



**Australian Government**

**Australian Institute of  
Health and Welfare**

# NATIONAL COMMUNITY SERVICES DATA DICTIONARY

**Version 5**

2008



**Community and Disability Services  
Ministers' Advisory Council**



**Australian Government**

**Australian Institute of  
Health and Welfare**

NATIONAL COMMUNITY SERVICES DATA DICTIONARY

Version 5 • 2008

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

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# **National Community Services Data Dictionary Version 5**

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| Person (address)—house/property identifier, text [X(12)].....  | 194 |
| Person (address)—international postcode, text [X(10)].....   | 300 |
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|   |     |
|---|-----|
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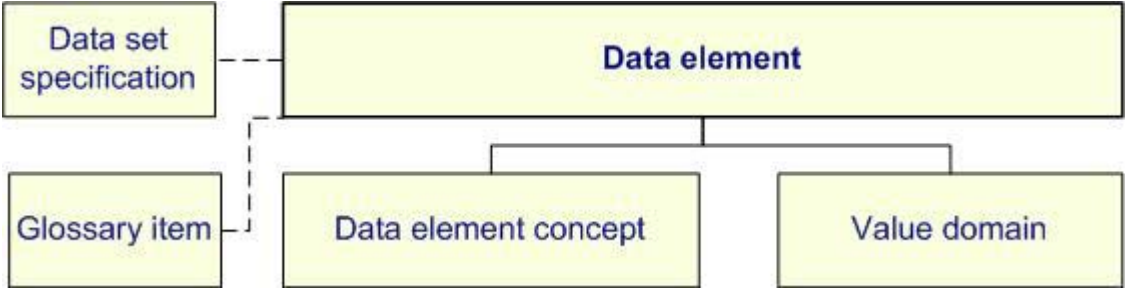
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| Service provider organisation (address)—floor/level type, code A[A] .....                       | 161 |
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| Service provider organisation (address)—street suffix, code A[A] .....                          | 378 |
| Service provider organisation (address)—street type, code A[AAA] .....                          | 382 |
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|   |     |
|---|-----|
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# Data Elements

A data element is the basic unit of identifiable and definable information created by combining a data element concept and a value domain. In METeOR, examples of data elements include Person—data of birth, DDMMYYYY and Service provider organisation—Australian state/territory identifier, code N.

Below is a graphical representation of the relationship between data elements and related metadata item types.



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## Accommodation offer accepted

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—accommodation offer accepted indicator, code N   |
| <i>Synonymous names:</i>    | Accommodation offer taken up  |
| <i>METeOR identifier:</i>   | 331514  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | An indicator of whether the agency's offer of accommodation was accepted by a person, as represented by a code. |
| Data Element Concept:       | Person—accommodation offer accepted indicator   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |     |   |    |
|----------------------------------|---|-------|---------|---|-----|---|----|
| <i>Data type:</i>                | Number  |       |         |   |     |   |    |
| <i>Format:</i>                   | N   |       |         |   |     |   |    |
| <i>Maximum character length:</i> | 1   |       |         |   |     |   |    |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No |
| Value                            | Meaning   |       |         |   |     |   |    |
| 1                                | Yes   |       |         |   |     |   |    |
| 2                                | No  |       |         |   |     |   |    |

### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>CODE 1 Yes<br/>Use this code if a person/group took up the offer of accommodation.</p> <p>CODE 2 No<br/>Use this code if a person/group did not take up, or refused, the offer of accommodation, including those instances when a person/group did not keep their appointment.</p>  |
| <i>Comments:</i>      | <p>This item shows whether the agency's offer of accommodation was or was not accepted by a person/group, including those instances when a person/group refused the offer or did not keep their appointment.</p> <p>If the accommodation offer was not taken up (the person/group seeking accommodation did not become a client of the agency), this information will show that the accommodation or support requested was available. Such individuals would then be omitted from the total count of unmet need for accommodation.</p> |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
| <i>Origin:</i>                  | SAAP National Data Collection Agency Collectors Manual July 2005.                |

## Relational attributes

*Related metadata references:*

*Implementation in Data Set Specifications:*

See also [Person—reason accommodation offer not accepted, SAAP code N\[NN\]](#) Community services, Standard 15/09/2007

[SAAP Demand for Accommodation National Minimum Data Set](#) Community services, Standard 30/11/2007

*Implementation start date: 21/04/2006*

*Implementation end date: 01/08/2006*

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## Accommodation offered

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—accommodation offered indicator, code N                                    |
| <i>METeOR identifier:</i>   | 329986  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | Whether an offer of accommodation was made to a person, as represented by a code. |
| Data Element Concept:       | Person—accommodation offered  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |     |   |    |
|----------------------------------|---|-------|---------|---|-----|---|----|
| <i>Data type:</i>                | Number  |       |         |   |     |   |    |
| <i>Format:</i>                   | N   |       |         |   |     |   |    |
| <i>Maximum character length:</i> | 1   |       |         |   |     |   |    |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No |
| Value                            | Meaning   |       |         |   |     |   |    |
| 1                                | Yes   |       |         |   |     |   |    |
| 2                                | No  |       |         |   |     |   |    |

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 1 Yes<br>Use this code if an agency offered accommodation. This option is used even if a person or group does not accept the offer of accommodation.<br>CODE 2 No<br>Use this code where an agency did not offer any accommodation to a person or a group. |
| <i>Comments:</i>      | Assists in counting how many people an agency offered accommodation to, regardless of whether the offers were accepted.   |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
| <i>Origin:</i>                  | SAAP National Data Collection Agency Collectors Manual July 2005.                |

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Demand for Accommodation National Minimum Data Set</a> Community services, Standard 30/11/2007<br><i>Implementation start date:</i> 21/04/2006<br><i>Implementation end date:</i> 01/08/2006 |
|---|---|



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## Accommodation period end date

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service event—accommodation period end date, DDMMYYYY           |
| <i>METeOR identifier:</i>   | 347334  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                         |
| <i>Definition:</i>          | The date at which an <b>accommodation period</b> was completed. |

Data Element Concept: Service event—accommodation period end date

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | This data element refers to a discrete accommodation period within a service episode. There may be a number of accommodation periods within a service episode. |
| <i>Collection methods:</i> | This data element is collected in conjunction with the Accommodation period start date and supported accommodation type.                                       |

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Client Collection National Minimum Data Set</a><br>Community services, Standard 30/11/2007 |
|---|---|

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## Accommodation period start date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service event—accommodation period start date, DDMMYYYY     |
| <i>METeOR identifier:</i>   | 348138  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                     |
| <i>Definition:</i>          | The date at which an <b>accommodation period</b> commences. |
| Data Element Concept:       | Service event—accommodation period start date               |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | This data element refers to a discrete accommodation period within a service episode. There may be a number of accommodation periods within a service episode. |
| <i>Collection methods:</i> | This data element is collected in conjunction with the Accommodation period end date and Supported accommodation type.   |

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Client Collection National Minimum Data Set</a><br>Community services, Standard 30/11/2007 |
|---|---|

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## Activity and participation life area

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—activity and participation life area, code (ICF 2001)<br>AN[NNN]                          |
| <i>METeOR identifier:</i>   | 320125   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006                           |
| <i>Definition:</i>          | The life area in which a person participates or undertakes activities, as represented by a code. |
| <i>Context:</i>             | Human functioning and disability   |
| Data Element Concept:       | Person—activity and participation life area  |

### Value domain attributes

---

#### Representational attributes

|                                  |   |
|----------------------------------|---|
| <i>Classification scheme:</i>    | International Classification of Functioning, Disability and Health 2001 |
| <i>Representation class:</i>     | Code  |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | AN[NNN]   |
| <i>Maximum character length:</i> | 5   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>This metadata item contributes to the definition of the concept '<b>Disability</b>' and gives an indication of the experience of disability for a person.</p> <p>The activities and participation codes are a neutral list that covers the full range of life areas in which a person can be involved. The domains can be used to record positive or neutral experience of functioning as well as limitations and restrictions. Data can be collected at the three digit level in one chapter and at the chapter level in another. However it is only possible to collect data at a single level of the hierarchy in a single chapter to maintain mutual exclusivity. For example, it is not permitted to collect both 'Self care' (chapter level) and 'Looking after one's health' (3 digit level) as the former includes the latter.</p> <p>The value domain below refers to the highest hierarchical level (ICF chapter level). Data collected at this level, in association with respective qualifiers (Activity difficulty level, Activity Need for assistance, Participation extent and Participation satisfaction level) will use the codes as indicated.</p> <p>CODE d1 Learning and applying knowledge<br/>CODE d2 General tasks and demands<br/>CODE d3 Communication<br/>CODE d4 Mobility<br/>CODE d5 Self-care<br/>CODE d6 Domestic life<br/>CODE d7 Interpersonal interactions and relationships<br/>CODE d8 Major life areas</p> |
|-----------------------|---|

CODE d9 Community, social and civic life

Data collected at this level will provide a general description of functioning for the person and can only be compared with data collected at the same level.

Each chapter contains categories at different levels ordered from general to detailed. For specific more detailed information the user should follow the structure of the ICF; the codes should be drawn from the same hierarchical level within any particular chapter. The full range of permissible values is listed in the **Activities** and **Participation** component of the ICF.

An example of a value domain at the 3 digit level from the Self-care chapter may include:

CODE d510 Washing oneself

CODE d520 Caring for body parts

CODE d530 Toileting

CODE d540 Dressing

CODE d550 Eating

CODE d560 Drinking

CODE d570 Looking after one's health

An example of value domains at the 4 digit level from the Mobility chapter may include:

CODE d4600 Moving around within the home

CODE d4601 Moving around within buildings other than home

CODE d4602 Moving around outside the home and other buildings

CODE d4701 Using private motorized transportation

CODE d4702 Using public motorized transportation

The prefix *d* denotes the domains within the component of *Activities and Participation*. At the user's discretion, the prefix *d* can be replaced by *a* or *p*, to denote activities or participation respectively.

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

*Origin:*

WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

*Reference documents:*

Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website  
<http://www.who.int/classifications/icf/en/>
- Australian Collaborating Centre ICF website  
<http://www.aihw.gov.au/disability/icf/index.cfm>

---

## Data element attributes

### Collection and usage attributes

*Guide for use:*

This metadata item, in conjunction with Activity difficulty level code N, enables the provision of information about the presence and extent of activity limitation for any given life area; with Activity need for assistance code N, the provision of information about the need for assistance with the given life area.

The extent of, and level of satisfaction with, participation in a given area are indicated by the use of this metadata item with the qualifiers Participation extent code N and Participation satisfaction level code N.

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

## Relational attributes

*Related metadata references:*

See also [Person—need for assistance with activities in a life area, code N](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

See also [Person—level of difficulty with activities in life areas, code \(ICF 2001\) N](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

See also [Person—extent of participation in a life area, code \(ICF 2001\) N](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

See also [Person—level of satisfaction with participation in a life area, code N](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

*Implementation in Data Set Specifications:*

[Activities and Participation cluster](#) Health, Standard 29/11/2006

Community services, Standard 16/10/2006

[Child protection and support services \(CPSS\) client cluster](#)

Community services, Standard 30/04/2008

*Implementation start date: 22/06/2007*

[Children's Services NMDS](#) Community services, Standard 18/12/2007

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

---

## Address line (person)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (address)—address line, text [X(180)]   |
| <i>METeOR identifier:</i>   | 286620   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005   |
| <i>Definition:</i>          | A composite of one or more standard <b>address</b> components that describes a low level of geographical/physical description of a location, as represented by text. Used in conjunction with the other high-level address components i.e. Suburb/town/locality, Postcode—Australian, Australian state/territory, and Country, forms a complete geographical/physical address of a person. |
| Data Element Concept:       | Person (address)—address line  |

### Value domain attributes

---

#### Representational attributes

|                                  |          |
|----------------------------------|----------|
| <i>Representation class:</i>     | Text     |
| <i>Data type:</i>                | String   |
| <i>Format:</i>                   | [X(180)] |
| <i>Maximum character length:</i> | 180      |

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>A high-level address component is defined as a broad geographical area that is capable of containing more than one specific physical location. Some examples of a broad geographical area are:</p> <ul style="list-style-type: none"><li>- Suburb, town or locality</li><li>- Postcode—Australian or international</li><li>- State, Territory, local government area, electorate, statistical local area</li><li>- Postal delivery point identifier</li><li>- Countries, provinces, etc other than in Australia</li></ul> <p>These components of a complete address do not form part of the Address line.</p> <p>When addressing an Australian location, following are the standard address data elements that may be concatenated in the Address line:</p> <ul style="list-style-type: none"><li>- Building/complex sub-unit type</li><li>- Building/complex sub-unit number</li><li>- Building/property name</li><li>- Floor/level number</li><li>- Floor/level type</li><li>- House/property number</li></ul> |
|-----------------------|---|

- Lot/section number
- Street name
- Street type code
- Street suffix code

One complete identification/description of a location/site of an address can comprise one or more than one instance of address line.

