparation of their proposals for submission to the Health and Welfare Ethics Committees (see *Guidelines for the preparation of submissions for ethical clearance*).
- Following Ethics Committee approval, arranging for the secure transfer of data to recipients in accordance with constraints imposed regarding the use of data. Working with the Ethics Committee Secretariat with their monitoring processes.
- Ensuring, when required, the appropriate destruction (or return to the original information provider) of the data holding.

8 Data release guidelines for the Alcohol and Other Drug Treatment Services NMDS 2001–02

Purpose

This document outlines the process to be followed by the AIHW upon receipt of data requests for the AODTS–NMDS 2001–02 collection. These data will be available from late 2003. It is for the information of AIHW staff and IGCD AODTS–NMDS WG members.

Background

Jurisdictions are custodians of information collected from alcohol and drug treatment agencies collected within their state or territory. The AIHW is the custodian of collated national information collected from jurisdictions. Custodianship for the AIHW means responsibility for protection, storage, analysis and dissemination of the data in accord with the purpose for which the data were collected, the *AIHW Act* and other relevant privacy principles.

The following guide refers to requests for **unpublished data**. The intention of this document is to provide a practical guide for AIHW staff and information on the process that AIHW will follow for WG members.

Requests for information

Data requests can be for summarised tables or for access to unit record data held in the national database. The section on *Requests for information* relates to requests for summarised data only. The section on *Access to unit record data in the national database* relates to requests for access to unit record data held in the national database.

When a request is initially received, AIHW clarifies exactly what data are required, who is requesting the data and the urgency of the request, and whether the data are held by the AIHW. If the data are not held by the AIHW, refer inquirer to other sources, for example:

- **Clients of Alcohol and Other Treatment Services Census 2001**
(NDARC) (02) 9385 0333
- **Methadone treatment data**
(DoHA) Illicit Drugs Section (02) 6289 4384
Commonwealth Department of Health and Ageing
- **Illicit Drug Reporting System**
(NDARC) (02) 9385 0333
- **National Drug Strategy Household Survey**
(AIHW) Mark Cooper-Stanbury (02) 6289 7027

If the data are held by the AIHW and are unpublished, refer to the following guidelines.

If data are published, refer inquirer to the NMDS report on the AIHW web site (possibly refer to a particular page or section) or to the electronic datacubes also on the AIHW web site. Draw attention to specific limitations of the data relating to scope etc.

Release of summarised national data only

- Where tables of national data are requested from the AIHW, copies of requested tables produced by the AIHW are sent to all jurisdictions for information only. Sign-off from jurisdictions is not required for release by AIHW of national data.
- After assessment during the production of the 2000-01 national report, it was considered that the NMDS at this time does not contain sufficient information to identify individuals when data are presented nationally. Therefore, further confidentialisation of data cells is not required.

Release of jurisdiction-specific data

- Requests received by the AIHW for production of jurisdiction-specific tables for 2001-02 will be undertaken by the AIHW.
- AIHW must obtain approval for release of data from jurisdictions affected prior to release. **Appendix A must be filled out and sent to the relevant jurisdiction/s.**
- Cell sizes to be vetted in accordance with policy below.

Release of national and jurisdiction specific data

- AIHW must obtain approval from relevant jurisdictions for tables containing any jurisdiction-specific data.

Cell size policy

- Data dissemination must be carried out without compromising confidentiality. The practice used by the ABS and the AIHW of not releasing data of cell size 2 or less (or 3 or less if one entity comprises the bulk) is to be employed for jurisdiction-specific data.
- After assessment during the production of the 2000-01 national report, it was considered that the NMDS at this time does not contain sufficient information to identify individuals when data are presented nationally. Therefore, further confidentialisation of data cells is not required.

Access to unit record data in the national database

Access to the AODTS-NMDS database (i.e. unit record data), or part thereof, is only provided under strict conditions according to the following protocol:

- A potential researcher must make a formal request for access to the Alcohol and Other Drug National Minimum Data Set via the request for access form (**Appendix A**).
- If the request is for access to all unit records (i.e. data from all contributing jurisdictions) the request for access form is then forwarded to all contributing jurisdictions for approval. If approved by all jurisdictions the researcher will then be required to sign the AIHW confidentiality undertaking signed by all AIHW staff.
- If the request is for one or more separate jurisdiction's data the request for access form will only be sent for approval to the relevant jurisdictions.

- Every request for access to the national database must receive AIHW Ethic's committee approval. **Appendix B to be filled out by researcher.**

AIHW charging policy for ad hoc information services

- Except for those agencies with which AIHW has developed a specific information exchange agreement or IGCD AODTS-NMDS Working Group members for their own purposes, there will be a minimum charge of \$200 (includes up to 30 minutes of time) plus cost recovery at \$160 per hour. Full day charge (5.5 to 7 hours) is a flat \$1,000. If the time is more than a full day the charge is the flat \$1000 per day for each full day plus a charge of \$160/hr for any remaining hours less than a full day.
- Any extra services, such as courier delivery or priority air freight, are charged at cost plus 20%. If the request has ethical implications, a certificate of compliance must be obtained from the relevant AIHW Ethics Committee. The administrative charge for this service is \$250.
- Quotations will be provided for each job. The AIHW unit head must approve quotations before they are forwarded to clients. Prior to determining a quotation, the AIHW need to determine whether GST should be charged or not. The quote needs to specify whether it is GST-inclusive or GST-exclusive. GST should be charged if the entity requesting the information services is not a government related entity. If it is a government related-entity, then no GST should be charged. For practical purposes, 'government-related entity' is a government organisation or part of an organisation that is separately registered for the ABN and GST.

APPENDIX A: Requests for release of AODTS NMDS unpublished state/territory data or access to national database

Draft access form modelled on Hospital Statistics and Medical Indemnity draft form

TO:

STATE AND TERRITORY ALCOHOL AND OTHER DRUG TREATMENT SERVICES NATIONAL MINIMUM DATA SET DATA CUSTODIANS

REQUEST FOR RELEASE OF DATA

Name	State/territory	Email	Phone No
Devon Indig	NSW	DINDI@doh.health.nsw.gov.au	(02) 9391 9220
Carol Riedell	VIC	carol.riedell@dhs.vic.gov.au	(03) 9637 5237
Mark Foley	QLD	Mark.Foley@health.qld.gov.au	(07) 3896 3855
Anne Bartu	WA	anne.bartu@health.wa.gov.au	(08) 9370 0333
Richard Cooke	SA	Cooke.Richard@saugov.sa.gov.au	(08) 8274 3385
Andrew Foskett	TAS	andrew.foskett@dhhs.tas.gov.au	(03) 6233 3728
Chris Killick-Moran	ACT	chris.killick-moran@act.gov.au	(02) 6205 0863
Tania Karjaluo	NT	tania.karjaluo@nt.gov.au	(08) 8999 2830
Kate Jorgenson	Commonwealth	kate.jorgenson@health.gov.au	(02) 6289 4384

Date: 18 June, 2003

Reference Number: 2003-

**Sender: Ros Madden
Functioning and Disability Unit
Australian Institute of Health and Welfare**

Contact phone: 02 6244 1189

Contact fax: 02 6244 1199

Email: ros.madden@aihw.gov.au

Please email or fax back the attached data access request response as soon as possible. If you have any queries about these data request, please contact me.

Regards,

Ros Madden

REQUEST FOR ACCESS TO ALCOHOL AND OTHER DRUG TREATMENT SERVICES NMDS

Reference number : 2003 -

Requestor:

Reason data required:

Proposed use/dissemination of data:

Data requested (table specifications):

Date data required:

Custodian response:

Please indicate your action to the above request:

- [...] Approve release of data
- [...] Do not approve release of data
- [...] Approve release of data subject to the following conditions

Conditions:

Comments:

Name:

State/territory:

Signature:

Date:

Please email completed form to: ros.madden@aihw.gov.au

DATA SPECIFICATIONS FOR INFORMATION REQUESTS:

Job Number: 2003 –

State: NSW VIC QLD WA SA TAS ACT NT Commonwealth

Data set Year: 2000–01
2001-02

Additional comments:

APPENDIX B: Request for ethical clearance for access to AODTS NMDS database

Information sheet AIHW Ethics Committee submissions

To be read in conjunction with AIHW Ethics Committee – guidelines for the preparation of submission for ethical clearance

All research activities with which the Australian Institute of Health and Welfare (AIHW) is involved must be ethically acceptable. The AIHW Ethics Committee forms an opinion on the ethical acceptability of all submissions made to it. This form is designed to provide information to the Committee in order to facilitate this procedure.

In making a submission to the Committee the following points should be noted:

- The Principal Investigator, an officer with the delegation to commit the organisation to the assurances (often the supervisor of the Principal Investigator), and any subordinates that may have access to the requested data **must** sign the undertaking (Section 8) attached to the submission.
- External investigators should make their submissions to the Committee via a contact officer at the AIHW. This officer will be the custodian of the data to which access is requested.
- Clearance from the investigator's host institutional ethics committee is required prior to the AIHW Ethics Committee's assessment of the application. If the proposal is from outside the Institute or from AIHW Collaborating Units and that institution does not have an ethics committee, then this should be discussed with contact officers at the AIHW prior to submitting the application.
- The Committee requires that all projects be scientifically reviewed by a group of independent peers before it is submitted to it.
- The Principal Investigator for this project is responsible for the security and, if required, the disposal of the data received from the Institute.
- The Ethics Committee will assess the ethical acceptability of activities specified in this application. If additional follow-up activities are planned, but not to be acted upon immediately, then these activities should form the basis of another application.
- The AIHW will charge an administration fee of \$250 for each submission to the Ethics Committee.

All submissions to the Ethics Committee will be considered at their quarterly meetings. The applicant will be advised of the outcome of their submission the next working day after the meeting. An application may be considered for out of session approval if it meets the criteria determined by the Committee. If you have any queries regarding your application please discuss them with your AIHW contact officer or the Secretary of the Ethics Committee (telephone 02 6244 1000).

EC No:

Office use only

AIHW Ethics Committee
Request for opinion on ethical acceptability of project

Australian Institute of Health and Welfare
GPO Box 570
Canberra ACT 2601
Telephone: (02) 6244 1000 Fax: (02) 6244 1299

1. Project title and contact details

Project Title	
Contact within AIHW	
Principal Investigator	
Contact Officer	
Telephone	
Fax	
Email	
Organisation	
Branch, Division	
Postal address	
Source of funds	

2. Summary of project activities

What data are requested from the AIHW?

Please state the primary objectives of your investigation.

Summarise the project protocol or activities. Please specify how you will be using the data requested from the AIHW.

Summarise the information already available or being collected on the study population. List the source(s) of this information.

3. Maintaining privacy and confidentiality

The Privacy Act sets out eleven Information Privacy Principles (IPPs) that govern agencies of the Commonwealth in their collection, management and use of data containing personal information. Copies of the IPPs and the Privacy Guidelines are available from the AIHW or the Human Rights and Equal Opportunity Commission (HREOC) upon request. You can access this information via the Internet from the HREOC home page (<http://www.hreoc.gov.au/hreoc/>). In order that your application is assessed in accordance with the Privacy Guidelines, please address the following points.

Does your proposal breach any of the IPPs?	YES	NO
If YES which principles are involved, and what steps have you taken to address these?		
Describe how your organisation will store and maintain the confidentiality of information obtained from the Institute. This includes computer records as well as documents which would permit the identification of any individual or establishment.		
How will information obtained from the Institute be disposed of at the conclusion of the project? If information is to be retained please indicate how this will be done.		

4. For external researchers and AIHW Collaborating Units only

Please note that clearance of the project by an ethics committee at your institution is required. If you have not already done so, please seek clearance.

Has this project been reviewed and approved by an ethics committee at your institution?	YES	NO
If YES name of Institutional Ethics Committee and date of approval (attach copy of approval).		

If NO explain why there is no Institutional Ethics Committee approval.

5. Assurance of scientific quality

Has this project been reviewed by a group of independent peers?	YES	NO
If YES please provide details.		

6. Completion date and dissemination of results

What is the anticipated project completion date?	
How and to whom (main groups) will the results be disseminated?	
Published in peer reviewed journal, conference, presentation	
Brochure, flyer to participants, interested parties	
Internet	
Newsletter	
Other	

Please note that the AIHW must be acknowledged as the source of data in any publication, and that a copy of any published material must be supplied to the AIHW.

7. Other individuals, groups or organisations participating in this project

List the name and administrative relationship of each individual, group and/or organisation that will have access to the information obtained from the Institute.

8. The Undertaking

Undertaking made in pursuance of Section 29 of the Australian Institute of Health and Welfare Act 1987

WHEREAS:

- (a) Subsection 29 (1) of the *Australian Institute of Health and Welfare Act 1987* ('the Act') provides for the disclosure of information to a person specified in writing by the Ethics Committee;
- (b) The Ethics Committee has agreed to release information to you;

NOW I, _____
Full name and position of Responsible Officer

in the _____
Name of Department or Organisation

HEREBY UNDERTAKE that the above mentioned organisation will use the information in accordance with the following conditions.

1. The unit record file will not be matched, in whole or in part, with any other information for the purposes of attempting to identify individuals, nor will any other attempt to identify an individual be made.
2. The person/organisation will not disclose or release the information to any other person or organisation, except as statistical information that does not identify an individual.
3. Access to the unit record file will be restricted to only those employees of the organisation who are directly responsible to the Principal Investigator. The Principal Investigator will explain to any employees granted access to the information the provisions of the AIHW Act prohibiting release of the information to others.
4. Access will not be granted to any other organisation without specific approval of the AIHW Ethics Committee.
5. The information will be used for statistical purposes in health and/or welfare research.
6. The information will not be used as a basis for any legal, administrative or other actions that could directly affect any particular individuals or organisations as a result of their identification in this project.
7. The identifying information will be used only for the project proposed and described in this application. Use of any of this information in any other project will not be undertaken until a separate application form has been submitted to, and approved by, the Ethics Committee.
8. The recipient will cooperate with any surveillance procedures established by the Institute or its Ethics Committee and advised to the recipient in writing.
9. Results of the project will be made available for consideration by the Ethics Committee, if it so requests prior to any public release.
10. The Institute will be acknowledged in all reports and publications resulting from this project, and will be provided with a copy of all such reports and publications.
11. The recipient will comply in all respects with the requirements of section 29 of the AIHW Act, as attached (and of Part III of *The Privacy Act 1988*).
12. Copyright in all data are vested in the Commonwealth and contributing states and territories. The collection is managed under contract by the AIHW.
13. Any publication which uses the data must identify the AIHW as the source.

In providing this undertaking I understand and accept on behalf of the above mentioned organisation that subsection 29(1) of the *Australian Institute of Health and Welfare Act 1987* provides that a person who receives information or a document relating to another person and makes a record of, or divulges that information to any person, is guilty of an indictable offence punishable on conviction by a fine of \$2,000 or imprisonment for 12 months, or both.

Signature: _____

This application must be signed by a responsible officer with the authority or delegation to commit the above-mentioned organisation to the terms and conditions in section 9.

Date: _____

Witness

Name: _____

Position: _____

Organisation/Unit: _____

Signature: _____

Date: _____

All employees of the above organisation who will be granted access to the information must be listed and must agree to comply with the conditions included in the undertaking.

Principal Investigator

Name: _____

Position: _____

Organisation/Unit: _____

Signature: _____

Date: _____

Details of any other person/s who will have access to the data

Date: _____

Please attach details of any other person who will have access to the data.

Witness

Date: _____

References

- Australian Bureau of Statistics (ABS) 1990. Australian Standard Classification of Countries for Social Statistics (ASCCSS). ABS Cat. No. 1269.0. Canberra: ABS.
- Australian Bureau of Statistics (ABS) 1997. Australian Standard Classification of Languages (ASCL). ABS Cat. No. 1267.0. Canberra: ABS.
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- Australian Bureau of Statistics (ABS) 1999. Standards for Statistics on Cultural and Language Diversity. ABS Cat. No. 1289.0. Canberra: ABS.
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- Australian Institute of Health and Welfare (AIHW) 2002. Alcohol and other drug treatment services in Western Australia: Findings from the National Minimum Data Set 2000–01. AIHW Drug Treatment Data Briefing number 2. Canberra: AIHW.
- Australian Institute of Health and Welfare (AIHW) 2002. Alcohol and other drug treatment services in South Australia: Findings from the National Minimum Data Set 2000–01. AIHW Drug Treatment Data Briefing number 3. Canberra: AIHW.
- Australian Institute of Health and Welfare (AIHW) 2002. Alcohol and other drug treatment services in Tasmania: Findings from the National Minimum Data Set 2000–01. AIHW Drug Treatment Data Briefing number 4. Canberra: AIHW.

Australian Institute of Health and Welfare (AIHW) 2002. Alcohol and other drug treatment services in Australian Capital Territory: Findings from the National Minimum Data Set 2000–01. AIHW Drug Treatment Data Briefing number 5. Canberra: AIHW.

Australian Institute of Health and Welfare (AIHW) 2002. Alcohol and other drug treatment services in Northern Territory: Findings from the National Minimum Data Set 2000–01. AIHW Drug Treatment Data Briefing number 6. Canberra: AIHW.

Appendix A

IGCD NMDS Working Group

As at 13 June 2003. Please note that these contacts are subject to changes.

Australian Institute of Health and Welfare

Ms Ros Madden (Chair) Head Functioning and Disability Unit	Phone: (02) 6244 1189 Email: ros.madden@aihw.gov.au
Ms Gail Weaving (Secretariat) Team Leader Functioning and Disability Unit	Phone: (02) 6244 1050 Email: gail.weaving@aihw.gov.au

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Ms Kate Jorgensen Project Officer Illicit Drugs Section	Phone: (02) 6289 4384 Email: kate.jorgenson@health.gov.au

Australian Bureau of Statistics

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Victoria – Department of Human Services

Ms Carol Riedell Information Analyst Drug Policy & Services Branch	Phone: (03) 9637 5237 Email: carol.riedell@dhs.vic.gov.au
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Queensland – Department of Health

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Tasmania – Department of Health and Human Services

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Northern Territory – Department of Health and Community Services

Temporary: Ms Tania Karjaluo
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Australian Capital Territory – Department of Health and Community Care

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Appendix B

Data definitions—NHDD extracts

The detailed data definitions for the data elements of the NMDS for alcohol and other drug treatment services are published in the *National Health Data Dictionary* and are accessible electronically via the AIHW Knowledgebase (www.aihw.gov.au).

Client type – alcohol and other drug treatment services

Admin. status: CURRENT 1/07/2003

Identifying and definitional attributes

Knowledgebase ID: 000426 *Version number:* 3

Data element type: DATA ELEMENT

Definition: The status of a person in terms of whether the treatment episode concerns their own alcohol and/or other drug use or that of another person.

Context: Alcohol and other drug treatment services. Required to differentiate between clients according to whether the treatment episode concerns their own alcohol and/or other drug use or that of another person to provide a basis for description of the people accessing alcohol and other drug treatment services.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 1 Max. 1 *Layout:* N

Data domain: 1 Own alcohol or other drug use
2 Other's alcohol or other drug use

Guide for use: Code 1 A client who receives treatment or assistance concerning their own alcohol and/or other drug use.
Code 2 A client who receives support and/or assistance in relation to the alcohol and/or other drug use of another person.
Where a client is receiving treatment or assistance for both their own alcohol and/or other drug use and the alcohol and/or other drug use of another person code to 1.

Collection methods: To be collected on commencement of a treatment episode with a service.
For clients covered under code 2, exclude the collection of the following data elements: Principal drug of concern, Other drugs of concern, Injecting drug use and Method of use for principal drug of concern.