Instances of address lines are commonly identified in electronic information systems as Address-line 1, Address-line 2, etc.

The format of data collection is less important than consistent use of conventions in the recording of address data. Hence, address may be collected in an unstructured manner but should ideally be stored in a structured format.

Where Address line is collected as a stand-alone item, software may be used to parse the Address line details to separate the sub-components.

Multiple Address lines may be recorded as required.

*Collection methods:*

The following concatenation rules should be observed when collecting address lines addressing an Australian location.

- Building/complex sub-unit type is to be collected in conjunction with Building/complex sub-unit number and vice versa.
- Floor/level type is to be collected in conjunction with Floor/level number and vice versa.
- Street name is to be used in conjunction with Street type code and Street suffix code.
- Street type code is to be used in conjunction with Street name and Street suffix code.
- Street suffix code is to be used in conjunction with Street name and Street type code.
- House/property number is to be used in conjunction with Street name.

## Source and reference attributes

*Submitting organisation:* Standards Australia

*Origin:* Health Data Standards Committee  
AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia.

*Reference documents:* AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

## Relational attributes

- Related metadata references:*
- Is formed using [Person \(address\)—street suffix, code A\[A\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005
  - Is formed using [Person \(address\)—street type, code A\[AAA\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005
  - Is formed using [Person \(address\)—street name, text \[A\(30\)\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005
  - Is formed using [Person \(address\)—lot/section identifier, N\[X\(14\)\]](#) Health, Standard 01/03/2005, Community services,

Standard 30/09/2005

Is formed using [Person \(address\)—house/property identifier, text \[X\(12\)\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005

Is formed using [Person \(address\)—floor/level type, code A\[A\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005

Is formed using [Person \(address\)—floor/level identifier, \[NNNA\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005

Is formed using [Person \(address\)—building/complex sub-unit type, code A\[AAA\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005

Is formed using [Person \(address\)—building/complex sub-unit identifier, \[X\(7\)\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005

Is formed using [Person \(address\)—building/property name, text \[X\(30\)\]](#) Health, Standard 01/03/2005, Community services, Standard 30/09/2005

*Implementation in Data Set Specifications:*

[SAAP Administrative National Minimum Data Set](#) Community services, Standard 30/11/2007



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## Address line (service provider organisation)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation (address)—address line, text [X(180)]                    |
| <i>METeOR identifier:</i>   | 290315   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                 |
| <i>Definition:</i>          | A composite of one or more standard <b>address</b> components, as represented by text. |
| Data Element Concept:       | Service provider organisation (address)—address line                                   |

### Value domain attributes

---

#### Representational attributes

|                                  |          |
|----------------------------------|----------|
| <i>Representation class:</i>     | Text     |
| <i>Data type:</i>                | String   |
| <i>Format:</i>                   | [X(180)] |
| <i>Maximum character length:</i> | 180      |

### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>A high-level address component is defined as a broad geographical area that is capable of containing more than one specific physical location. Some examples of a broad geographical area are:</p> <ul style="list-style-type: none"><li>• Suburb, town or locality</li><li>• Postcode</li><li>• Australian or international</li><li>• State, Territory, local government area, electorate, statistical local area</li><li>• Postal delivery point identifier</li><li>• Countries, provinces, etc. other than in Australia</li></ul> <p>These components of a complete address do not form part of the Address line.</p> <p>When addressing an Australian location, following are the standard address data elements that may be concatenated in the Address line:</p> <ul style="list-style-type: none"><li>• Building/complex sub-unit type</li><li>• Building/complex sub-unit number</li><li>• Building/property name</li><li>• Floor/level number</li><li>• Floor/level type</li><li>• House/property number</li><li>• Lot/section number</li><li>• Street name</li><li>• Street type code</li></ul> |
|-----------------------|--|

- Street suffix code

One complete identification/description of a location/site of an address can comprise one or more than one instance of address line. Instances of address lines are commonly identified in electronic information systems as Address-line 1, Address-line 2, etc. The format of data collection is less important than consistent use of conventions in the recording of address data. Hence, address may be collected in an unstructured manner but should ideally be stored in a structured format. Where Address line is collected as a stand-alone item, software may be used to parse the Address line details to separate the sub-components. Multiple Address lines may be recorded as required.

*Collection methods:*

The following concatenation rules should be observed when collecting address lines addressing an Australian location.

- Building/complex sub-unit type is to be collected in conjunction with Building/complex sub-unit number and vice versa.
- Floor/level type is to be collected in conjunction with Floor/level number and vice versa.
- Street name is to be used in conjunction with Street type code and Street suffix code.
- Street type code is to be used in conjunction with Street name and Street suffix code.
- Street suffix code is to be used in conjunction with Street name and Street type code.
- House/property number is to be used in conjunction with Street name.

## Source and reference attributes

*Submitting organisation:*

Standards Australia

*Origin:*

Health Data Standards Committee  
AS5017 Health Care Client Identification, 2002, Sydney:  
Standards Australia.

*Reference documents:*

AS4846 Health Care Provider Identification, 2004, Sydney:  
Standards Australia

## Relational attributes

*Related metadata references:*

Is formed using [Service provider organisation \(address\)—street suffix, code A\[A\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\)—street type, code A\[AAA\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\)—street name, text \[A\(30\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\)—lot/section identifier, N\[X\(14\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\)—house/property identifier, text \[X\(12\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\)—](#)

[floor/level type, code A\[A\]](#) Health, Standard 04/05/2005,  
Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\)—  
floor/level identifier, \[NNNA\]](#) Health, Standard 04/05/2005,  
Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\)—  
building/complex sub-unit type, code A\[AAA\]](#) Health,  
Standard 04/05/2005, Community services, Standard  
30/09/2005

Is formed using [Service provider organisation \(address\)—  
building/complex sub-unit identifier, \[X\(7\)\]](#) Health, Standard  
04/05/2005, Community services, Standard 30/09/2005

Is formed using [Service provider organisation \(address\)—  
building/property name, text \[X\(30\)\]](#) Health, Standard  
04/05/2005, Community services, Standard 30/09/2005

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## Address type (person)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (address)—address type, code N                                  |
| <i>METeOR identifier:</i>   | 286728   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | A code set representing a type of address, as represented by a code.   |
| Data Element Concept:       | Person (address)—address type  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |          |   |                   |   |             |   |                       |   |   |
|----------------------------------|--|-------|---------|---|----------|---|-------------------|---|-------------|---|-----------------------|---|---|
| <i>Data type:</i>                | Number   |       |         |   |          |   |                   |   |             |   |                       |   |   |
| <i>Format:</i>                   | N  |       |         |   |          |   |                   |   |             |   |                       |   |   |
| <i>Maximum character length:</i> | 1  |       |         |   |          |   |                   |   |             |   |                       |   |   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Business</td></tr><tr><td>2</td><td>Mailing or postal</td></tr><tr><td>3</td><td>Residential</td></tr><tr><td>4</td><td>Temporary residential</td></tr><tr><td>9</td><td>Unknown/Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Business | 2 | Mailing or postal | 3 | Residential | 4 | Temporary residential | 9 | Unknown/Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |          |   |                   |   |             |   |                       |   |   |
| 1                                | Business   |       |         |   |          |   |                   |   |             |   |                       |   |   |
| 2                                | Mailing or postal  |       |         |   |          |   |                   |   |             |   |                       |   |   |
| 3                                | Residential  |       |         |   |          |   |                   |   |             |   |                       |   |   |
| 4                                | Temporary residential  |       |         |   |          |   |                   |   |             |   |                       |   |   |
| 9                                | Unknown/Not stated/inadequately described  |       |         |   |          |   |                   |   |             |   |                       |   |   |
| <i>Supplementary values:</i>     |  |       |         |   |          |   |                   |   |             |   |                       |   |   |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>CODE 1 Business<br/>This code is used to indicate an address that is the physical location of a business, an office or from where a service is delivered.</p> <p>CODE 2 Mailing or postal<br/>This code is used to indicate an address that is only for correspondence purposes.</p> <p>CODE 3 Residential<br/>This code is used to indicate where a person is living. Note that this code is not valid for organisations.</p> <p>CODE 4 Temporary residential<br/>Temporary accommodation address (such as for a person from rural Australia who is visiting an oncology centre for a course of treatment, or a person who usually resides overseas). Note that this is not valid for organisations.</p> <p>CODE 9 Unknown/Not stated/inadequately described<br/>This code may also be used where the person has no fixed address or does not wish to have their residential or a correspondence address recorded.</p> |
|-----------------------|--|

### Data element attributes

---

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | A single address may have multiple address types associated with it. Record as many as required.  |
| <i>Collection methods:</i> | At least one address must be recorded (this may be an unknown Address type).<br>Health care establishments should always attempt to collect the residential address of a person who is a health care client when a service is provided. When recording the address for a health care provider or organisation, the business address should always be collected. In addition, other addresses may also need to be recorded for individuals and organisations.<br>Overseas address:<br>For individuals record the overseas address as the residential address and record a temporary accommodation address as their contact address in Australia. |
| <i>Comments:</i>           | 'No fixed address' is coded as unknown because it (the concept) is not a type of address for a person but is an attribute of the person only i.e. it is not a location for which an address may be derived. It is not recommended that an implementation collects this attribute as an address type. A person not having a fixed address constrains the number of address types that can be collected i.e. temporary accommodation and residential address types cannot be collected. However, if it is imperative that this occurs, it is suggested that code 9 be used.   |

## **Source and reference attributes**

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Standards Australia<br>Australian Institute of Health and Welfare   |
| <i>Origin:</i>                  | AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia   |
| <i>Reference documents:</i>     | AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia<br>In AS4846 and AS5017 alternative alphabetic codes are presented. Refer to the current standard for more details. |

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## Address type (service provider organisation)

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation (address)—address type, code N   |
| <i>METeOR identifier:</i>   | 286792   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                                     |
| <i>Definition:</i>          | The type of geographical/physical location where an organisation can be located, as represented by a code. |
| Data Element Concept:       | Service provider organisation (address)—address type   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |          |   |                   |   |   |
|----------------------------------|--|-------|---------|---|----------|---|-------------------|---|---|
| <i>Data type:</i>                | Number   |       |         |   |          |   |                   |   |   |
| <i>Format:</i>                   | N  |       |         |   |          |   |                   |   |   |
| <i>Maximum character length:</i> | 1  |       |         |   |          |   |                   |   |   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Business</td></tr><tr><td>2</td><td>Mailing or postal</td></tr><tr><td>9</td><td>Unknown/Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Business | 2 | Mailing or postal | 9 | Unknown/Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |          |   |                   |   |   |
| 1                                | Business   |       |         |   |          |   |                   |   |   |
| 2                                | Mailing or postal  |       |         |   |          |   |                   |   |   |
| 9                                | Unknown/Not stated/inadequately described  |       |         |   |          |   |                   |   |   |
| <i>Supplementary values:</i>     |  |       |         |   |          |   |                   |   |   |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>CODE 1 Business<br/>This code is used to indicate an address that is the physical location of a business, an office or from where a service is delivered.</p> <p>CODE 2 Mailing or postal<br/>This code is used to indicate an address that is only for correspondence purposes.</p> <p>CODE 9 Unknown/Not stated/inadequately described<br/>This code may also be used where the person has no fixed address or does not wish to have their residential or a correspondence address recorded</p> |
|-----------------------|--|

### Data element attributes

---

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | A single address may have multiple address types associated with it. Record as many as required.  |
| <i>Collection methods:</i> | At least one address must be recorded (this may be an unknown Address type). When recording the address for a health care provider or organisation, the business address should always be collected. In addition, other addresses may also need to be recorded for individuals and organisations. |

#### Source and reference attributes

*Origin:*

AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia

*Reference documents:*

AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

In AS4846 and AS5017 alternative alphabetic codes are presented. Refer to the current standard for more details.

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## Address—country identifier (person)

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (address)—country identifier, code (SACC 2008) NNNN                  |
| <i>METeOR identifier:</i>   | 370937  |
| <i>Registration status:</i> | Health, Candidate 02/06/2008<br>Community services, Standard 02/06/2008     |
| <i>Definition:</i>          | The country component of the address of a person, as represented by a code. |
| Data Element Concept:       | Person (address)—country identifier   |

### Value domain attributes

---

#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Classification scheme:</i>    | Standard Australian Classification of Countries 2008 |
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | Number   |
| <i>Format:</i>                   | NNNN   |
| <i>Maximum character length:</i> | 4  |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>The Standard Australian Classification of Countries 2008 (SACC) is a four-digit, three-level hierarchical structure specifying major group, minor group and country.</p> <p>A country, even if it comprises other discrete political entities such as states, is treated as a single unit for all data domain purposes. Parts of a political entity are not included in different groups. Thus, Hawaii is included in Northern America (as part of the identified country United States of America), despite being geographically close to and having similar social and cultural characteristics as the units classified to Polynesia.</p> |
|-----------------------|--|

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | Collect the data at the 4-digit level.   |
| <i>Comments:</i>           | Note that the Standard Australian Classification of Countries (SACC) is mappable to but not identical to Australian Standard Classification of Countries for Social Statistics (ASCCSS). |

#### Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Reference documents:</i> | <a href="#">Standard Australian Classification of Countries Edition 2, Catalogue number 1269.0</a> , 2008, Canberra: Australian Bureau of Statistics |
|-----------------------------|--|

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Supersedes <a href="#">Person (address)—country identifier, code (SACC 1998) NNNN</a> Health, Standard 04/05/2005, Community services, Superseded 02/06/2008 |
|-------------------------------------|--|



---

# Age

---

## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—age, total years N[NN]   |
| <i>METeOR identifier:</i>   | 303794  |
| <i>Registration status:</i> | Health, Standard 08/02/2006<br>Community services, Standard 29/04/2006<br>Housing assistance, Standard 10/02/2006   |
| <i>Definition:</i>          | The age of the person in (completed) years at a specific point in time.   |
| <i>Context:</i>             | Age is a core data element in a wide range of social, labour and demographic statistics. It is used in the analyses of service utilisation by age group and can be used as an assistance eligibility criterion. |
| Data Element Concept:       | Person—age  |

---

## Value domain attributes

---

### Representational attributes

| <i>Representation class:</i>     | Total  |       |         |     |                    |
|----------------------------------|--|-------|---------|-----|--------------------|
| <i>Data type:</i>                | Number   |       |         |     |                    |
| <i>Format:</i>                   | N[NN]  |       |         |     |                    |
| <i>Maximum character length:</i> | 3  |       |         |     |                    |
| <i>Supplementary values:</i>     | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>999</td><td>Unknown/not stated</td></tr></tbody></table> | Value | Meaning | 999 | Unknown/not stated |
| Value                            | Meaning  |       |         |     |                    |
| 999                              | Unknown/not stated   |       |         |     |                    |
| <i>Unit of measure:</i>          | Year   |       |         |     |                    |

---

## Data element attributes

---

### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | Age in single years (if aged under one year, record as zero).<br>If age (or date of birth) is unknown or not stated, and cannot be estimated, use Code 999.<br>National community services and housing assistance data dictionary specific:<br>If year of birth is known (but date of birth is not) use the date, 0101YYYY of the birth year to estimate age (where YYYY is the year of birth).<br>National housing assistance data dictionary specific:<br>In the housing assistance data collections age is calculated at 30 June for the corresponding year. |
| <i>Collection methods:</i> | Although collection of date of birth allows more precise calculation of age, this may not be feasible in some data collections, and alternative questions are: Age last birthday?<br>What was ..... age last birthday?<br>What is ..... age in complete years?  |
| <i>Comments:</i>           | National community services data dictionary specific:<br>Different rules for reporting data may apply when estimating   |

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

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

### Source and reference attributes

*Submitting organisation:*

National Public Health Information Working Group

*Origin:*

Australian Bureau of Statistics, [Standards for Social, Labour and Demographic Variables](#).

### Relational attributes

*Related metadata references:*

Supersedes [Person—age \(community services\), total years N\[NN\]](#) Community services, Superseded 30/09/2005

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## Age range (employed)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (employed)—age range, code N[N]   |
| <i>Synonymous names:</i>    | Labour force age range   |
| <i>METeOR identifier:</i>   | 314877   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | The age range that best accommodates a person, who is in the labour force, completed age in years, as represented by a code. |
| Data Element Concept:       | Person—age range   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
|----------------------------------|---|-------|---------|---|-------|---|-------|---|-------|---|-------|---|-------|---|-------|---|-------|---|-------|---|-------|----|-------|----|-------------|
| <i>Data type:</i>                | Number  |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| <i>Format:</i>                   | N[N]  |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| <i>Maximum character length:</i> | 2   |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>15-19</td></tr><tr><td>2</td><td>20-24</td></tr><tr><td>3</td><td>25-29</td></tr><tr><td>4</td><td>30-34</td></tr><tr><td>5</td><td>35-39</td></tr><tr><td>6</td><td>40-44</td></tr><tr><td>7</td><td>45-49</td></tr><tr><td>8</td><td>50-54</td></tr><tr><td>9</td><td>55-59</td></tr><tr><td>10</td><td>60-64</td></tr><tr><td>11</td><td>65 and over</td></tr></tbody></table> | Value | Meaning | 1 | 15-19 | 2 | 20-24 | 3 | 25-29 | 4 | 30-34 | 5 | 35-39 | 6 | 40-44 | 7 | 45-49 | 8 | 50-54 | 9 | 55-59 | 10 | 60-64 | 11 | 65 and over |
| Value                            | Meaning   |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| 1                                | 15-19   |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| 2                                | 20-24   |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| 3                                | 25-29   |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| 4                                | 30-34   |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| 5                                | 35-39   |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| 6                                | 40-44   |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| 7                                | 45-49   |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| 8                                | 50-54   |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| 9                                | 55-59   |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| 10                               | 60-64   |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| 11                               | 65 and over   |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |
| <i>Supplementary values:</i>     | 99 Not stated/inadequately described  |       |         |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |   |       |    |       |    |             |

### Data element attributes

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#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Children's Services Data Working Group.  |
| <i>Origin:</i>                  | Children's Services National Minimum Data Dictionary, AIHW 2005.   |
| <i>Reference documents:</i>     | The ABS standards for the collection of labour force surveys appear on the ABS Website. Australian Bureau of Statistics. Demographic Variables. Cat No. 1285.0. Canberra: ABS. |

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

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# Amount of assistance

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## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Client—amount of assistance, total hours NNN   |
| <i>Synonymous names:</i>    | Hours of assistance, Hours of support received, Amount of support                    |
| <i>METeOR identifier:</i>   | 323093   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | The number of hours of assistance received by a client of an agency or organisation. |
| Data Element Concept:       | Client—amount of assistance  |

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## Value domain attributes

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### Representational attributes

| <i>Representation class:</i>     | Total   |       |         |     |                                   |
|----------------------------------|---|-------|---------|-----|-----------------------------------|
| <i>Data type:</i>                | String  |       |         |     |                                   |
| <i>Format:</i>                   | NNN   |       |         |     |                                   |
| <i>Maximum character length:</i> | 3   |       |         |     |                                   |
| <i>Supplementary values:</i>     | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>999</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 999 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |     |                                   |
| 999                              | Not stated/inadequately described   |       |         |     |                                   |
| <i>Unit of measure:</i>          | Hour (h)  |       |         |     |                                   |

### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | Total hours expressed as 000, 001 etc. |
|-----------------------|--|

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## Data element attributes

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### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | As this data element is a measure of time (in hours) of services directly received by clients it will not accrue to give a total of assistance provided on an agency or organisation (in terms of money, time or quantity of goods or services). Therefore it should not be used for National Accounts reporting.  |
| <i>Collection methods:</i> | Where clients receive support in a group setting the hours received in this setting for all attending service users should be reported (i.e. agencies should not apportion group hours across the number of clients attending). For example, where one worker is supplying services to 3 clients for 4 hours, each client should be counted as receiving 4 hours of service.<br>Hours received during sleepover duties should be included in the total hours received by the client. |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare.<br>CSTDA NMDS Network.   |
| <i>Origin:</i>                  | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: |

data items and definitions 2006-07.

## **Relational attributes**

*Implementation in Data Set Specifications:*

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

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## Arrival time at service

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—arrival time at service, hhmm                             |
| <i>METeOR identifier:</i>   | 314962   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                          |
| <i>Definition:</i>          | The time that a person arrives at the place of service delivery. |
| Data Element Concept:       | Person—arrival time at service                                   |

### Value domain attributes

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#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Time      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | hhmm      |
| <i>Maximum character length:</i> | 4         |

#### Source and reference attributes

|                             |   |
|-----------------------------|---|
| <i>Reference documents:</i> | ISO 8601:2000 : Data elements and interchange formats - Information interchange - Representation of dates and times |
|-----------------------------|---|

### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | This data element may be used in conjunction with the data element <i>Departure time from service</i> as a measure of the patterns of service utilisation. |
| <i>Comments:</i>           | In addition, this data element can be used to calculate the number of hours per day, hours per week and days per week a person uses services.              |

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Children's Services NCSIMG Data Working Group<br>Australian Institute of Health and Welfare |
|---------------------------------|---|

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

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## Assessment date

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service event—assessment date, DDMMYYYY  |
| <i>METeOR identifier:</i>   | 269943   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | The date(s) on which the agency undertook an assessment of the client(s) need for assistance, appropriateness of service provision and/or circumstances. |
| Data Element Concept:       | Service event—assessment date  |

### Value domain attributes

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#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

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#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | This metadata item should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example, if a person was last assessed by an agency on 1 July 2000 the Assessment date should be recorded as 01072000 as specified in the representational layout.  |
| <i>Collection methods:</i> | When an agency undertakes an assessment of client needs and the adequacy and appropriateness of service provision, the agency should also record or update information about the client's circumstances. While agency practice tends to differ, most clients undergo some form of assessment process when they first become involved with the agency. This process may vary from a relatively simple assessment of eligibility or need for assistance to a comprehensive functional assessment of the person's ability to undertake tasks of daily living. Agency practice related to the timing and process for re-assessing clients also varies. Although the extent and nature of assessment processes vary depending on the type of assistance provided by the agency, this process does serve as a primary point of data capture/update about the client.<br>HACC have this metadata item as being derived from Date of assistance received and Primary type of assistance received (where 'assessment' is coded). |
| <i>Comments:</i>           | If records have been linked, the last assessment date is a key piece of information that facilitates analysis by providing a clearly defined basis for the selection of data (i.e. the most   |

recently recorded information) where conflicting values are recorded in the linked file.