Related data: Qualifies the data elements:
Principal drug of concern, version 2
Other drugs of concern, version 2
Injecting drug use, version 2
Method of use for principal drug of concern, version 1

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

National minimum data sets:

Alcohol and other drug treatment services from 1/07/2003

Country of birth

Admin. status: CURRENT 1/07/2001

Identifying and definitional attributes

NHIK identifier: 000035 *Version number:* 3

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 subgroups. Country of birth is the most easily collected and consistently reported of possible data items. The item provides a link between the Census of Population and Housing, other ABS statistical collections and regional data collections. 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 subgroups.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 4 Max. 4 *Layout:* NNNN

Data domain: Standard Australian Classification of Countries (SACC) Four-digit (individual country) level. ABS Cat. No. 1269.0 (1998).

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.

Related data: Supersedes previous data element Country of birth, version 2.

Administrative attributes

Source document: ABS Cat. No. 1269.0 (1998)

Source organisation: Australian Bureau of Statistics

National minimum data sets:

Admitted patient care	from 1/07/2001
Admitted patient mental health care	from 1/07/2001
Admitted patient palliative care	from 1/07/2000
Alcohol and other drug treatment services	from 1/07/2001
Community mental health care	from 1/07/2001
Perinatal	from 1/07/1997

Date of birth

Admin. status: CURRENT 1/07/1994

Identifying and definitional attributes

NHIK identifier: 000036 *Version number:* 3

Data element type: DATA ELEMENT

Definition: The date of birth of the person.

Context: Required to derive age for demographic analyses, for analysis by age at a point of time and for use to derive a Diagnosis Related Group (admitted patients).

Perinatal data collections require the collection of the date of birth for the mother and the baby(s).

Relational and representational attributes

Data type: Numeric *Field size:* Min. 8 Max. 8 *Layout:* DDMMYYYY

Data domain: Valid dates

Guide for use: If date of birth is not known, provision should be made to collect age (in years) and a date of birth derived from age.

Verification rules: For the provision of state and territory hospital data to Commonwealth agencies this field must:

- be less than or equal to Admission date, otherwise resulting in a fatal error
- not be null
- be consistent with diagnoses and procedure codes, for records to be grouped, otherwise resulting in a fatal error.

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.

Data collection systems must be able to differentiate between the date of birth of the mother and the baby(s). This is important in the Perinatal data collection as the date of birth of the baby is used to determine the antenatal length of stay and the postnatal length of stay.

Related data: Supersedes previous data element Date of birth, version 2

Is used in the derivation of Diagnosis Related Group, version 1

Is used in the calculation of Length of stay (postnatal), version 1

Is used in the calculation of Length of stay (antenatal), version 1

Administrative attributes

Source organisation: National Health Data Committee

National minimum data sets:

Admitted patient care	from 1/07/2000
Health labourforce	from 1/07/1989
Admitted patient mental health care	from 1/07/2000
Perinatal	from 1/07/1997
Community mental health care	from 1/07/2000
Admitted patient palliative care	from 1/07/2000
Alcohol and other drug treatment services	from 1/07/2000

Date of cessation of treatment episode for alcohol and other drugs

Admin. status: CURRENT 1/07/2001

Identifying and definitional attributes

Knowledgebase ID: 000424 *Version number:* 2

Data element type: DATA ELEMENT

Definition: Date on which a treatment episode for alcohol and other drugs ceases.

Context: Alcohol and other drug treatment services. Required to identify the cessation of a treatment episode by an alcohol and other drug treatment service.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 8 Max. 8 *Layout:* DDMMYYYY

Data domain: Valid dates

Guide for use: Refers to the date of the last service contact in a treatment episode between the client and staff of the treatment provider. In situations where the client has had no contact with the treatment provider for three months, nor is there a plan in place for further contact, the date of last service contact should be used.

Refer to data element concept Cessation of treatment episode for alcohol and other drugs to determine when a treatment episode ceases.

Verification rules: Must be later than or the same as the Date of commencement of treatment episode for alcohol and other drugs.

Related data: Relates to Reason for cessation of treatment episode for alcohol and other drugs, version 2.

Relates to the concept Cessation of treatment episode for alcohol and other drugs, version 2.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

National minimum data sets:

Alcohol and other drug treatment services from 01/07/2001

Date of commencement of treatment episode for alcohol and other drugs

Admin. status: CURRENT 1/07/2001

Identifying and definitional attributes

Knowledgebase ID: 000430 *Version number:* 2

Data element type: DATA ELEMENT

Definition: Date on which a treatment episode for alcohol and other drugs commences.

Context: Alcohol and other drug treatment services. Required to identify the commencement of a treatment episode by an alcohol and other drug treatment service.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 8 Max. 8 *Layout:* DDMMYYYY

Data domain: Valid dates

Guide for use: The first date of the treatment episode is the first service contact within the treatment episode when assessment and/or treatment occurs.

Verification rules: Must be earlier than or the same as the Date of cessation of treatment episode for alcohol and other drugs.

Related data: Relates to the data element concept Commencement of treatment episode for alcohol and other drugs, version 2.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

National minimum data sets:

Alcohol and other drug treatment services from 01/07/2001

Establishment identifier

Admin. status: CURRENT 1/07/1997

Identifying and definitional attributes

Knowledgebase ID: 000050 *Version number:* 3

Data element type: COMPOSITE ELEMENT

Definition: Identifier for the establishment in which episode or event occurred. Each separately administered health care establishment to have a unique identifier at the national level.

Context: Admitted patient care
Admitted patient palliative care
Admitted patient mental health care
Alcohol and other drug treatment services
Community mental health care
Community mental health establishments
Perinatal
Public hospital establishments.

Relational and representational attributes

Data type: Alphanumeric *Field size:* Min. 8 Max. 9 *Layout:* NNAANNNNN

Data domain: Concatenation of:
N - State/territory identifier
N - Establishment sector
AA - Region code
NNNNN - Establishment number

Guide for use: If data are supplied on computer media, this item is only required once in the header information. If information is supplied manually, this item should be provided on each form submitted.

Related data: Is composed of State/territory identifier, version 3
Is composed of Establishment sector, version 3
Is composed of Region code, version 2
Is composed of Establishment number, version 3
Supersedes previous data element Establishment identifier, version 2.

Administrative attributes

Source organisation: National Health Data Committee

National minimum data sets:

Public hospital establishments	from 1/07/1997
Admitted patient care	from 1/07/1997
Admitted patient mental health care	from 1/07/1997
Perinatal	from 1/07/1997
Community mental health care	from 1/07/1998
Community mental health establishments	from 1/07/1998
Admitted patient palliative care	from 1/07/2000
Alcohol and other drug treatment services	from 1/07/2000

Comments:

A residential establishment is considered to be separately administered if managed as an independent institution for which there are financial, budgetary and activity statistics. For example, if establishment-level data for components of an area health service are not available separately at a central authority, this is not grounds for treating such components as a single establishment unless such data are not available at any level in the health care system.

This item is now being used to identify hospital contracted care. The use of this item will lead to reduced duplication in reporting patient activity and will enable linkage of services to one episode of care.

Establishment number

Admin. status: CURRENT 1/07/1997

Identifying and definitional attributes

Knowledgebase ID: 000377 *Version number:* 3

Data element type: DATA ELEMENT

Definition: An identifier for establishment, unique within the state or territory.

Context:
Admitted patient care:
Admitted patient palliative care
Admitted patient mental health care
Alcohol and other drug treatment services
Emergency department waiting times
Perinatal
Public hospital establishments.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 5 Max. 5 *Layout:* NNNNN

Data domain: Valid establishment number

Related data: Is a composite part of Establishment identifier, version 3
Supersedes Establishment number, version 2.

Administrative attributes

National minimum data sets:

Public hospital establishments	from 1/07/1989
Admitted patient care	from 1/07/1989
Admitted patient mental health care	from 1/07/1997
Perinatal	from 1/07/1997
Emergency Department waiting times	from 1/07/1999
Alcohol and other drug treatment services	from 1/07/2000
Elective surgery waiting times	from 1/07/2001

Comments:

This data element supports the provision of unit record and/or summary level data by state and territory health authorities as part of the Emergency Department Waiting Times National Minimum Data Set.

Establishment sector

Admin. status: CURRENT 1/07/1997

Identifying and definitional attributes

Knowledgebase ID: 000379 *Version number:* 3

Data element type: DATA ELEMENT

Definition: A section of the health care industry.

Context: Public hospital establishments and admitted patient care.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 1 Max. 1 *Layout:* N

Data domain: 1 Public

2 Private

Related data: Relates to Hospital, version 1

Is a composite part of Establishment identifier, version 3

Supersedes Establishment sector, version 2.

Administrative attributes

National minimum data sets:

Admitted patient care from 1/07/2000

Admitted patient mental health care from 1/07/2000

Elective surgery waiting times from 1/07/2001

Perinatal from 1/07/1997

Public hospital establishments from 1/07/2000

Geographical location of service delivery outlet

Admin. status: NEW 1/07/2003

Identifying and definitional attributes

Knowledgebase ID: 000823 *Version number:* 1

Data element type: COMPOSITE DATA ELEMENT

Definition: Geographical location of a site from which a health/community service is delivered.

Context: Alcohol and other drug treatment services: To enable the analysis of the accessibility of service provision in relation to demographic and other characteristics of the population of a geographic area.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 5 Max. 5 *Layout:* NNNNN

Data domain: The geographical location of the service delivery outlet is reported using a five-digit numerical code to indicate the Statistical Local Area (SLA) within the reporting state or territory, as defined in the Australian Standard Geographical Classification (ABS Cat. No. 1216.0). Composite of State identifier and SLA (first digit = State identifier, next four digits = SLA) for service delivery outlet.

Guide for use: The *Australian Standard Geographical Classification (ASGC)* is updated on an annual basis with a date of effect of 1 July each year. Therefore, the edition effective for the data collection reference year should be used.

The Australian Bureau of Statistics' National Localities Index (NLI) can be used to assign each locality or address in Australia to an SLA. The NLI is a comprehensive list of localities in Australia with their full code (including SLA) from the main structure of the ASGC.

For the majority of localities, the locality name (suburb or town, for example) is sufficient to assign an SLA. However, some localities have the same name. For most of these, limited additional information such as the postcode or state can be used with the locality name to assign the SLA.