### **Source and reference attributes**

*Submitting organisation:*

Australian Institute of Health and Welfare

*Origin:*

Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

### **Relational attributes**

*Related metadata references:*

Supersedes [Assessment date, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.35 KB)



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## Assistance received date

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service event—assistance received date, DDMMYYYY                      |
| <i>METeOR identifier:</i>   | 270042  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005                               |
| <i>Definition:</i>          | The date on which a client <b>receives assistance</b> from an agency. |
| Data Element Concept:       | Service event—assistance received date                                |

### Value domain attributes

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#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

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#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | This metadata item should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a person received assistance from an agency on 1 July 2000 the Assistance receipt date should be recorded as 01072000 as specified in the representational layout. |
| <i>Collection methods:</i> | The date recorded should reflect the date on which the client received any type of assistance. Where a client receives more than one occasion of service on the same day, the agency should separately record each occasion of service against the same date.   |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare                       |
| <i>Origin:</i>                  | Home and Community Care (HACC) Data Dictionary Version 1.0, 1998 |

#### Relational attributes

|                                     |   |
|-------------------------------------|---|
| <i>Related metadata references:</i> | Supersedes <a href="#">Assistance received date, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (15.17 KB) |
|-------------------------------------|---|

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## Assistance request date

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service event—assistance request date, DDMMYYYY   |
| <i>METeOR identifier:</i>   | 270043  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | The date on which assistance was requested.   |
| <i>Context:</i>             | Service provision and planning:<br>This item can be useful for measuring the immediacy of response times and the responsiveness to people's requests for assistance (in conjunction with the date the assistance commenced and the <b>reason assistance was requested</b> ). It also has important uses in measuring actual assistance provided and unmet demand. |
| Data Element Concept:       | Service event—assistance request date   |

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### Value domain attributes

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#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

---

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | This metadata item should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a person requested assistance from an agency on 1 July 2000 the Date assistance requested should be recorded as 01072000 as specified in the representational layout. |
| <i>Collection methods:</i> | This item should be collected on the date on which a person(s) made the initial request for assistance. The person(s) requesting assistance need not necessarily be a client as a request does not necessarily result in provision of a service.<br>May be collected for individual types of assistance or service requested.  |
| <i>Comments:</i>           | A request does not necessarily result in provision of a service.   |

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare  |
| <i>Origin:</i>                  | Supported Accommodation Assistance Program (SAAP)<br>National Data Collection Agency 2001. National Data Collection Data Dictionary. Version 2. Unpublished |

## Relational attributes

*Related metadata references:*

Supersedes [Assistance request date, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (14.88 KB)

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## Assistance urgency

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service event—assistance urgency, code N{.N}  |
| <i>METeOR identifier:</i>   | 270102  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | The assessed time period within which assistance is needed by a person, as represented by a code. |
| Data Element Concept:       | Service event—assistance urgency  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
|----------------------------------|---|-------|---------|---|-----------------|-----|-----------|-----|-----------------|-----|--|---|-------------------------------------|-----|----------|-----|----------|-----|-------------------------------------|---|-------------------|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
| <i>Format:</i>                   | N{.N}   |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
| <i>Maximum character length:</i> | 2   |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Within 48 hours</td></tr><tr><td>1.1</td><td>Immediate</td></tr><tr><td>1.2</td><td>Within 24 hours</td></tr><tr><td>1.3</td><td>More than 24 hours but within 48 hours</td></tr><tr><td>2</td><td>More than 2 days but within 14 days</td></tr><tr><td>2.1</td><td>3–4 days</td></tr><tr><td>2.2</td><td>5–6 days</td></tr><tr><td>2.3</td><td>More than 6 days but within 14 days</td></tr><tr><td>3</td><td>More than 14 days</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Within 48 hours | 1.1 | Immediate | 1.2 | Within 24 hours | 1.3 | More than 24 hours but within 48 hours | 2 | More than 2 days but within 14 days | 2.1 | 3–4 days | 2.2 | 5–6 days | 2.3 | More than 6 days but within 14 days | 3 | More than 14 days | 9 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
| 1                                | Within 48 hours   |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
| 1.1                              | Immediate   |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
| 1.2                              | Within 24 hours   |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
| 1.3                              | More than 24 hours but within 48 hours  |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
| 2                                | More than 2 days but within 14 days   |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
| 2.1                              | 3–4 days  |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
| 2.2                              | 5–6 days  |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
| 2.3                              | More than 6 days but within 14 days   |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
| 3                                | More than 14 days   |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
| 9                                | Not stated/inadequately described   |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |
| <i>Supplementary values:</i>     |   |       |         |   |                 |     |           |     |                 |     |  |   |                                     |     |          |     |          |     |                                     |   |                   |   |                                   |

### Data element attributes

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#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | This metadata item measures a perceived need by the service provider and/or professional making the assessment, not a perceived want. |
| <i>Collection methods:</i> | Determination of 'urgency' should follow an assessment event or some determination by the agency of need.                             |

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare  |
| <i>Origin:</i>                  | SAAP National Data Collection Data Dictionary Version 1.1, July 1999. Draft Aged Care Assessment Program Minimum Data Set, version 2. |

#### Relational attributes

|                                     |   |
|-------------------------------------|---|
| <i>Related metadata references:</i> | Supersedes <a href="#">Assistance urgency, version 1, DE, NCSDD</a> , |
|-------------------------------------|---|

[NCSIMG, Superseded 01/03/2005.pdf](#) (15.13 KB)

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## Assistance with activities

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—need for assistance with activities in a life area, code N  |
| <i>METeOR identifier:</i>   | 320213   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006   |
| <i>Definition:</i>          | The level of help and/or supervision a person requires (or would require if the person currently helping/supervising was not available) to perform tasks and actions in a specified life area, as represented by a code. |
| <i>Context:</i>             | Human functioning and disability   |
| Data Element Concept:       | Person—need for assistance with activities in a life area  |

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### Value domain attributes

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#### Representational attributes

|                                  |   |  |
|----------------------------------|---|--|
| <i>Classification scheme:</i>    | International Classification of Functioning, Disability and Health 2001 |  |
| <i>Representation class:</i>     | Code  |  |
| <i>Data type:</i>                | Number  |  |
| <i>Format:</i>                   | N   |  |
| <i>Maximum character length:</i> | 1   |  |
| <i>Permissible values:</i>       | Value   | Meaning  |
|                                  | 0   | Does not need help/supervision                         |
|                                  | 1   | Sometimes needs help/supervision                       |
|                                  | 2   | Always needs help/supervision                          |
|                                  | 3   | Unable to do this task or action, even with assistance |
| <i>Supplementary values:</i>     | 8   | Not specified  |
|                                  | 9   | Not applicable   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>This metadata item contributes to the definition of the concept '<b>Disability</b>' and gives an indication of the experience of disability for a person.</p> <p>In the context of health, an activity is the execution of a task or action by an individual. Activity limitations are difficulties an individual may have in executing an activity.</p> <p>Activity limitation varies with the environment and is assessed in relation to a particular environment; the absence or presence of assistance, including aids and equipment, is an aspect of the environment.</p> <p>This value domain records the level of a person's need for help or supervision, in a specified domain, in their overall life. This means that the need for assistance may not be directly relevant to the health or community care service being provided.</p> <p>Where a life area includes a range of examples, (e.g. domestic</p> |
|-----------------------|---|

life includes cooking, cleaning and shopping), if a person requires assistance in any of the areas then the highest level of assistance should be recorded.

Where need for assistance varies markedly over time (e.g. episodic psychiatric conditions) please record the average level of assistance needed.

The presence of an activity limitation with a given domain is indicated by a non-zero response in this value domain. Activity is limited when an individual, in the context of a health condition, either has need for assistance in performing an activity in an expected manner, or cannot perform the activity at all.

CODE 0 is used when the person has no need for supervision or help and can undertake the activity independently.

CODE 1 is used when the person sometimes needs assistance to perform an activity.

CODE 2 is used when the person always needs assistance to undertake the activity and cannot do the activity without assistance.

CODE 3 is used when the person cannot do the activity even with assistance

CODE 8 is used when a person's need for assistance to undertake the activity is unknown or there is insufficient information to use codes 0-3.

CODE 9 is used where the need for help or supervision is due to the person's age. For example, Education for persons less than 5 years and work for persons less than 15 years.

## Source and reference attributes

*Submitting organisation:* Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

*Origin:* WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO  
AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

*Reference documents:* Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website  
<http://www.who.int/classifications/icf/en/>
- Australian Collaborating Centre ICF website  
<http://www.aihw.gov.au/disability/icf/index.html>

## Data element attributes

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### Collection and usage attributes

*Guide for use:* This data element, in conjunction with Person—activities and participation life area, code (ICF 2001) AN[NNN], indicates a person's need for assistance in a given domain of activity.

## Source and reference attributes

*Submitting organisation:* Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

## Relational attributes

*Related metadata references:* See also [Person—activity and participation life area, code \(ICF 2001\) AN\[NNN\]](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

*Implementation in Data Set Specifications:* [Activities and Participation cluster](#) Health, Standard 29/11/2006

Community services, Standard 16/10/2006

[Child protection and support services \(CPSS\) client cluster](#)

Community services, Standard 30/04/2008

*Implementation start date:* 22/06/2007

[Children's Services NMDS](#) Community services, Standard 18/12/2007



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## Assistance—reason not provided

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service event—reason assistance not provided, code N   |
| <i>METeOR identifier:</i>   | 270040   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | The reason assistance was not provided to a person by a community services agency, as represented by a code. |
| Data Element Concept:       | Service event—reason assistance not provided   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |
|----------------------------------|--|-------|---------|---|-------------------------------|---|--|---|--|---|---|---|------------------------------------|---|---|---|---|---|-------|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Service not offered by agency</td></tr><tr><td>2</td><td>Person not eligible/wrong target group</td></tr><tr><td>3</td><td>Outlet refused service to person/offer refused</td></tr><tr><td>4</td><td>Person or service provider unable to attend</td></tr><tr><td>5</td><td>Assistance currently not available</td></tr><tr><td>6</td><td>Facilities for special needs not available/service inaccessible</td></tr><tr><td>7</td><td>Referred to other more appropriate agency</td></tr><tr><td>8</td><td>Other</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Service not offered by agency | 2 | Person not eligible/wrong target group | 3 | Outlet refused service to person/offer refused | 4 | Person or service provider unable to attend | 5 | Assistance currently not available | 6 | Facilities for special needs not available/service inaccessible | 7 | Referred to other more appropriate agency | 8 | Other | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |
| 1                                | Service not offered by agency  |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |
| 2                                | Person not eligible/wrong target group   |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |
| 3                                | Outlet refused service to person/offer refused   |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |
| 4                                | Person or service provider unable to attend  |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |
| 5                                | Assistance currently not available   |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |
| 6                                | Facilities for special needs not available/service inaccessible  |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |
| 7                                | Referred to other more appropriate agency  |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |
| 8                                | Other  |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |                               |   |  |   |  |   |   |   |                                    |   |   |   |   |   |       |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>Record main reason assistance not provided.</p> <p>More specific categories in the data domain (that can map to this data domain) can also provide useful information at an agency or locality level about service gaps and resource limitations. For example code 6 can be broken up into a number of more specific categories to ascertain whether people are having trouble accessing services due to lack of interpreter services, disabled access to a building, etc. This information can help individual agencies better allocate their resources.</p> <p>Examples of the above categories are:</p> <p>CODE 3 Outlet refused service to person/offer refused<br/>Due to inappropriate behaviour or person failed to present and did not contact the agency.</p> <p>CODE 4 Person or service provider unable to attend<br/>For example, unscheduled staff absence or unscheduled events such as bad weather or electricity failure.</p> <p>CODE 5 Assistance currently not available</p> |
|-----------------------|---|

The place, service or resource is not currently available or a waiting period applies.

CODE 6 Facilities for special needs not available/service inaccessible

Facilities for special needs such as disability, cultural, language etc, not available; no disabled access to building; too far away; service not provided in days or hours required.

## Data element attributes

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### Collection and usage attributes

*Collection methods:*

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

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

### Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare

### Relational attributes

*Related metadata references:*

Supersedes [Assistance - reason not provided, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (17.07 KB)

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# Australian state/territory identifier

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—Australian state/territory identifier, code N  |
| <i>METeOR identifier:</i>   | 286919  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005<br>Housing assistance, Standard 10/02/2006 |
| <i>Definition:</i>          | The Australian state or territory where a person can be located, as represented by a code.                        |
| Data Element Concept:       | Person—Australian state/territory identifier  |

## Value domain attributes

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### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |                 |   |          |   |            |   |                 |   |                   |   |          |   |                    |   |                              |   |  |
|----------------------------------|---|-------|---------|---|-----------------|---|----------|---|------------|---|-----------------|---|-------------------|---|----------|---|--------------------|---|------------------------------|---|--|
| <i>Data type:</i>                | Number  |       |         |   |                 |   |          |   |            |   |                 |   |                   |   |          |   |                    |   |                              |   |  |
| <i>Format:</i>                   | N   |       |         |   |                 |   |          |   |            |   |                 |   |                   |   |          |   |                    |   |                              |   |  |
| <i>Maximum character length:</i> | 1   |       |         |   |                 |   |          |   |            |   |                 |   |                   |   |          |   |                    |   |                              |   |  |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>New South Wales</td></tr><tr><td>2</td><td>Victoria</td></tr><tr><td>3</td><td>Queensland</td></tr><tr><td>4</td><td>South Australia</td></tr><tr><td>5</td><td>Western Australia</td></tr><tr><td>6</td><td>Tasmania</td></tr><tr><td>7</td><td>Northern Territory</td></tr><tr><td>8</td><td>Australian Capital Territory</td></tr><tr><td>9</td><td>Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)</td></tr></tbody></table> | Value | Meaning | 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) |
| Value                            | Meaning   |       |         |   |                 |   |          |   |            |   |                 |   |                   |   |          |   |                    |   |                              |   |  |
| 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)  |       |         |   |                 |   |          |   |            |   |                 |   |                   |   |          |   |                    |   |                              |   |  |

### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | The order presented here is the standard for the Australian Bureau of Statistics (ABS). Other organisations (including the Australian Institute of Health and Welfare) publish data in state order based on population (that is, Western Australia before South Australia and Australian Capital Territory before Northern Territory). |
|-----------------------|--|

### Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Reference documents:</i> | Australian Bureau of Statistics 2005. <a href="#">Australian Standard Geographical Classification (ASGC). Cat No. 1216.0</a> . Canberra: ABS. Viewed on 30/09/2005 |
|-----------------------------|--|

## Data element attributes

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### Collection and usage attributes

*Collection methods:* Irrespective of how the information is coded, conversion of the codes to the ABS standard must be possible.