In addition, other localities cross one or more SLA boundaries and are referred to as split localities. For these, the more detailed information of the number and street of the establishment is used with the Streets Sub-index of the NLI to assign the SLA.

Related data: Is composed of the SLA and State identifier, version 2

Relates to Service delivery outlet, version 1.

Indigenous status

Admin. status: CURRENT 1/07/2003

Identifying and definitional attributes

Knowledgebase ID: 000001 *Version number:* 4

Data element type: DATA ELEMENT

Definition: Indigenous status is a measure of whether a person identifies as being of Aboriginal or Torres Strait Islander origin. This is in accord with the first two of three components of the Commonwealth definition. See (Comments) for the Commonwealth definition.

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 wellbeing and to account for government expenditure in this area.

The purpose of this data element is to provide information about people who identify as being of Aboriginal or Torres Strait Islander origin. Agencies wishing to determine the eligibility of individuals for particular benefits, services or rights will need to make their own judgements about the suitability of the standard measure for these purposes, having regard to the specific eligibility criteria for the program concerned.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 1 Max. 1 *Layout:* N

Data domain:

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

Guide for use: This data element is based on the Australian Bureau of Statistics' (ABS) standard for Indigenous status. For detailed advice on its use and application please refer to the ABS web site as indicated below in the Source document section.

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

- Indigenous:
 - Aboriginal but not Torres Strait Islander origin
 - Torres Strait Islander but not Aboriginal origin
 - both Aboriginal and Torres Strait Islander origin

- Non-Indigenous:
 - neither Aboriginal nor Torres Strait Islander origin
 - not stated/inadequately described

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

Guide for use (continued):

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

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

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

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

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

This approach may be problematical in some data collections, for example when data are collected by interview or using screen-based data capture systems. An additional response category:

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

may be included if this better suits the data collection practices of the agency concerned.

Administrative attributes

Source document: Available on the ABS web site. From the ABS Home page (www.abs.gov.au) select: About Statistics/About Statistical Collections (Concepts & Classifications) /Other ABS Statistical Standards/Standards for Social Labour and Demographic Variables/Cultural Diversity Variables/Indigenous Status.

Source organisation: Australian Bureau of Statistics

National minimum data sets:

Admitted patient care	from	1/07/2003
Admitted patient mental health care	from	1/07/2003
Perinatal	from	1/07/2003
Community mental health care	from	1/07/2003
Admitted patient palliative care	from	1/07/2003
Alcohol and other drug treatment services	from	1/07/2003
Non-admitted patient emergency department care	from	1/07/2003

Comments: The following definition, commonly known as 'The Commonwealth Definition' was given in a High Court judgement in the case of Commonwealth v Tasmania (1983) 46 ALR 625.

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

There are three components to the Commonwealth Definition:

- descent
- self-identification
- community acceptance.

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

Injecting drug use status

Admin. status: CURRENT 1/07/2003

Identifying and definitional attributes

Knowledgebase ID: 000432 *Version number:* 2

Data element type: DATA ELEMENT

Definition: The client's use of injection as a method of administering drugs. Includes intravenous, intramuscular and subcutaneous forms of injection.

Context: Alcohol and other drug treatment services. The data element is important for identifying patterns of drug use and harms associated with injecting drug use.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 1 Max. 1 *Layout:* N

Data domain:

- 1 Last injected three months ago or less
- 2 Last injected more than three months ago but less than or equal to twelve months ago.
- 3 Last injected more than twelve months ago.
- 4 Never injected
- 9 Not stated/inadequately described

Collection methods: To be collected on commencement of treatment with a service.
For clients whose treatment episode is related to the alcohol and other drug use of another person, this data element should not be collected.

Related data: Relates to Principal drug of concern, version 2
Relates to Method of use for principal drug of concern, version 1
Relates to Other drugs of concern, version 2
Is qualified by Client type – alcohol and other drug treatment services, version 3.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

National minimum data sets:

Alcohol and other drug treatment services from 01/07/2003 to

Comments:

This data element is used in conjunction with Commencement of treatment for reporting the NMDS–Alcohol and Other Drug Treatment Services, and has been developed for use in clinical settings. A code that refers to a three-month period to define ‘current’ injecting drug use is required as a clinically relevant period of time.

The data element may also be used in population surveys that require a longer timeframe, for example to generate 12-month prevalence rates, by aggregating codes 1 and 2. However, caution must be exercised when comparing clinical samples with population samples.

Main treatment type for alcohol and other drugs

Admin. status: CURRENT 1/07/2001

Identifying and definitional attributes

Knowledgebase ID: 000639 *Version number:* 1

Data element type: DATA ELEMENT

Definition: The main activity determined at assessment by the treatment provider to treat the client's alcohol and/or drug problem for the principal drug of concern.

Context: Alcohol and other drug treatment services. Information about treatment provided is of fundamental importance to service delivery and planning.

Relational and representational attributes

Data type: Numeric *Field size:* Min 1 Max. 1 *Layout:* N

Data domain:

- 1 Withdrawal management (detoxification)
- 2 Counselling
- 3 Rehabilitation
- 4 Pharmacotherapy
- 5 Support and case management only
- 6 Information and education only
- 7 Assessment only
- 8 Other

Guide for use: To be completed at assessment or commencement of treatment.

The main treatment type is the principal activity as judged by the treatment provider that is necessary for the completion of the treatment plan for the principal drug of concern. The Main treatment type for alcohol and other drugs is the principal focus of a single treatment episode. Consequently, each treatment episode will only have one main treatment type.

For brief interventions, the main treatment type may apply to as few as one contact between the client and agency staff.

- Code 1 refers to any form of withdrawal management, including medicated and non-medicated, in any delivery setting.
- Code 2 refers to any method of individual or group counselling directed towards identified problems with alcohol and/or other drug use or dependency. This code excludes counselling activity that is part of a rehabilitation program as defined in code 3.
- Code 3 refers to an intensive treatment program that integrates a range of services and therapeutic activities that may include behavioural treatment approaches, recreational activities, social and community living skills, group work and relapse prevention. Rehabilitation treatment can provide a high level of support (i.e. up to 24 hours a day) and tends towards a medium to longer-term duration. Rehabilitation activities can occur in residential or non-residential settings.

**Guide for use
(continued):**

- Code 4 refers to pharmacotherapies that include those used as maintenance therapies (e.g. naltrexone, buprenorphine, LAAM and specialist methadone treatment). Use code 1 (withdrawal management) where a pharmacotherapy is used solely for withdrawal.
- Code 5 refers to support and case management offered to clients (e.g. treatment provided through youth alcohol and drug outreach services). This choice only applies where support and case management treatment is recorded as individual client data and the treatment activity is not included in any other category.
- Code 6 refers to when there is no treatment provided to the client other than information and education. It is noted that, in general, service contacts would include a component of information and education.
- Code 7 refers to when there is no treatment provided to the client other than assessment. It is noted that, in general, service contacts would include an assessment component.

Collection methods: Only one code to be selected.

Related data: Related to Other treatment type for alcohol and other drugs, version 1.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

National minimum data sets:

Alcohol and other drug treatment services from 1/07/2001

Method of use for principal drug of concern

Admin. status: CURRENT 1/07/2000

Identifying and definitional attributes

Knowledgebase ID: 000433 *Version number:* 1

Data element type: DATA ELEMENT

Definition: The client's usual method of administering the Principal drug of concern as stated by the client.

Context: Alcohol and other drug treatment services. Identification of drug use methods is important for minimising specific harms associated with drug use, and is consequently of value for informing treatment approaches.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 1 Max. 1 *Layout:* N

Data domain:

1	Ingests
2	Smokes
3	Injects
4	Sniffs (powder)
5	Inhales (vapour)
6	Other
9	Not stated/inadequately described

Guide for use: Code 1 Refers to eating or drinking as the method of administering the Principal drug of concern.

Collection methods: Collect only for Principal drug of concern.
To be collected on commencement of treatment with a service.

Related data: Relates to Principal drug of concern, version 2
Relates to Injecting drug use, version 2.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

National minimum data sets:

Alcohol and other drug treatment services from 01/07/2000

Number of service contacts within a treatment episode for alcohol and other drugs

Admin. status: CURRENT 1/07/2002

Identifying and definitional attributes

Knowledgebase ID: 000641 *Version number:* 2

Data element type: DATA ELEMENT

Definition: Number of service contacts recorded between a client and the service provider within a treatment episode for the purpose of providing alcohol and other drug treatment.

Context: Alcohol and other drug treatment services. This data element provides a measure of the frequency of client contact and service utilisation within a treatment episode.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 1 Max. 3 *Layout:* NNN

Data domain: Valid integer

Guide for use: This data element is a count of service contacts related to treatment that are recorded on a client record. Any client contact that does not constitute part of a treatment should not be considered a service contact. Contact with the client for administrative purposes, such as arranging an appointment, should not be included.

This data element is not collected for residential clients.

Where multiple service provider staff have contact with the client at the same time, on the same occasion of service, the contact is counted only once.

When multiple service contacts are recorded on the same day, each independent contact should be counted separately.

Collection methods: To be collated at the close of a treatment episode.

Related data: Relates to the concept Service contact, version 1

Relates to the concept Treatment episode for alcohol and other drugs, version 1.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

National minimum data sets:

Alcohol and other drug treatment services from 01/07/2002

Other drug of concern

Admin. status: CURRENT 1/07/2003

Identifying and definitional attributes

Knowledgebase ID: 000442 *Version number:* 2

Data element type: DATA ELEMENT

Definition: A drug apart from the Principal drug of concern which the client states as being a concern.

Context: Alcohol and other drug treatment services. This item complements Principal drug of concern. The existence of other drugs of concern may have a role in determining the types of treatment required and may also influence treatment outcomes.

Relational and representational attributes

Data type: Numeric *Field size:* Min.4 Max. 4 *Layout:* NNNN

Data domain: The Australian Standard Classification of Drugs of Concern (ASCDC). ABS Cat No. 1248.0 (2000).

Guide for use: Record each additional drug of concern (according to the client) relevant to the treatment episode. The other drug of concern does not need to be linked to a specific treatment type.