## Source and reference attributes

*Origin:* Australian Bureau of Statistics 2004. [Australian Standard Geographical Classification](#) (ASGC) (Cat No. 1216.0). Viewed 13 October 2005.

*Reference documents:* AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia  
AS5017 Health Care Client Identification, 2004, Sydney: Standards Australia  
In AS4846 and AS5017 alternative codes are presented. Refer to the current standard for more details.

## Relational attributes

*Related metadata references:* See also [Person \(address\)—Australian postcode, code \(Postcode datafile\) {NNNN}](#) Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 10/02/2006

*Implementation in Data Set Specifications:* [SAAP Client Collection National Minimum Data Set](#) Community services, Standard 30/11/2007

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# Australian state/territory identifier (service provider organisation)

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## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—Australian state/territory identifier, code N  |
| <i>METeOR identifier:</i>   | 289083   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 07/12/2005   |
| <i>Definition:</i>          | An identifier of the Australian state or territory where an organisation or agency can be located, as represented by a code. |
| Data Element Concept:       | Service provider organisation—Australian state/territory identifier  |

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## Value domain attributes

### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |                 |   |          |   |            |   |                 |   |                   |   |          |   |                    |   |                              |   |  |
|----------------------------------|---|-------|---------|---|-----------------|---|----------|---|------------|---|-----------------|---|-------------------|---|----------|---|--------------------|---|------------------------------|---|--|
| <i>Data type:</i>                | Number  |       |         |   |                 |   |          |   |            |   |                 |   |                   |   |          |   |                    |   |                              |   |  |
| <i>Format:</i>                   | N   |       |         |   |                 |   |          |   |            |   |                 |   |                   |   |          |   |                    |   |                              |   |  |
| <i>Maximum character length:</i> | 1   |       |         |   |                 |   |          |   |            |   |                 |   |                   |   |          |   |                    |   |                              |   |  |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>New South Wales</td></tr><tr><td>2</td><td>Victoria</td></tr><tr><td>3</td><td>Queensland</td></tr><tr><td>4</td><td>South Australia</td></tr><tr><td>5</td><td>Western Australia</td></tr><tr><td>6</td><td>Tasmania</td></tr><tr><td>7</td><td>Northern Territory</td></tr><tr><td>8</td><td>Australian Capital Territory</td></tr><tr><td>9</td><td>Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)</td></tr></tbody></table> | Value | Meaning | 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) |
| Value                            | Meaning   |       |         |   |                 |   |          |   |            |   |                 |   |                   |   |          |   |                    |   |                              |   |  |
| 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)  |       |         |   |                 |   |          |   |            |   |                 |   |                   |   |          |   |                    |   |                              |   |  |

### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | The order presented here is the standard for the Australian Bureau of Statistics (ABS). Other organisations (including the Australian Institute of Health and Welfare) publish data in state order based on population (that is, Western Australia before South Australia and Australian Capital Territory before Northern Territory). |
|-----------------------|--|

### Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Reference documents:</i> | Australian Bureau of Statistics 2005. <a href="#">Australian Standard Geographical Classification (ASGC). Cat No. 1216.0</a> . Canberra: ABS. Viewed on 30/09/2005 |
|-----------------------------|--|

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## Data element attributes

## Collection and usage attributes

*Collection methods:* Irrespective of how the information is coded, conversion of the codes to the ABS standard must be possible.

## Source and reference attributes

*Submitting organisation:* Australian Institute of Health and Welfare

*Origin:* Health Data Standard Committee

National Community Services Data Committee

*Reference documents:* AS4846 Health Care Provider Identification, 2004, Sydney:  
Standards Australia

AS5017 Health Care Client Identification, 2002, Sydney:  
Standards Australia

In AS4846 and AS5017 alternative codes are presented. Refer to the current standard for more details.

## Relational attributes

*Related metadata references:* See also [Service provider organisation—funding source, level of government code N](#) Community services, Standard 27/04/2007

*Implementation in Data Set Specifications:* [Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

[SAAP Administrative National Minimum Data Set](#) Community services, Standard 30/11/2007

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## Body function

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—body function, code (ICF 2001) AN[NNNN]   |
| <i>Synonymous names:</i>    | Body function code   |
| <i>METeOR identifier:</i>   | 320141   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006                           |
| <i>Definition:</i>          | The physiological or psychological function of a person's body system, as represented by a code. |
| Data Element Concept:       | Person—body function   |

### Value domain attributes

---

#### Representational attributes

|                                  |   |
|----------------------------------|---|
| <i>Classification scheme:</i>    | International Classification of Functioning, Disability and Health 2001 |
| <i>Representation class:</i>     | Code  |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | AN[NNNN]  |
| <i>Maximum character length:</i> | 6   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>This metadata item contributes to the definition of the concept '<b>Disability</b>' and gives an indication of the experience of disability for a person.</p> <p>Data can be collected at the three digit level in one chapter and at the chapter level in another. However it is only possible to collect data at a single level of the hierarchy in a single chapter to maintain mutual exclusivity. For example, it is not permitted to collect both Exercise tolerance functions (3 digit level) and 'fatigability' (4-digit level) as the former includes the latter.</p> <p>The value domain below refers to the highest hierarchical level (ICF chapter level). Data collected at this level, in association with <i>Impairment extent code N</i> will use the codes as indicated.</p> <p>CODE b1 Mental functions<br/>CODE b2 Sensory functions and pain<br/>CODE b3 Voice and speech functions<br/>CODE b4 Functions of the cardiovascular, haematological, immunological and respiratory systems<br/>CODE b5 Functions of the digestive, metabolic and the endocrine system<br/>CODE b6 Genitourinary and reproductive functions<br/>CODE b7 Neuromusculoskeletal and movement-related functions<br/>CODE b8 Functions of the skin and related structures</p> <p>Data collected at this level will provide a general description of the structures and can only be compared with data collected at the same level.</p> |
|-----------------------|---|

Each chapter contains categories at different levels ordered from general to detailed. For more detailed information the user should follow the structure of the ICF; the codes should be drawn from the same hierarchical level within any particular chapter. The full range of permissible values together, with definitions is listed in the *Body Functions* component of the ICF. An example of a value domain at the 3 digit level from the Sensory functions and pain chapter may include:

CODE b210 Seeing functions  
CODE b230 Hearing functions  
CODE b235 Vestibular functions  
CODE b250 Taste functions  
CODE b255 Smell functions  
CODE b260 Proprioceptive functions  
CODE b265 Touch functions  
CODE b270 Sensory functions related to temperature and other stimuli  
CODE b279 Additional sensory functions, other specified and unspecified

An example of a value domain at the 4 digit level from the body function component may include:

CODE b1300 Energy level  
CODE b1400 Sustaining attention  
CODE b1442 Retrieval of memory  
CODE b1521 Regulation of emotion  
CODE b1641 Organization and planning

The prefix *b* denotes the domains within the component of *Body Functions*.

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

*Origin:*

WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO  
AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

*Reference documents:*

Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website  
<http://www.who.int/classifications/icf/en/>
- Australian Collaborating Centre ICF website  
<http://www.aihw.gov.au/disability/icf/index.cfm>

## Data element attributes

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### Collection and usage attributes

*Guide for use:*

This data element can be used to record positive or neutral body function, as well as impairment of body function when used in conjunction with the metadata item Person—extent of



impairment of body function, code (ICF 2001)N.

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

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

### Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

### Relational attributes

*Related metadata references:*

See also [Person—extent of impairment of body function, code \(ICF 2001\) N](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

*Implementation in Data Set Specifications:*

[Body functions cluster](#) Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

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## Body structure

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—body structure, code (ICF 2001) AN[NNNN]  |
| <i>Synonymous names:</i>    | Body structure code  |
| <i>METeOR identifier:</i>   | 320147   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006                                     |
| <i>Definition:</i>          | An anatomical part of a person's body such as organs, limbs or their components, as represented by a code. |
| Data Element Concept:       | Person—body structure  |

### Value domain attributes

---

#### Representational attributes

|                                  |   |
|----------------------------------|---|
| <i>Classification scheme:</i>    | International Classification of Functioning, Disability and Health 2001 |
| <i>Representation class:</i>     | Code  |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | AN[NNNN]  |
| <i>Maximum character length:</i> | 6   |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>This metadata item contributes to the definition of the concept <b>disability</b> and gives an indication of the experience of disability for a person.</p> <p>Data can be collected at the three digit level in one chapter and at the chapter level in another. However it is only possible to collect data at a single level of the hierarchy in a single chapter to maintain mutual exclusivity. For example, it is not permitted to collect both 'Skin and related structures' (chapter level) and 'Structure of nails' (3 digit level) as the former includes the latter.</p> <p>The value domain below refers to the highest hierarchical level (ICF chapter level). Data collected at this level, in association with respective qualifiers (<i>Impairment extent code N, Impairment nature code N, Impairment location code N</i>) will use the codes as indicated.</p> <p>CODE s1 Structures of the nervous system<br/>CODE s2 The eye, ear and related structures<br/>CODE s3 Structures involved in voice and speech<br/>CODE s4 Structures of the cardiovascular, immunological and respiratory systems<br/>CODE s5 Structures related to the digestive, metabolic and endocrine systems<br/>CODE s6 Structures related to the genitourinary and reproductive systems<br/>CODE s7 Structures related to movement<br/>CODE s8 Skin and related structures</p> <p>Data collected at this level will provide a general description of</p> |
|-----------------------|--|

the structures and can only be compared with data collected at the same level.

Each chapter contains categories at different levels ordered from general to detailed. For more detailed information the user should follow the structure of the ICF; the codes should be drawn from the same hierarchical level within any particular chapter. The full range of permissible values together with definitions is listed in the [Body Structures](#) component of the ICF.

An example of a value domain at the 3 digit level from the Structures of the nervous system chapter may include:

CODE s110 Structure of the brain  
CODE s120 Spinal cord and related structures  
CODE s130 Structure of the meninges  
CODE s140 Structure of sympathetic nervous system  
CODE s150 Structure of parasympathetic nervous system  
CODE s198 Structure of the nervous system, other specified  
CODE s199 Structure of the nervous system, unspecified

An example of a value domain at the 4 digit level from the Structures related to movement chapter may include:

CODE s7300 Structure of upper arm  
CODE s7301 Structure of forearm  
CODE s7302 Structure of hand  
CODE s7500 Structure of thigh  
CODE s7501 Structure of lower leg  
CODE s7502 Structure of ankle and foot  
CODE s7600 Structure of vertebral column

The prefix *s* denotes the domains within the component of *Body Structures*.

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

*Origin:*

WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

*Reference documents:*

Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website  
<http://www.who.int/classifications/icf/en/>
- Australian Collaborating Centre ICF website  
<http://www.aihw.gov.au/disability/icf/index.cfm>

## Data element attributes

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### Collection and usage attributes

*Guide for use:*

This data element consists of a single, neutral list of body structures that can be used to record positive or neutral body function. In conjunction with *Impairment extent code N*, it

enables the provision of information about the presence and extent of impairment for any given body structures; with *Impairment nature code N*, the provision of information about the nature of the impairment for given body functions; and *Impairment location code N*, the location of the impairment for given body functions.

Where multiple body structures or **impairments of body structures** are recorded, the following prioritising system should be useful:

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

### Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

### Relational attributes

*Implementation in Data Set Specifications:*

[Body structures cluster](#) Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

---

## Building/complex sub-unit number (person)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (address)—building/complex sub-unit identifier, [X(7)]                                |
| <i>METeOR identifier:</i>   | 270018   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005                       |
| <i>Definition:</i>          | The unique number or identifier for a building/complex, marina, etc. where a person resides. |
| Data Element Concept:       | Person (address)—building/complex sub-unit identifier  |

### Value domain attributes

---

#### Representational attributes

|                                  |            |
|----------------------------------|------------|
| <i>Representation class:</i>     | Identifier |
| <i>Data type:</i>                | String     |
| <i>Format:</i>                   | [X(7)]     |
| <i>Maximum character length:</i> | 7          |

### Data element attributes

---

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | The building/complex sub-unit number must be recorded with its corresponding building/complex unit type - abbreviation. Where applicable, the number may be followed by an alphanumeric suffix. |
| <i>Collection methods:</i> | To be collected in conjunction with building/complex sub-unit type - abbreviation.  |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare   |
| <i>Origin:</i>                  | Australia Post Address Presentation Standard |

#### Relational attributes

|                                     |   |
|-------------------------------------|---|
| <i>Related metadata references:</i> | Supersedes <a href="#">Building/complex sub-unit number, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf</a> (14.38 KB)<br>Is used in the formation of <a href="#">Person (address)—address line, text [X(180)]</a> Health, Standard 04/05/2005, Community services, Standard 30/09/2005<br>Is used in the formation of <a href="#">Person (address)—health address line, text [X(180)]</a> Health, Superseded 04/05/2005 |
|-------------------------------------|---|

---

# Building/complex sub-unit number (service provider organisation)

---

## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (address)—building/complex sub-unit identifier, [X(7)]                  |
| <i>METeOR identifier:</i>   | 290291  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                                |
| <i>Definition:</i>          | The unique number or identifier of a building/complex, marina, etc. where an organisation is located. |
| Data Element Concept:       | Service provider organisation (address)—building/complex sub-unit identifier                          |

---

## Value domain attributes

### Representational attributes

|                                  |            |
|----------------------------------|------------|
| <i>Representation class:</i>     | Identifier |
| <i>Data type:</i>                | String     |
| <i>Format:</i>                   | [X(7)]     |
| <i>Maximum character length:</i> | 7          |

---

## Data element attributes

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare   |
| <i>Origin:</i>                  | Australia Post Address Presentation Standard |

### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Is used in the formation of <a href="#">Service provider organisation (address)—address line, text [X(180)]</a> Health, Standard 04/05/2005, Community services, Standard 30/09/2005 |
|-------------------------------------|--|

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## Building/complex sub-unit type—abbreviation (person)

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (address)—building/complex sub-unit type, code A[AAA]                          |
| <i>METeOR identifier:</i>   | 270023  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005                |
| <i>Definition:</i>          | The type of building/complex where a person can be located, as represented by a code. |
| Data Element Concept:       | Person (address)—building/complex sub-unit type                                       |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
|----------------------------------|--|-------|---------|-----|-----------|------|---------|-----|--------|----|---------|---|------|-----|-------|-----|-------|------|------------|----|--------------|-----|--------|------|-----------|----|------|------|------|------|------|------|------|----|-------|-----|--------|----|-------|------|-----------|---|------|------|-------|------|------|----|-----------|
| <i>Data type:</i>                | String   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| <i>Format:</i>                   | A[AAA]   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| <i>Maximum character length:</i> | 4  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>APT</td><td>Apartment</td></tr><tr><td>CTGE</td><td>Cottage</td></tr><tr><td>DUP</td><td>Duplex</td></tr><tr><td>FY</td><td>Factory</td></tr><tr><td>F</td><td>Flat</td></tr><tr><td>HSE</td><td>House</td></tr><tr><td>KSK</td><td>Kiosk</td></tr><tr><td>MSNT</td><td>Maisonette</td></tr><tr><td>MB</td><td>Marine Berth</td></tr><tr><td>OFF</td><td>Office</td></tr><tr><td>PTHS</td><td>Penthouse</td></tr><tr><td>RM</td><td>Room</td></tr><tr><td>SHED</td><td>Shed</td></tr><tr><td>SHOP</td><td>Shop</td></tr><tr><td>SITE</td><td>Site</td></tr><tr><td>SL</td><td>Stall</td></tr><tr><td>STU</td><td>Studio</td></tr><tr><td>SE</td><td>Suite</td></tr><tr><td>TNHS</td><td>Townhouse</td></tr><tr><td>U</td><td>Unit</td></tr><tr><td>VLLA</td><td>Villa</td></tr><tr><td>WARD</td><td>Ward</td></tr><tr><td>WE</td><td>Warehouse</td></tr></tbody></table> | Value | Meaning | APT | Apartment | CTGE | Cottage | DUP | Duplex | FY | Factory | F | Flat | HSE | House | KSK | Kiosk | MSNT | Maisonette | MB | Marine Berth | OFF | Office | PTHS | Penthouse | RM | Room | SHED | Shed | SHOP | Shop | SITE | Site | SL | Stall | STU | Studio | SE | Suite | TNHS | Townhouse | U | Unit | VLLA | Villa | WARD | Ward | WE | Warehouse |
| Value                            | Meaning  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| APT                              | Apartment  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| CTGE                             | Cottage  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| DUP                              | Duplex   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| FY                               | Factory  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| F                                | Flat   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| HSE                              | House  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| KSK                              | Kiosk  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| MSNT                             | Maisonette   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| MB                               | Marine Berth   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| OFF                              | Office   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| PTHS                             | Penthouse  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| RM                               | Room   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| SHED                             | Shed   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| SHOP                             | Shop   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| SITE                             | Site   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| SL                               | Stall  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| STU                              | Studio   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| SE                               | Suite  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| TNHS                             | Townhouse  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| U                                | Unit   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| VLLA                             | Villa  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| WARD                             | Ward   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |
| WE                               | Warehouse  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |    |           |

## Collection and usage attributes

*Guide for use:* Addresses may contain multiple instances of building/complex type. Record each instance of building/complex type with its corresponding building/complex number when appropriate.

Examples:

APT 6

SHOP 3A

U 6

PTHS

## Data element attributes

---

### Collection and usage attributes

*Collection methods:* To be collected in conjunction with building/complex sub unit number.

### Source and reference attributes

*Submitting organisation:* Australian Institute of Health and Welfare

*Origin:* Health Data Standards Committee

### Relational attributes

*Related metadata references:* Supersedes [Building/complex sub-unit type - abbreviation, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf](#) (16.76 KB)

Is used in the formation of [Person \(address\)—address line, text \[X\(180\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is used in the formation of [Person \(address\)—health address line, text \[X\(180\)\]](#) Health, Superseded 04/05/2005



---

## Building/complex sub-unit type—abbreviation (service provider organisation)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation (address)—building/complex sub-unit type, code A[AAA]          |
| <i>METeOR identifier:</i>   | 290278   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                       |
| <i>Definition:</i>          | The type of building/complex where an organisation can be located, as represented by a code. |
| Data Element Concept:       | Service provider organisation (address)—building/complex sub-unit type                       |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
|----------------------------------|--|-------|---------|-----|-----------|------|---------|-----|--------|----|---------|---|------|-----|-------|-----|-------|------|------------|----|--------------|-----|--------|------|-----------|----|------|------|------|------|------|------|------|----|-------|-----|--------|----|-------|------|-----------|---|------|------|-------|------|------|
| <i>Data type:</i>                | String   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| <i>Format:</i>                   | A[AAA]   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| <i>Maximum character length:</i> | 4  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>APT</td><td>Apartment</td></tr><tr><td>CTGE</td><td>Cottage</td></tr><tr><td>DUP</td><td>Duplex</td></tr><tr><td>FY</td><td>Factory</td></tr><tr><td>F</td><td>Flat</td></tr><tr><td>HSE</td><td>House</td></tr><tr><td>KSK</td><td>Kiosk</td></tr><tr><td>MSNT</td><td>Maisonette</td></tr><tr><td>MB</td><td>Marine Berth</td></tr><tr><td>OFF</td><td>Office</td></tr><tr><td>PTHS</td><td>Penthouse</td></tr><tr><td>RM</td><td>Room</td></tr><tr><td>SHED</td><td>Shed</td></tr><tr><td>SHOP</td><td>Shop</td></tr><tr><td>SITE</td><td>Site</td></tr><tr><td>SL</td><td>Stall</td></tr><tr><td>STU</td><td>Studio</td></tr><tr><td>SE</td><td>Suite</td></tr><tr><td>TNHS</td><td>Townhouse</td></tr><tr><td>U</td><td>Unit</td></tr><tr><td>VLLA</td><td>Villa</td></tr><tr><td>WARD</td><td>Ward</td></tr></tbody></table> | Value | Meaning | APT | Apartment | CTGE | Cottage | DUP | Duplex | FY | Factory | F | Flat | HSE | House | KSK | Kiosk | MSNT | Maisonette | MB | Marine Berth | OFF | Office | PTHS | Penthouse | RM | Room | SHED | Shed | SHOP | Shop | SITE | Site | SL | Stall | STU | Studio | SE | Suite | TNHS | Townhouse | U | Unit | VLLA | Villa | WARD | Ward |
| Value                            | Meaning  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| APT                              | Apartment  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| CTGE                             | Cottage  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| DUP                              | Duplex   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| FY                               | Factory  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| F                                | Flat   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| HSE                              | House  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| KSK                              | Kiosk  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| MSNT                             | Maisonette   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| MB                               | Marine Berth   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| OFF                              | Office   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| PTHS                             | Penthouse  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| RM                               | Room   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| SHED                             | Shed   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| SHOP                             | Shop   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| SITE                             | Site   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| SL                               | Stall  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| STU                              | Studio   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| SE                               | Suite  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| TNHS                             | Townhouse  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| U                                | Unit   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| VLLA                             | Villa  |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |
| WARD                             | Ward   |       |         |     |           |      |         |     |        |    |         |   |      |     |       |     |       |      |            |    |              |     |        |      |           |    |      |      |      |      |      |      |      |    |       |     |        |    |       |      |           |   |      |      |       |      |      |

## Collection and usage attributes

*Guide for use:* Addresses may contain multiple instances of building/complex type. Record each instance of building/complex type with its corresponding building/complex number when appropriate.