Verification rules: There should be no duplication with Principal drug of concern.

Collection methods: More than one drug may be selected.
Any other drug of concern for the client should be recorded upon commencement of a treatment episode.

For clients whose treatment episode is related to the alcohol and other drug use of another person, this data element should not be collected.

Related data: Relates to Principal drug of concern, version 2.

Is qualified by Client type—alcohol and other drug treatment services, version 3.

Relates to Other treatment type for alcohol and other drugs, version 1.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

National minimum data sets:

Alcohol and other drug treatment services from 01/07/2003

Other treatment type for alcohol and other drugs

Admin. status: CURRENT 1/07/2001

Identifying and definitional attributes

Knowledgebase ID: 000642 *Version number:* 1

Data element type: DATA ELEMENT

Definition: All other forms of treatment provided to the client in addition to the Main treatment type for alcohol and other drugs.

Context: Alcohol and other drug treatment services. Information about treatment provided is of fundamental importance to service delivery and planning.

Relational and representational attributes

Data type: Numeric *Field size:* Min 1 Max. 1 *Layout:* N

Data domain:

- 1 Withdrawal management (detoxification)
- 2 Counselling
- 3 Rehabilitation
- 4 Pharmacotherapy
- 5 Other

Guide for use: To be completed at cessation of treatment episode.

Only report treatment recorded in the client's file that is in addition to, and not a component of, the Main treatment type for alcohol and other drugs. Treatment activity reported here is not necessarily for Principal drug of concern in that it may be treatment for Other drugs of concern.

Code 1 refers to any form of withdrawal management, including medicated and non-medicated.

Code 2 refers to any method of individual or group counselling directed towards identified problems with alcohol and/or other drug use or dependency. This selection excludes counselling activity that is part of a rehabilitation program as defined in code 3.

Code 3 refers to an intensive treatment program that integrates a range of services and therapeutic activities that may include behavioural treatment approaches, recreational activities, social and community living skills, group work and relapse prevention. Rehabilitation treatment can provide a high level of support (i.e. up to 24 hours a day) and tends towards a medium to longer-term duration. Rehabilitation activities can occur in residential or non-residential settings.

Code 4 refers to pharmacotherapies that include those used as maintenance therapies (e.g. naltrexone, buprenorphine, LAAM and specialist methadone treatment). Use code 1 (withdrawal management) where a pharmacotherapy is used solely for withdrawal.

Collection methods: More than one code may be selected. This field should be left blank if there are no other treatment types for the episode.

Related data: Related to Main treatment type for alcohol and other drugs, version 1.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

National minimum data sets:

Alcohol and other drug treatment services from 1/07/2001

Person identifier

Admin. status: CURRENT 1/07/1989

Identifying and definitional attributes

Knowledgebase ID: 000127 *Version number:* 1

Data element type: DATA ELEMENT

Definition: Person identifier unique within establishment or agency.

Context: This item could be used for editing at the establishment or collection authority level and, potentially, for episode linkage. There is no intention that this item would be available beyond collection authority level.

Relational and representational attributes

Data type: Alphanumeric *Field size:* Min. Max. *Layout:* Optional

Data domain: Valid patient identification number

Guide for use: Individual establishments or collection authorities may use their own alphabetic, numeric or alphanumeric coding systems.

Administrative attributes

Source organisation: National minimum data set working parties

National minimum data sets:

Admitted patient care from 1/07/2000

Admitted patient mental health care from 1/07/2000

Perinatal from 1/07/1997

Community mental health care from 1/07/2000

Admitted patient palliative care from 1/07/2000

Alcohol and other drug treatment services from 1/07/2000

Comments:

For admitted patient care statistics, Person identifier used in conjunction with other data elements recording individual episodes of care or events. To date, there has been limited development of patient-based data, i.e. linking data within hospital morbidity collections about all episodes of care for individuals.

Preferred language

Admin. status: CURRENT 1/07/1998

Identifying and definitional attributes

Knowledgebase ID: 000132 *Version number:* 2

Data element type: DATA ELEMENT

Definition: The language (including sign language) most preferred by the person for communication. This may be a language other than English even where the person can speak fluent English.

Context: Health and welfare services: An important indicator of ethnicity, especially for persons born in non-English-speaking countries. Its collection will assist in the planning and provision of multilingual services and facilitate program and service delivery for migrants and other non-English speakers.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 2 Max. 2 *Layout:* NN

Data domain:

00	Afrikaans
01	Albanian
02	Alyawarr (Alyawarra)
03	Arabic (including Lebanese)
04	Armenian
05	Arernte (Aranda)
06	Assyrian (including Aramaic)
07	Australian Indigenous languages, not elsewhere classified
08	Bengali
09	Bisaya
10	Bosnian
11	Bulgarian
12	Burarra
13	Burmese
14	Cantonese
15	Cebuano
16	Croatian
17	Czech
18	Danish
19	English
20	Estonian
21	Fijian
22	Finnish
23	French
24	German
25	Gilbertese
26	Greek
27	Gujarati
28	Hakka
29	Hebrew
30	Hindi
31	Hmong
32	Hokkien

<i>Data domain</i>	33	Hungarian
<i>(continued):</i>	34	Indonesian
	35	Irish
	36	Italian
	37	Japanese
	38	Kannada
	39	Khmer
	40	Korean
	41	Kriol
	42	Kuurinji (Gurindji)
	43	Lao
	44	Latvian
	45	Lithuanian
	46	Macedonian
	47	Malay
	48	Maltese
	49	Mandarin
	50	Mauritian Creole
	51	Netherlandic
	52	Norwegian
	53	Persian
	54	Pintupi
	55	Pitjantjatjara
	56	Polish
	57	Portuguese
	58	Punjabi
	59	Romanian
	60	Russian
	61	Samoan
	62	Serbian
	63	Sinhalese
	64	Slovak
	65	Slovene
	66	Somali
	67	Spanish
	68	Swahili
	69	Swedish
	70	Tagalog (Filipino)
	71	Tamil
	72	Telugu
	73	Teochew
	74	Thai
	75	Timorese
	76	Tiwi
	77	Tongan
	78	Turkish
	79	Ukrainian
	80	Urdu
	81	Vietnamese
	82	Walmajarri (Walmadjari)
	83	Warlpiri
	84	Welsh
	85	Wik-Mungkan
	86	Yiddish
	95	Other languages, nfd
	96	Inadequately described

Data domain (continued):	97	Non verbal, so described (including sign languages e.g. Auslan, Makaton)
	98	Not stated
Guide for use:		<p>The classification used in this data element is a modified version of the two-digit level <i>Australian Standard Classification of Languages</i> (ABS) classification.</p> <p>All non-verbal means of communication, including sign languages, are to be coded to 97.</p> <p>Code 96 should be used where some information, but insufficient, is provided.</p> <p>Code 98 is to be used when no information is provided.</p> <p>All Australian Indigenous languages not shown separately on the code list are to be coded to 07.</p>
Collection methods:		<p>This information may be collected in a variety of ways. It may be collected by using a predetermined shortlist of languages that are most likely to be encountered from the above code list accompanied by an open text field for 'Other language' or by using an open-ended question that allows for recording of the language nominated by the person. Regardless of the method used for data collection, the language nominated should be coded using the above ABS codes.</p>
Related data:		Supersedes previous Preferred language, version 1.

Administrative attributes

Source document: *Australian Standard Classification of Languages*, (ASCL), ABS Cat. No. 1267.0

Source organisation: NHDC, Australian Bureau of Statistics

National minimum data sets:

Alcohol and other drug treatment services from 1/07/2000

Comments:

The Australian Bureau of Statistics has developed a detailed four-digit language classification of 193 language units which was used in the 1996 Census. Although it is preferable to use the classification at a four-digit level, the requirements of administrative collections have been recognised and the ABS has developed a classification of 86 languages at a two-digit level from those most frequently spoken in Australia. Mapping of this two-digit running code system to the four-digit *Australian Standard Classification of Language* is available from ABS. The classification used in this data element is a modified version of the two-digit level ABS classification.

The National Health Data Committee considered that the grouping of languages by geographic region was not useful in administrative settings. Thus the data domain includes an alphabetical listing of the 86 languages from the ABS two-digit level classification with only one code for 'Other languages, nfd'. By removing the geographic groupings from the classification information about the broad geographic region of languages that are not specifically coded is lost. However, the NHDC considered that the benefits to data collectors gained from simplifying the code listing outweighed this disadvantage.

Principal drug of concern

Admin. status: CURRENT 1/07/2003

Identifying and definitional attributes

Knowledgebase ID: 000443 *Version number:* 2

Data element type: DATA ELEMENT

Definition: The main drug, as stated by the client, that has led a person to seek treatment from the service.

Context: Alcohol and other drug treatment services. Required as an indicator of the client's treatment needs.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 4 Max. 4 *Layout:* NNNN

Data domain: The Australian Standard Classification of Drugs of Concern (ASCDC). ABS Cat. No. 1248.0 (2000).

Guide for use: The principal drug of concern should be the main drug of concern to the client and is the focus of the client's treatment episode. If the client has been referred into treatment and does not nominate a drug of concern, then the drug involved in the client's referral should be chosen.

Collection methods: To be collected on commencement of the treatment episode.
For clients whose treatment episode is related to the alcohol and other drug use of another person, this data element should not be collected.

Related data: Relates to Method of use for principal drug of concern, version 1.
Relates to Other drugs of concern, version 2.
Is qualified by Client type – alcohol and other drug treatment services, version 3.
Relates to Main treatment type for alcohol and other drugs, version 1.
Relates to Other treatment type for alcohol and other drugs, version 2.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

National minimum data sets:

Alcohol and other drug treatment services from 01/07/2003

Reason for cessation of treatment episode for alcohol and other drugs

Admin. status: CURRENT 1/07/2001

Identifying and definitional attributes

Knowledgebase ID: 000423 *Version number:* 2

Data element type: DATA ELEMENT

Definition: The reason for the client ceasing to receive a treatment episode from an alcohol and other drug treatment service.