Examples:  
APT 6  
SHOP 3A  
U 6  
PTHS

## Data element attributes

---

### Source and reference attributes

*Submitting organisation:* Australian Institute of Health and Welfare  
*Origin:* Health Data Standards Committee

### Relational attributes

*Related metadata references:* Is used in the formation of [Service provider organisation \(address\)—address line, text \[X\(180\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

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## Building/property name (person)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (address)—building/property name, text [X(30)]                              |
| <i>METeOR identifier:</i>   | 270028   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005             |
| <i>Definition:</i>          | The name of a building or property where a person resides, as represented by text. |
| Data Element Concept:       | Person (address)—building/property name  |

### Value domain attributes

---

#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [X(30)] |
| <i>Maximum character length:</i> | 30      |

### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | Usually this information is not abbreviated.<br>Should include any reference to a wing or other components of a building complex, if applicable.<br>A comma is to be used to separate the wing reference from the rest of the building name.<br>Record each Building/property name relevant to the address: <ul style="list-style-type: none"><li>• Building/property name 1 (30 alphanumeric characters)</li><li>• Building/property name 2 (30 alphanumeric characters)</li></ul> For example:<br>Building - TREASURY BUILDING<br>Property - BRINDABELLA STATION |
|-----------------------|--|

#### Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | Health Data Standards Committee<br>Australia Post Address Presentation Standard |
|----------------|---|

#### Relational attributes

|                                     |   |
|-------------------------------------|---|
| <i>Related metadata references:</i> | Supersedes <a href="#">Building/property name, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf</a> (13.77 KB)<br>Is used in the formation of <a href="#">Person (address)—address line, text [X(180)]</a> Health, Standard 04/05/2005, Community services, Standard 30/09/2005<br>Is used in the formation of <a href="#">Person (address)—health address line, text [X(180)]</a> Health, Superseded 04/05/2005 |
|-------------------------------------|---|

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## Building/property name (service provider organisation)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation (address)—building/property name, text [X(30)]                 |
| <i>METeOR identifier:</i>   | 290295   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                       |
| <i>Definition:</i>          | The name of a building or property where an organisation is located, as represented by text. |
| Data Element Concept:       | Service provider organisation (address)—building/property name                               |

### Value domain attributes

---

#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [X(30)] |
| <i>Maximum character length:</i> | 30      |

### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | Usually this information is not abbreviated.<br>Should include any reference to a wing or other components of a building complex, if applicable.<br>A comma is to be used to separate the wing reference from the rest of the building name.<br>Record each Building/property name relevant to the address: <ul style="list-style-type: none"><li>• Building/property name 1 (30 alphanumeric characters)</li><li>• Building/property name 2 (30 alphanumeric characters)</li></ul> For example:<br>Building - TREASURY BUILDING<br>Property - BRINDABELLA STATION |
|-----------------------|--|

#### Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | Health Data Standards Committee<br>Australia Post Address Presentation Standard |
|----------------|---|

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Is used in the formation of <a href="#">Service provider organisation (address)—address line, text [X(180)]</a> Health, Standard 04/05/2005, Community services, Standard 30/09/2005 |
|-------------------------------------|--|

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## Carer Allowance (Child) receipt indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Parent/guardian—receipt of Carer Allowance (Child) indicator, code N   |
| <i>Synonymous names:</i>    | Receipt of Carer Allowance (Child)   |
| <i>METeOR identifier:</i>   | 323286   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | Whether a parent or guardian of a person is in receipt of the 'Carer Allowance (Child)', as represented by a code. |
| Data Element Concept:       | Parent/guardian—receipt of Carer Allowance (Child) indicator   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |     |   |    |   |                                   |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>This data element should not be reported if the service user is aged 16 years or more, even if the person's parent or guardian receives 'Carer Allowance (Child)'.<br/>This data element does not refer to the 'Carer Payment' (formerly 'Carer Pension'), even though some parents or carers of children aged less than 16 years may receive 'Carer Payment' as well as 'Carer Allowance (Child)' (formerly the 'Child Disability Allowance').<br/>CODE 9 Not stated/inadequately described<br/>This code should only be recorded when it has not been possible for the service user or their carer/family/advocate to provide the information (i.e., they have been asked but do not know).</p> |
| <i>Comments:</i>      | Used to assess the relationship between receipt of 'Carer Allowance (Child)' and receipt of other services.  |

#### Source and reference attributes

|                                 |                     |
|---------------------------------|---------------------|
| <i>Submitting organisation:</i> | CSTDA NMDS Network. |
|---------------------------------|---------------------|

*Origin:*

Australian Institute of Health and Welfare 2006.  
Commonwealth State/Territory Disability Agreement National  
Minimum Data Set collection Data Guide: Data items and  
definitions, 2006-07. Australian Institute of Health and Welfare,  
Canberra. Viewed 20 November 2006.  
<[http://www.aihw.gov.au/disability/csda\\_public/06-07\\_data/data\\_guide\\_2006-07.doc](http://www.aihw.gov.au/disability/csda_public/06-07_data/data_guide_2006-07.doc)>

### **Relational attributes**

*Implementation in Data Set  
Specifications:*

[Commonwealth State/Territory Disability Agreement NMDS -  
1 July 2006](#) Community services, Standard 27/04/2007

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## Case management plan goal status

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Client—case management plan goal status, code N  |
| <i>METeOR identifier:</i>   | 336961   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | The extent to which a client has achieved his/her case management goals, as represented by a code. |
| Data Element Concept:       | Client—case management goal status   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |            |   |      |   |      |   |     |
|----------------------------------|---|-------|---------|---|------------|---|------|---|------|---|-----|
| <i>Data type:</i>                | Number  |       |         |   |            |   |      |   |      |   |     |
| <i>Format:</i>                   | N   |       |         |   |            |   |      |   |      |   |     |
| <i>Maximum character length:</i> | 1   |       |         |   |            |   |      |   |      |   |     |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Not at all</td></tr><tr><td>2</td><td>Some</td></tr><tr><td>3</td><td>Most</td></tr><tr><td>4</td><td>All</td></tr></tbody></table> | Value | Meaning | 1 | Not at all | 2 | Some | 3 | Most | 4 | All |
| Value                            | Meaning   |       |         |   |            |   |      |   |      |   |     |
| 1                                | Not at all  |       |         |   |            |   |      |   |      |   |     |
| 2                                | Some  |       |         |   |            |   |      |   |      |   |     |
| 3                                | Most  |       |         |   |            |   |      |   |      |   |     |
| 4                                | All   |       |         |   |            |   |      |   |      |   |     |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 1 Not at all<br>This option is selected if no case management goals were achieved. |
|                       | CODE 2 Some<br>This option is used if some case management goals were achieved.         |
|                       | CODE 3 Most<br>This option is selected if most case management goals were achieved.     |
|                       | CODE 4 All<br>This option is used if all case management goals were achieved.           |

### Data element attributes

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#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Collection methods:</i> | This item is answered from the perspective of the agency worker. It is answered at the end of a client's service episode or support period as to whether the case management goals were achieved. |
|----------------------------|---|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

**Relational attributes**

*Implementation in Data Set Specifications:*

[SAAP Client Collection National Minimum Data Set](#)  
Community services, Standard 30/11/2007



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## Case management plan indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Client—case management plan indicator, code N   |
| <i>METeOR identifier:</i>   | 321129  |
| <i>Registration status:</i> | Community services, Standard 29/04/2006   |
| <i>Definition:</i>          | Whether or not a current (at the time of recording) case management plan has been developed for the client, as represented by a code. |
| Data Element Concept:       | Client—case management plan indicator   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---|

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | <p>This metadata item would be collected either at an initial assessment or subsequent assessments of a person(s). Due to the variety across community services as to what constitutes a case management plan, and whether it is considered to be developed, agreed to and implemented, it is up to individual collections to further clearly specify these aspects when collecting data for their individual purposes. This could include whether or not the plan is written.</p> <p>An example of a question used by the Day Therapy Centre program (DTC) to establish whether a care plan has been developed for the client is:</p> <p>Was a care plan developed for the person?</p> <p>r Yes</p> <p>r No</p> <p>Individual collections may also have certain quality issues regarding case management plans that may be as important as whether or not one has been developed.</p> |
| <i>Comments:</i>           | A case management plan is a personal plan or a support   |

agreement that usually has a statement of the person(s) problems or needs, some goals for the person(s) and strategies to achieve those goals. It is usually developed between the person and agency as a result of an assessment process. The plan or agreement can relate to services provided by one agency or a number of agencies.

### **Source and reference attributes**

*Submitting organisation:* Australian Institute of Health and Welfare  
*Origin:* National Community Services Data Dictionary Version 2, 2000

### **Relational attributes**

*Related metadata references:* Supersedes [Client—case management plan indicator, code N](#)  
Community services, Superseded 29/04/2006  
*Implementation in Data Set Specifications:* [SAAP Client Collection National Minimum Data Set](#)  
Community services, Standard 30/11/2007

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## Case plan review date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Client—case plan review date, DDMMYYYY                                  |
| <i>Synonymous names:</i>    | Date of case plan review  |
| <i>METeOR identifier:</i>   | 316408  |
| <i>Registration status:</i> | Community services, Standard 18/12/2007                                 |
| <i>Definition:</i>          | The date on which a written plan of action for the client was reviewed. |
| Data Element Concept:       | Client—case plan review date  |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | The date the case plan was actually reviewed or revised may not be the same as when any action specified in the plan was initiated or actually occurred. |
|----------------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | National Child Protection and Support Services (NCPASS) data group.  |
| <i>Origin:</i>                  | National Child Protection and Support Services National Minimum Data Set data collection manual, AIHW. September 2005. |

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Child protection and support services (CPSS) - care and protection order episode NMDS (July 2007)</a> Community services, Superseded 01/05/2008 |
|   | <a href="#">Child protection and support services (CPSS) - care and protection order episode NMDS pilot (2008)</a> Community services, Standard 30/04/2008  |
|   | <a href="#">Child protection and support services (CPSS) - out-of-home care NMDS (July 2007)</a> Community services, Superseded 01/05/2008                  |
|   | <a href="#">Child protection and support services (CPSS) - out-of-home care NMDS pilot (2008)</a> Community services, Standard 30/04/2008                   |

---

## Caseworker allocation date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element                                 |
| <i>Technical name:</i>      | Client—caseworker allocation date, DDMMYYYY  |
| <i>METeOR identifier:</i>   | 317373                                       |
| <i>Registration status:</i> | Community services, Standard 18/12/2007      |
| <i>Definition:</i>          | The date a client is allocated a caseworker. |
| Data Element Concept:       | Client—caseworker allocation date            |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | This data item may be collected for the date on which the initial case worker was allocated and for subsequent dates on which a client may be allocated a new case worker. |
|----------------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | National Child Protection and Support Services (NCPASS) data group.  |
| <i>Origin:</i>                  | Child protection and support services national minimum data set data collection manual, AIHW September 2005. |

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Child protection and support services (CPSS) case worker cluster</a> Community services, Standard 30/04/2008<br><i>Implementation start date:</i> 22/06/2007 |
|---|--|

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## Change to body structure

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—nature of impairment of body structure, code (ICF 2001) N   |
| <i>METeOR identifier:</i>   | 320171   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006   |
| <i>Definition:</i>          | The qualitative or quantitative change of a person's impairment in a specified body structure, as represented by a code. |
| Data Element Concept:       | Person—nature of impairment of body structure  |

### Value domain attributes

---

#### Representational attributes

|                                  |   |                                  |
|----------------------------------|---|----------------------------------|
| <i>Classification scheme:</i>    | International Classification of Functioning, Disability and Health 2001 |                                  |
| <i>Representation class:</i>     | Code  |                                  |
| <i>Data type:</i>                | Number  |                                  |
| <i>Format:</i>                   | N   |                                  |
| <i>Maximum character length:</i> | 1   |                                  |
| <i>Permissible values:</i>       | Value   | Meaning                          |
|                                  | 0   | No change in structure           |
|                                  | 1   | Total absence                    |
|                                  | 2   | Partial absence                  |
|                                  | 3   | Additional part                  |
|                                  | 4   | Aberrant dimensions              |
|                                  | 5   | Discontinuity                    |
|                                  | 6   | Deviating position               |
|                                  | 7   | Qualitative changes in structure |
| <i>Supplementary values:</i>     | 8   | Not specified                    |
|                                  | 9   | Not applicable                   |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>This metadata item contributes to the definition of the concept '<b>Disability</b>' and gives an indication of the experience of disability for a person.</p> <p><b>Impairments of body structure</b> are problems in body structure such as a loss or significant departure from population standards or averages.</p> <p>CODE 0 No change in structure<br/>Used when the structure of the body part is within the range of the population standard.</p> <p>CODE 1 Total absence<br/>Used when the body structure is not present. For example total absence of the structures of the lower leg following a thorough knee amputation.</p> |
|-----------------------|--|

**CODE 2 Partial absence**

Used when only part of a body structure is present. For example partial absence of the bones of the lower leg following below knee amputation.

**CODE 3 Additional part**

Used when a structure, not usually present in the population is present, for example a sixth lumbar vertebra or an sixth digit on one hand.

**CODE 4 Aberrant dimensions**

Used when the shape and size of a body structure is significantly different from the population standard. For example radial aplasia where the shape and size of the radial bone does not develop.

**CODE 5 Discontinuity**

Used when parts of a body structure are separated, for example cleft palate or fracture.

**CODE 6 Deviating position**

Used when the location of a structure is not according to population standard; for example, transposition of the great vessels, where the aorta arises from the right ventricle and the pulmonary vessels from the left ventricle.

**CODE 7 Qualitative changes in structure**

Used when the structure of a body part is altered from the population standard. This includes accumulation of fluid, changes in bone structure as a result of osteoporosis or Paget's disease.