Context: Alcohol and other drug treatment services. Given the levels of attrition within alcohol and other drug treatment programs, it is important to identify the range of different reasons for ceasing treatment with a service.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 1 Max. 2 *Layout:* NN

Data domain:

1	Treatment completed
2	Change in main treatment type
3	Change in the delivery setting
4	Change in the principal drug of concern
5	Transferred to another service provider
6	Ceased to participate against advice
7	Ceased to participate without notice
8	Ceased to participate involuntary (non-compliance)
9	Ceased to participate at expiation
10	Ceased to participate by mutual agreement
11	Drug court and/or sanctioned by court diversion service
12	Imprisoned, other than drug court sanctioned
13	Died
98	Other
99	Not stated/inadequately described

Guide for use:

Code 1 is to be used when all of the immediate goals of the treatment plan have been fulfilled.

Code 2 a treatment episode will end if there is a change in the Main treatment type for alcohol and other drugs.

Code 3 a treatment episode will end if there is a change in the Treatment delivery setting for alcohol and other drugs.

Code 4 a treatment episode will end if there is a change in the Principal drug of concern.

Guide for use:
(continued)

- Code 5 includes situations where the service provider is no longer the most appropriate and the client is transferred/referred to another service. For example, transfers could occur for clients between non-residential and residential services or between residential services and a hospital.
- Code 6 refers to situations where the service provider is aware of the client's intention to stop participating in treatment, and the client ceases despite advice from staff that such action is against the client's best interest.
- Code 7 refers to situations where the client ceased to receive treatment without notifying the service provider of their intention to no longer participate.
- Code 8 refers to situations where the client's participation has been ceased by the service provider due to non-compliance with the rules or conditions of the program.
- Code 9 refers to situations where the client has fulfilled their obligation to satisfy expiation requirements (e.g. participate in a treatment program to avoid having a criminal conviction being recorded against them) as part of a police or court diversion scheme and chooses not to continue with the treatment program.
- Code 10 refers to situations where the client ceases participation by mutual agreement with the service provider even though the treatment plan has not been completed. This may include situations where the client has moved out of the area. To be used when code 2, 3 or 4 is not applicable.
- Code 11 applies to drug court and/or court diversion service clients who are sanctioned back into jail for non-compliance with the program.
- Code 12 applies to clients who are imprisoned for reasons other than code 11.

Collection methods:

To be collected on cessation of a treatment episode.

Related data:

Relates to the concept Cessation of treatment episode for alcohol and other drugs, version 2.

Relates to Date of cessation of treatment episode for alcohol and other drugs, version 2.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

National minimum data sets:

Alcohol and other drug treatment services

from 01/07/2001

Region code

Admin. status: CURRENT 1/07/1997

Identifying and definitional attributes

Knowledgebase ID: 000378 *Version number:* 2

Data element type: DATA ELEMENT

Definition: An identifier for location of health services in an area.

Context: Health services

Relational and representational attributes

Data type: Alphanumeric *Field size:* Min. 1 Max. 2 *Layout:* AA

Data domain: Valid region code

Guide for use: Domain values are specified by individual states/territories

Related data: Is a composite part of Establishment identifier, version 3.

Administrative attributes

National minimum data sets:

Admitted patient care from 1/07/2000

Admitted patient mental health care from 1/07/2000

Elective surgery waiting times from 1/07/2001

Perinatal from 1/07/1997

Public hospital establishments from 1/07/2000

Community mental health establishments from 1/07/2001

Health care client identification from 1/07/2003

Sex

Admin. status: CURRENT 1/07/2003

Identifying and definitional attributes

NHIK identifier: 000149 *Version number:* 3

Data element type: DATA ELEMENT

Definition: The sex of the person.

Context: Required for analyses of service utilisation, needs for services and epidemiological studies.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 1 Max. 1 *Layout:* N

Data domain:

1	Male
2	Female
9	Not stated/inadequately described

Guide for use:

Verification rules:

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.

Related data: Supersedes previous data element Sex, version 2

Is used in the derivation of Diagnosis Related Group, version 1.

Administrative attributes

Source organisation: National Health Data Committee

National minimum data sets:

Admitted patient care from 1/07/2003

Admitted patient mental health care from 1/07/2003

Perinatal from 1/07/2003

Community mental health care from 1/07/2003

Admitted patient palliative care from 1/07/2003

Alcohol and other drug treatment services from 1/07/2003

Non-admitted patient emergency department care from 1/07/2003

Comments:

This item enables Standardisation of the collection of information relating to sex (to include indeterminate), gender, people with transgender issues and transsexuals.

In collection systems (i.e. on forms and computer screens) Male and Female may be mapped to M and F respectively for collection purposes; however, they should be stored within information systems as the codes 1 and 2 respectively.

Source of referral to alcohol and other drug treatment service

Admin. status: CURRENT 1/07/2003

Identifying and definitional attributes

Knowledgebase ID: 000444 *Version number:* 2

Data element type: DATA ELEMENT

Definition: The source from which the person was transferred or referred to the alcohol and other drug treatment service.

Context: Alcohol and other drug treatment services. Source of referral is important in assisting in the analyses of inter-sectoral patient/client flow and for health care planning.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 2 Max. 2 *Layout:* NN

Data domain:

10	Non-agency individual
11	Self
12	Family member/friend
13	General practitioner
18	Other individual
20	Agency
21	Hospital
22	Community mental health care service
23	Alcohol and other drug treatment service
24	Other community/health care service
25	Correctional service
26	Police diversion
27	Court diversion
28	Other agency
99	Not stated/inadequately described

Guide for use:

Code 10	Non-agency/individual refers to a person such as a friend or a general practitioner.
Code 13	General practitioner includes vocationally registered general practitioners, vocationally registered general practitioner trainees and other primary-care medical practitioners in private practice.
Code 20	Agency refers to an organisation such as a hospital or a health care service.
Code 21	Includes public and private hospitals, hospitals specialising in dental, ophthalmic aids and other specialised medical or surgical care, satellite units managed and staffed by a

hospital, emergency departments of hospitals, and mothercraft hospitals.

- Code 22-23 Includes both residential and non-residential services.
- Code 24 Includes outpatient clinics.
- Code 26 This code should be used when a person detained for a minor drug offence is formally referred to treatment by the police in order to divert the offender from the criminal justice pathway.
- Code 27 This code refers to the diversion of an offender into drug education, assessment and treatment at the discretion of a magistrate. This may occur at the point of bail or prior to sentencing.

Related data:

Administrative attributes

National minimum data sets:

Alcohol and other drug treatment services from 1/07/2003

IMPORTANT NOTE: All users of this data element please refer to **additional instructions** in 'The data elements – in brief' on page 10.

State/territory identifier

Admin. status: CURRENT 1/07/2003

Identifying and definitional attributes

Knowledgebase ID: 000380 *Version number:* 3

Data element type: DATA ELEMENT

Definition: An identifier for state or territory.

Context: Health services

Relational and representational attributes

Data type: Numeric *Field size:* Min. 1 Max. 1 *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 (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)

Related data: Is a composite part of Establishment identifier, version 3.

Administrative attributes

Source document: Domain values are derived from the *Australian Standard Geographic Classification* (ABS Cat. No. 1216.0)

Source organisation: National Health Data Committee

National minimum data sets:

Public hospital establishments from 1/07/2003

Admitted patient care from 1/07/2003

Admitted patient mental health care from 1/07/2003

Perinatal from 1/07/2003

Treatment delivery setting for alcohol and other drugs

Admin. status: CURRENT 1/07/2001

Identifying and definitional attributes

Knowledgebase ID: 000646 *Version number:* 1

Data element type: DATA ELEMENT

Definition: The setting in which the main treatment is provided.

Context: Alcohol and other drug treatment services. Required to identify the settings in which treatment is occurring, allowing for trends in treatment patterns to be monitored.

Relational and representational attributes

Data type: Numeric *Field size:* Min. 1 Max. 1 *Layout:* N

Data domain:

1	Non-residential treatment facility
2	Residential treatment facility
3	Home
4	Outreach setting
8	Other

Guide for use:

Code 1 refers to any non-residential centre that provides alcohol and other drug treatment services, including hospital outpatient services and community health centres.

Code 2 refers to community-based settings in which clients reside either temporarily or long-term in a facility that is not their home or usual place of residence to receive alcohol and other drug treatment. This does not include ambulatory situations.

Code 3 refers to the client's own home or usual place of residence.

Code 4 refers to an outreach environment, excluding a client's home or usual place of residence, where treatment is provided. An outreach environment may be any public or private location that is not covered by codes 1-3. Mobile/outreach alcohol and other drug treatment service providers would usually provide treatment within this setting.

Verification rules: Only one code to be selected.

Related data: Related to the data element, Main treatment type for alcohol and other drugs, version 1.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

National minimum data sets:

Alcohol and other drug treatment services from 1/07/2001

Cessation of treatment episode for alcohol and other drugs

Admin. status: CURRENT 1/07/2001

Identifying and definitional attributes

Knowledgebase ID: 000422 *Version number:* 2

Data element type: DATA ELEMENT CONCEPT

Definition: Cessation of a treatment episode occurs when treatment is completed or discontinued; or there has been a change in the principal drug of concern, the main treatment type, or the treatment delivery setting.

Context: Alcohol and other drug treatment services.

Relational and representational attributes

Guide for use: A client is identified as ceasing a treatment episode if one or more of the following apply:

- their treatment plan is completed;
- they have had no contact with the treatment provider for a period of three months, nor is there a plan in place for further contact;
- their Principal drug of concern has changed;
- their Main treatment type for alcohol and other drugs has changed;
- their Treatment delivery setting for alcohol and other drugs has changed;
- their treatment has ceased for other reasons (e.g. imprisoned, ceased treatment against advice, transferred to another service provider, died).

Related data: Relates to Reason for cessation of treatment episode for alcohol and other drugs, version 2.

Relates to Date of cessation of treatment episode for alcohol and other drugs, version 2.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

Commencement of treatment episode for alcohol and other drugs

Admin. status: CURRENT 01/07/2001

Identifying and definitional attributes

Knowledgebase ID: 000427 *Version number:* 2

Data element type: DATA ELEMENT CONCEPT

Definition: Commencement of a treatment episode for alcohol and other drugs is the first service contact when assessment and/or treatment occurs with the treatment provider.

Context: Alcohol and other drug treatment services.

Relational and representational attributes

Guide for use: A client is identified as commencing a treatment episode if one or more of the following apply:

- they are a new client;
- they are a client recommencing treatment after they have had no contact with the treatment provider for a period of three months or had any plan in place for further contact;
- their Principal drug of concern has changed;
- their Main treatment type for alcohol and other drugs has changed; or
- their Treatment delivery setting for alcohol and other drugs has changed.

Related data: Relates to the data element Date of commencement of treatment episode for alcohol and other drugs, version 2.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

Service contact

Admin. status: CURRENT 1/07/1999

Identifying and definitional attributes

Knowledgebase ID: 000401 *Version number:* 1

Data element type: DATA ELEMENT CONCEPT

Definition: A contact between a patient/client and an ambulatory care health unit (including outpatient and community health units) which results in a dated entry being made in the patient/client record.

Context: Identifies service delivery at the patient level for mental health services (including consultation/liaison, mobile and outreach services).

A service contact can include either face-to-face, telephone or video link service delivery modes. Service contacts would either be with a client, carer or family member or another professional or mental health worker involved in providing care and do not include contacts of an administrative nature (e.g. telephone contact to schedule an appointment) except where a matter would need to be noted on a patient's record.

Service contacts may be differentiated from administrative and other types of contacts by the need to record data in the client record. However, there may be instances where notes are made in the client record that have not been prompted by a service contact with a patient/client (e.g. noting receipt of test results that require no further action). These instances would not be regarded as a service contact.

Relational and representational attributes

Related data: Relates to Number of service contacts within a treatment episode for alcohol and other drugs, version 1.

Relates to Service contact date, version 1.

Administrative attributes

Comments:

The proposed definition is not able to measure case complexity or level of resource usage with each service contact alone. This limitation also applies to the concept of occasions of service (in admitted patient care) and hospital separations.

The National Health Data Committee also acknowledges that information about group sessions or activities that do not result in a dated entry being made in each individual participant's patient/client record is not currently covered by this data element concept.

Service delivery outlet

Admin. status: NEW 1/07/2003

Identifying and definitional attributes

Knowledgebase ID: 000845 *Version number:* 1

Data element type: DATA ELEMENT CONCEPT

Definition: A site from which an organisation, or sub-unit of an organisation, delivers a health/community service.

Context: Alcohol and other drug treatment services. Required to identify the agency sites that conduct treatment episodes, as distinguished from administration centres. Identification of sites from which health care or community services are delivered facilitates assessment of the accessibility of services to the population.

Relational and representational attributes

Guide for use:

Related data: Relates to Establishment identifier, version 3
Relates to Geographic location of service delivery outlet, version 1
Relates to Treatment delivery setting for alcohol and other drugs, version 1.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

National minimum data sets:

Alcohol and other drug treatment services from 01/07/2003

Comments:

An organisation may have one or more service delivery outlets. An organisation with a devolved structure for service delivery may or may not devolve all functions to the service delivery outlet level. It is common for administrative functions, including personnel management, to be retained at a higher or central level of an organisation. The service delivery outlet is the lowest level of an organisation at which, or from which, services are delivered.

The site from which a service is delivered relates to the physical location of the service and is to be clearly differentiated from the service delivery setting which refers to the **type** of physical setting in which a service is actually provided to a client (e.g. client's home, non-residential treatment facility etc.). For example, where a service provider regularly delivers a service at a variety of client's homes (e.g. home visits every Mon/Wed/Fri) or a mobile service delivers a service to a variety of different locations, then the service delivery outlet should be recorded as the location of the clinic in which the service provider is based. However, where a mobile unit regularly (e.g. every Monday) delivers a service from the same geographical location then this location will be recorded as the service delivery outlet.

Treatment episode for alcohol and other drugs

Admin. status: CURRENT 1/07/2001

Identifying and definitional attributes

Knowledgebase ID: 000647 *Version number:* 1

Data element type: DATA ELEMENT CONCEPT

Definition: The period of contact, with defined dates of commencement and cessation, between a client and a treatment provider or team of providers that occurs in one setting and in which there is no change in the Main treatment type or Principal drug of concern, and there has not been a non-planned absence of contact for greater than three months.

Context: Alcohol and drug treatment services. This concept is required to provide the basis for a standard approach to recording and monitoring patterns of service utilisation by clients.

Relational and representational attributes

Guide for use: A treatment episode can have only one Main treatment type for alcohol and other drugs and only one Principal drug of concern.
A treatment episode must have a defined Date of commencement of treatment episode for alcohol and other drugs and a Date of cessation of treatment episode for alcohol and other drugs.
A treatment episode is only delivered within one setting. Where an agency operates in more than one treatment delivery setting, for any client receiving treatment in multiple settings, a separate treatment episode is required for each setting. Consequently, more than one treatment episode may be in progress for a client at the same time, and it is possible for each of these episodes to have different dates of commencement and cessation.

Collection methods: Is taken as the period starting from the date of commencement of treatment and ending at the date of cessation of treatment episode.

Related data: Relates to Main treatment type for alcohol and other drugs, version 1.
Relates to Treatment delivery setting for alcohol and other drugs, version 1.
Relates to Date of commencement of treatment episode for alcohol and other drugs, version 1.
Relates to Date of cessation of treatment episode for a alcohol and other drugs, version 2.
Relates to the concept Commencement of treatment episode for alcohol and other drugs, version 2.
Relates to the concept Cessation of treatment episode for alcohol and other drugs, version 2.

Administrative attributes

Source organisation: Intergovernmental Committee on Drugs NMDS-WG

Appendix C

Notes on Australian Bureau of Statistics classifications

Standard Australian Classification of Countries (SACC), ABS Cat. No. 1269.0

The SACC has been developed by the Australian Bureau of Statistics (ABS) for use in the collection, storage and dissemination of all Australian statistical data classified by country. It provides a single classificatory framework for both population and economic statistics.

The SACC is a classification of countries essentially based on the concept of geographic proximity. In its main structure it groups neighbouring countries into progressively broader geographic areas on the basis of their similarity in terms of social, cultural, economic and political characteristics.

The SACC has a three-level hierarchical structure. The third, and most detailed level, consists of the base units, which are countries. The classification consists of 244 third-level units including five 'not elsewhere classified' categories, which contain entities that are not listed separately in the classification. A four-digit code represents each country. The second level of the main classification structure comprises 27 minor groups, which are groups of neighbouring countries similar in terms of social, cultural, economic and political characteristics. Each minor group lies wholly within the boundaries of a geographic continent. A two-digit code represents each minor group. The first, and most general level of the classification structure comprises nine major groups which are formed by aggregating geographically proximate minor groups. A single-digit code represents each major group.

Australian Standard Classification of Languages (ASCL), ABS Cat. No. 1267.0

The ABS has developed the ASCL in response to a wide community interest in the language use of the Australian population and to meet a growing statistical and administrative need. The Australian Standard Classification of Languages should be used whenever demographic, labour and social statistics are classified by language. The ABS will use the classification in its own statistical work, for example, in the 1996 Census of Population and Housing. The ABS urges its use by other government agencies, community groups, and academic and private sector organisations collecting, analysing, or using information relating to language use. This will improve the comparability of data from these sources.

In the ASCL, languages are grouped into progressively broader categories on the basis of their evolution from a common ancestral language, and on the basis of the geographic proximity of areas where particular languages originated. This results in a classification that is useful for the purposes of Australian social analysis by allowing populations of language speakers that are similar in terms of the ethnic and cultural origin to be grouped in a manner that is intuitively meaningful in the Australian context.

The ASCL has a three-level hierarchical structure. One-, two- and four-digit codes are assigned to the first-, second- and third-level units of the classification respectively. The first digit identifies the Broad Group in which each Language or Narrow group is contained. The first two digits taken together identify the Narrow Group in which each Language is contained. The four-digit codes represent each of the 193 Language or third-level units.

Note that for the data element 'Preferred language' the correct data domain is the two-digit code classification as listed in the *National Health Data Dictionary Version 10* (AIHW 2001).

Mapping of this two-digit running code system to the four-digit ASCL is available from the ABS.

Australian Standard Geographical Classification (ASGC), ABS Cat. No. 1216.0

The main purpose of the ASGC is for collecting and disseminating geographically classified statistics. These are statistics with a 'where' dimension. The ASGC is a hierarchical classification system consisting of six interrelated classification structures:

- Main Structure;
- Local Government Area Structure;
- Statistical District Structure;
- Statistical Region Structure;
- Urban Centre/Locality Structure; and
- Section of state Structure.

These structures are hierarchical, and are made up of geographical spatial units. The statistical local area (SLA) is a general-purpose spatial unit. It is the base unit used to collect and disseminate statistics other than those collected from the population censuses. In non-census years, the SLA is the smallest unit defined in the ASGC. In census years, a SLA consists of one or more whole census collection district. In aggregate, SLAs cover the whole of Australia without gaps or overlaps.

SLAs are identified by four-digit codes. These codes are unique only within a state or territory. For unique Australia-wide identification the four-digit SLA code must be preceded by the unique one-digit state/territory code.

Example:

Barraba 10400 (in New South Wales) (S/T code 1)

Barcaldine 30400 (in Queensland) (S/T code 3)

Note that for the data element *Geographical location of establishment* the location is reported using a five-digit code, which comprise the unique one-digit state/territory code and the four-digit SLA.

Australian Standard Classification of Drugs of Concern (ASCDC), ABS Cat. No. 1248.0

The ASCDC is the Australian statistical standard for classifying data relating to drugs that are considered to be of concern in Australian society. The ASCDC is essentially a classification of types of drugs of concern based on their chemical structure, mechanism of action and effect on physiological activity. The classification of type of drug is described as

the 'main classification structure' throughout the ASCDC document. Because many collectors and users of drug-related data also require information on the form in which drugs are encountered and the method of drug use, the ASCDC also includes classifications for these elements of drug-related information. The ASCDC is intended for use in the collection, classification, storage and dissemination of all statistical, administrative and service delivery data relating to drugs of concern.

The ASCDC will assist government planners, policy analysts and social researchers by providing a consistent framework for the classification of drug-related data. The use of the standard definitions, classifications and coding procedures detailed in the ASCDC will help to ensure the comparability and compatibility of data derived from a range of different statistical, administrative and service provision systems at both the state and national level.

The main classification of the ASCDC has a three-level hierarchical structure.

The third and most detailed level of the classification consists of the base units which are separately identified drugs of concern, aggregate groups of drugs of concern and residual categories of drugs of concern. The classification comprises 153 third-level units including 10 aggregate groups of drugs and 32 residual 'not elsewhere classified' (nec) categories.

The 10 third-level aggregate units comprise drugs that do not support individual identification but which are aggregated to form single base-level units as they are chemically similar and, when grouped, represent useful categories.

The 32 nec categories contain drugs which are not sufficiently significant, in the current Australian context, to support separate identification or representation as an aggregate base level unit. All drugs which have been identified as drugs of concern, but which are not listed separately or contained within one of the aggregate base-level units, are included in the nec category of the narrow group to which they relate.

The second level of the classification consists of 33 narrow groups that contain base-level units that are similar in terms of the classification criteria. Included in the 33 narrow groups are 6 residual 'Other' categories. These residual categories contain base-level units that do not belong in any of the alternative narrow groups contained within the broad group on the basis of the classification criteria.

The first and most general level of the classification comprises 7 broad groups. The broad groups are formed, in the main, by aggregating narrow groups that are broadly similar in terms of the classification criteria. The classification has one 'Miscellaneous' broad group which comprises narrow groups of drugs which were considered to be of sufficient importance to be included in the classification structure but which do not fit into any of the other 6 broad groups on the basis of the classification criteria.

Appendix D

The following provides detailed information about the Information Privacy Principles and the National Privacy Principles.

Extract of Information Privacy Principles from the *Privacy Act 1988*

Information Privacy Principles (for Commonwealth agencies)

Principle 1 Manner and purpose of collection of personal information

1. Personal information shall not be collected by a collector for inclusion in a record or in a generally available publication unless:
 - (a) the information is collected for a purpose that is a lawful purpose directly related to a function or activity of the collector; and
 - (b) the collection of the information is necessary for or directly related to that purpose.
2. Personal information shall not be collected by a collector by unlawful or unfair means.

Principle 2 Solicitation of personal information from individual concerned

Where:

- (a) a collector collects personal information for inclusion in a record or in a generally available publication; and
- (b) the information is solicited by the collector from the individual concerned; the collector shall take such steps (if any) as are, in the circumstances, reasonable to ensure that, before the information is collected or, if that is not practicable, as soon as practicable after the information is collected, the individual concerned is generally aware of:
 - (c) the purpose for which the information is being collected;
 - (d) if the collection of the information is authorised or required by or under law – the fact that the collection of the information is so authorised or required; and
 - (e) any person to whom, or any body or agency to which, it is the collector's usual practice to disclose personal information of the kind so collected, and (if known by the collector) any person to whom, or any body or agency to which, it is the usual practice of that first-mentioned person, body or agency to pass on that information.

Principle 3 Solicitation of personal information generally

Where:

- (a) a collector collects personal information for inclusion in a record or in a generally available publication; and
- (b) the information is solicited by the collector;

the collector shall take such steps (if any) as are, in the circumstances, reasonable to ensure that, having regard to the purpose for which the information is collected:

- (c) the information collected is relevant to that purpose and is up to date and complete; and
- (d) the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the individual concerned.

Principle 4 Storage and security of personal information

A record-keeper who has possession or control of a record that contains personal information shall ensure:

- (a) that the record is protected, by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised access, use, modification or disclosure, and against other misuse; and
- (b) that if it is necessary for the record to be given to a person in connection with the provision of a service to the record-keeper, everything reasonably within the power of the record-keeper is done to prevent unauthorised use or disclosure of information contained in the record.

Principle 5 Information relating to records kept by record-keeper

1. A record-keeper who has possession or control of records that contain personal information shall, subject to clause 2 of this Principle, take such steps as are, in the circumstances, reasonable to enable any person to ascertain:
 - (a) whether the record-keeper has possession or control of any records that contain personal information; and
 - (b) if the record-keeper has possession or control of a record that contains such information:
 - (i) the nature of that information;
 - (ii) the main purposes for which that information is used; and
 - (iii) the steps that the person should take if the person wishes to obtain access to the record.
2. A record-keeper is not required under clause 1 of this Principle to give a person information if the record-keeper is required or authorised to refuse to give that information to the person under the applicable provisions of any law of the Commonwealth that provides for access by persons to documents.
3. A record-keeper shall maintain a record setting out:
 - (a) the nature of the records of personal information kept by or on behalf of the record-keeper;
 - (b) the purpose for which each type of record is kept;
 - (c) the classes of individuals about whom records are kept;
 - (d) the period for which each type of record is kept;

- (e) the persons who are entitled to have access to personal information contained in the records and the conditions under which they are entitled to have that access; and
 - (f) the steps that should be taken by persons wishing to obtain access to that information.
4. A record-keeper shall:
- (a) make the record maintained under clause 3 of this Principle available for inspection by members of the public; and
 - (b) give the Commissioner, in the month of June in each year, a copy of the record so maintained.

Principle 6 Access to records containing personal information

Where a record-keeper has possession or control of a record that contains personal information, the individual concerned shall be entitled to have access to that record, except to the extent that the record-keeper is required or authorised to refuse to provide the individual with access to that record under the applicable provisions of any law of the Commonwealth that provides for access by persons to documents.

Principle 7 Alteration of records containing personal information

1. A record-keeper who has possession or control of a record that contains personal information shall take such steps (if any), by way of making appropriate corrections, deletions and additions as are, in the circumstances, reasonable to ensure that the record:
- (a) is accurate; and
 - (b) is, having regard to the purpose for which the information was collected or is to be used and to any purpose that is directly related to that purpose, relevant, up to date, complete and not misleading.
2. The obligation imposed on a record-keeper by clause 1 is subject to any applicable limitation in a law of the Commonwealth that provides a right to require the correction or amendment of documents.
3. Where:
- (a) the record-keeper of a record containing personal information is not willing to amend that record, by making a correction, deletion or addition, in accordance with a request by the individual concerned; and
 - (b) no decision or recommendation to the effect that the record should be amended wholly or partly in accordance with that request has been made under the applicable provisions of a law of the Commonwealth;
- the record-keeper shall, if so requested by the individual concerned, take such steps (if any) as are reasonable in the circumstances to attach to the record any statement provided by that individual of the correction, deletion or addition sought.

Principle 8 Record-keeper to check accuracy etc. of personal information before use

A record-keeper who has possession or control of a record that contains personal information shall not use that information without taking such steps (if any) as are, in

the circumstances, reasonable to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date and complete.

Principle 9 Personal information to be used only for relevant purposes

A record-keeper who has possession or control of a record that contains personal information shall not use the information except for a purpose to which the information is relevant.

Principle 10 Limits on use of personal information

1. A record-keeper who has possession or control of a record that contains personal information that was obtained for a particular purpose shall not use the information for any other purpose unless:
 - (a) the individual concerned has consented to use of the information for that other purpose;
 - (b) the record-keeper believes on reasonable grounds that use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person;
 - (c) use of the information for that other purpose is required or authorised by or under law;
 - (d) use of the information for that other purpose is reasonably necessary for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue; or
 - (e) the purpose for which the information is used is directly related to the purpose for which the information was obtained.
2. Where personal information is used for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue, the record-keeper shall include in the record containing that information a note of that use.

Principle 11 Limits on disclosure of personal information

1. A record-keeper who has possession or control of a record that contains personal information shall not disclose the information to a person, body or agency (other than the individual concerned) unless:
 - (a) the individual concerned is reasonably likely to have been aware, or made aware under Principle 2, that information of that kind is usually passed to that person, body or agency;
 - (b) the individual concerned has consented to the disclosure;
 - (c) the record-keeper believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
 - (d) the disclosure is required or authorised by or under law; or
 - (e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

2. Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, the record-keeper shall include in the record containing that information a note of the disclosure.
3. A person, body or agency to whom personal information is disclosed under clause 1 of this Principle shall not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency.

Some detail on the National Privacy Principles (for private sector organisations)

(Extract from Office of the Federal Privacy Commissioner — Information Sheet 2)

NPP 1 Collection

Collection of personal information must be fair, lawful and not intrusive. A person must be told of an organisation's name, the purpose of the collection, that the person can get access to their personal information and what happens if the person does not get access to the information.

NPP 2 Use and Disclosure

An organisation should only use or disclose information for the purpose it was collected unless the person has consented, or the secondary purpose for use or disclosure is related to the primary purpose and a person would reasonably expect such use or disclosure, or for direct marketing in specified circumstances, or in circumstances related to public interest such as law enforcement and public or individual health and safety (see NPP 10 for further discussion).

NPP 3 Data Quality

An organisation must take reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up to date.

NPP 4 Data Security

An organisation must take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised modification and disclosure.

NPP 5 Openness

An organisation must have a policy document outlining its information handling practices and make this available to anyone who asks.

NPP 6 Access and Correction

Generally, an organisation must give an individual access to personal information it holds about that individual on request.

NPP 7 Identifiers

Generally speaking an organisation must not adopt, use or disclose an identifier that has been assigned by a Commonwealth government agency, e.g. Medicare or DVA identifiers.

NPP 8 Anonymity

Organisations must give people the option to interact anonymously whenever it is lawful and practicable to do so.

NPP 9 Transborder Data flows

An organisation can only transfer personal information to a recipient in a foreign country in circumstances where the information will have appropriate protection.

NPP 10 Sensitive information

An organisation must not collect sensitive information (including racial or ethnic information) unless the individual has consented, it is required by law, or in other special specified circumstances (e.g. relating to health services provision and individual or public health or safety).