**CODE 8 Not specified**

Used when there is a change to a body structure, but the nature of the change is not described.

**CODE 9 Not applicable**

Used when it is not appropriate to code the nature of the change to a body structure.

## Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.   |
| <i>Origin:</i>                  | WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO<br>AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW  |
| <i>Reference documents:</i>     | Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites: <ul style="list-style-type: none"><li>• WHO ICF website<br/><a href="http://www.who.int/classifications/icf/en/">http://www.who.int/classifications/icf/en/</a></li><li>• Australian Collaborating Centre ICF website<br/><a href="http://www.aihw.gov.au/disability/icf/index.cfm">http://www.aihw.gov.au/disability/icf/index.cfm</a></li></ul> |

## Data element attributes

---

### Collection and usage attributes

*Guide for use:*

This data element is used in conjunction with specified body structures, for example 'partial absence of structures related to movement'. This data element may also be used in conjunction with Person—extent of impairment of body structure, code (ICF 2001) N and Person—location of impairment of body structure, code (ICF 2001) N.

### **Source and reference attributes**

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

### **Relational attributes**

*Related metadata references:*

See also [Person—location of impairment of body structure, code \(ICF 2001\) N](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

See also [Person—extent of impairment of body structure, code \(ICF 2001\) N](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

*Implementation in Data Set Specifications:*

[Body structures cluster](#) Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

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## Child abuse and neglect type

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Child—abuse and neglect type, code N  |
| <i>METeOR identifier:</i>   | 270166  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | The type of physical, sexual or emotional actions or inactions which have resulted in, or are likely to result in, significant harm or injury to a child, or risk of significant harm or injury to a child, as represented by a code. |
| Data Element Concept:       | Child—abuse and neglect type  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |                |   |                 |   |              |   |         |   |       |   |                                    |
|----------------------------------|---|-------|---------|---|----------------|---|-----------------|---|--------------|---|---------|---|-------|---|------------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |                |   |                 |   |              |   |         |   |       |   |                                    |
| <i>Format:</i>                   | N   |       |         |   |                |   |                 |   |              |   |         |   |       |   |                                    |
| <i>Maximum character length:</i> | 1   |       |         |   |                |   |                 |   |              |   |         |   |       |   |                                    |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Physical abuse</td></tr><tr><td>2</td><td>Emotional abuse</td></tr><tr><td>3</td><td>Sexual abuse</td></tr><tr><td>4</td><td>Neglect</td></tr><tr><td>5</td><td>Other</td></tr><tr><td>9</td><td>Not stated/ inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Physical abuse | 2 | Emotional abuse | 3 | Sexual abuse | 4 | Neglect | 5 | Other | 9 | Not stated/ inadequately described |
| Value                            | Meaning   |       |         |   |                |   |                 |   |              |   |         |   |       |   |                                    |
| 1                                | Physical abuse  |       |         |   |                |   |                 |   |              |   |         |   |       |   |                                    |
| 2                                | Emotional abuse   |       |         |   |                |   |                 |   |              |   |         |   |       |   |                                    |
| 3                                | Sexual abuse  |       |         |   |                |   |                 |   |              |   |         |   |       |   |                                    |
| 4                                | Neglect   |       |         |   |                |   |                 |   |              |   |         |   |       |   |                                    |
| 5                                | Other   |       |         |   |                |   |                 |   |              |   |         |   |       |   |                                    |
| 9                                | Not stated/ inadequately described  |       |         |   |                |   |                 |   |              |   |         |   |       |   |                                    |
| <i>Supplementary values:</i>     | 9   |       |         |   |                |   |                 |   |              |   |         |   |       |   |                                    |

### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | These categories may be used in different ways by different jurisdictions, depending on the state or territories own definitions, policies and practices. In addition, a child subject to abuse and neglect is often subject to more than one type of abuse and neglect (for example, sexual abuse is often also associated with emotional abuse). |
| <i>Comments:</i>      | The National Child Protection and Support Services Working Group, is undertaking considerable work to improve the comparability of child protection data. This work will impact upon the definitions and data collections in the child protection area.  |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare   |
| <i>Reference documents:</i>     | Child protection, Australia, 1997–98 (AIHW)<br>Comparability of Child Protection Data 1999 (AIHW)<br>Children Protection Australia: data collection standards, tables, |



& counting rules 1998–1999 (AIHW)

## Relational attributes

*Related metadata references:*

*Implementation in Data Set Specifications:*

Supersedes [Child abuse and neglect type, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.27 KB)

[Child protection and support services \(CPSS\) - notifications, investigations, and substantiations NMDS \(July 2007\)](#)

Community services, Superseded 01/05/2008

[Child protection and support services \(CPSS\) - notifications, investigations, and substantiations NMDS pilot \(2008\)](#)

Community services, Standard 30/04/2008

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## Communication method

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—communication method, code N  |
| <i>METeOR identifier:</i>   | 345093   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | The method of communication, including sign language, most effectively used by the person, as represented by a code. |
| Data Element Concept:       | Person—communication method  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |                 |   |               |   |  |   |                                   |
|----------------------------------|---|-------|---------|---|-----------------|---|---------------|---|--|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |                 |   |               |   |  |   |                                   |
| <i>Format:</i>                   | N   |       |         |   |                 |   |               |   |  |   |                                   |
| <i>Maximum character length:</i> | 1   |       |         |   |                 |   |               |   |  |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Spoken language</td></tr><tr><td>2</td><td>Sign language</td></tr><tr><td>3</td><td>Other effective non-spoken communication (e.g. Canon Communicator, Compic)</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Spoken language | 2 | Sign language | 3 | Other effective non-spoken communication (e.g. Canon Communicator, Compic) | 9 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |   |                 |   |               |   |  |   |                                   |
| 1                                | Spoken language   |       |         |   |                 |   |               |   |  |   |                                   |
| 2                                | Sign language   |       |         |   |                 |   |               |   |  |   |                                   |
| 3                                | Other effective non-spoken communication (e.g. Canon Communicator, Compic)  |       |         |   |                 |   |               |   |  |   |                                   |
| 9                                | Not stated/inadequately described   |       |         |   |                 |   |               |   |  |   |                                   |
| <i>Supplementary values:</i>     | 9   |       |         |   |                 |   |               |   |  |   |                                   |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | CODE 1, 2 and 3<br>The communication must be effective in that the person must be able to communicate more than just basic needs, to unfamiliar people, using this method.<br>This item is considered 'not applicable' to young children, i.e. children aged 0–4 years |
|-----------------------|--|

#### Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Reference documents:</i> | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07. |
|-----------------------------|--|

### Data element attributes

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#### Collection and usage attributes

|                  |   |
|------------------|---|
| <i>Comments:</i> | Method of communication is an important indicator of potential barriers to social inclusion, particularly in conjunction with data on country of birth and interpreter services required. |
|------------------|---|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.  |
| <i>Reference documents:</i>     | Commonwealth State/Territory Disability Agreement National |

Minimum Data Set (CSTDA NMDS) collection. Data Guide:  
data items and definitions 2006-07.

## **Relational attributes**

*Related metadata references:*

Supersedes [Person—communication method, code N](#)  
Community services, Superseded 27/04/2007

See also [Person—effective communication indicator, code N](#)  
Community services, Standard 27/04/2007

*Implementation in Data Set  
Specifications:*

[Commonwealth State/Territory Disability Agreement NMDS -  
1 July 2006](#) Community services, Standard 27/04/2007

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## Consent obtained indicator

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Client—consent obtained indicator, yes/no code N   |
| <i>Synonymous names:</i>    | Consent obtained   |
| <i>METeOR identifier:</i>   | 338737   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | Whether the client has agreed to have personal information recorded, as represented by a code. |
| Data Element Concept:       | Client—consent indicator   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |     |   |    |
|----------------------------------|---|-------|---------|---|-----|---|----|
| <i>Data type:</i>                | Number  |       |         |   |     |   |    |
| <i>Format:</i>                   | N   |       |         |   |     |   |    |
| <i>Maximum character length:</i> | 1   |       |         |   |     |   |    |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No |
| Value                            | Meaning   |       |         |   |     |   |    |
| 1                                | Yes   |       |         |   |     |   |    |
| 2                                | No  |       |         |   |     |   |    |

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Code 1 Yes<br>Information has been provided to the client about the recording of personal information and they have given their consent to being involved.<br>Code 2 No<br>The client has been asked to give consent but has refused, or if consent was not obtained for other reasons. |
|-----------------------|---|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
| <i>Origin:</i>                  | SAAP National Data Collection Agency Collectors Manual July 2005.                |

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Client Collection National Minimum Data Set</a><br>Community services, Standard 30/11/2007 |
|---|---|

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## Corporation indicator

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—corporation indicator, yes/no code N   |
| <i>METeOR identifier:</i>   | 315191   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | An indicator of whether the group or organisation which is responsible for managing the service is legally termed a <b>corporation</b> , as represented by a code. |
| Data Element Concept:       | Service provider organisation—corporation indicator  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---|

### Data element attributes

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#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>A corporation is a legal entity that:</p> <ul style="list-style-type: none"><li>• is created for the purpose of producing goods and services for the market;</li><li>• may be a source of profit or other financial gain to its owner(s); and</li><li>• is collectively owned by shareholders who have the authority to appoint directors responsible for its general management.</li></ul> <p>Respondents should choose 'no' if the legal entity of their service's owner or management group does not reflect the definition.</p> |
|-----------------------|--|

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

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## Country of birth

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—country of birth, code (SACC 2008) NNNN                          |
| <i>METeOR identifier:</i>   | 370943  |
| <i>Registration status:</i> | Health, Candidate 02/06/2008<br>Community services, Standard 02/06/2008 |
| <i>Definition:</i>          | The country in which the person was born, as represented by a code.     |
| Data Element Concept:       | Person—country of birth   |

### Value domain attributes

---

#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Classification scheme:</i>    | Standard Australian Classification of Countries 2008 |
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | Number   |
| <i>Format:</i>                   | NNNN   |
| <i>Maximum character length:</i> | 4  |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>The Standard Australian Classification of Countries 2008 (SACC) is a four-digit, three-level hierarchical structure specifying major group, minor group and country.</p> <p>A country, even if it comprises other discrete political entities such as states, is treated as a single unit for all data domain purposes. Parts of a political entity are not included in different groups. Thus, Hawaii is included in Northern America (as part of the identified country United States of America), despite being geographically close to and having similar social and cultural characteristics as the units classified to Polynesia.</p> |
|-----------------------|--|

### Data element attributes

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#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Collection methods:</i> | <p>Some data collections ask respondents to specify their country of birth. In others, a pre-determined set of countries is specified as part of the question, usually accompanied by an 'other (please specify)' category.</p> <p>Recommended questions are:</p> <p>In which country were you/was the person/was (name) born?<br/>Australia<br/>Other (please specify)</p> <p>Alternatively, a list of countries may be used based on, for example common Census responses.</p> <p>In which country were you/was the person/was (name) born?<br/>Australia<br/>England</p> |
|----------------------------|---|

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

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

*Comments:*

This metadata item is consistent with that used in the [ABS collection methods](#) and is recommended for use whenever there is a requirement for comparison with ABS data (last viewed 2/6/2008).

**Relational attributes**

*Related metadata references:*

Supersedes [Person—country of birth, code \(SACC 1998\) NNNN](#) Health, Standard 01/03/2005, Community services, Superseded 02/06/2008, Housing assistance, Standard 20/06/2005

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## Date accommodation sought

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—date accommodation sought, DDMMYYYY             |
| <i>METeOR identifier:</i>   | 336188   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                |
| <i>Definition:</i>          | The date a person sought accommodation from an agency. |
| Data Element Concept:       | Person—date accommodation sought                       |

### Value domain attributes

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#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | SAAP demand collection DSS specific information:<br>The date must be within the specified collection period. |
|----------------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
| <i>Origin:</i>                  | SAAP National Data Collection Agency Collectors Manual July 2005.                |

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Demand for Accommodation National Minimum Data Set</a> Community services, Standard 30/11/2007 |
|   | <i>Implementation start date:</i> 21/04/2006  |
|   | <i>Implementation end date:</i> 01/08/2006  |



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## Date accuracy indicator

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Date—accuracy indicator, code AAA  |
| <i>METeOR identifier:</i>   | 294429   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                       |
| <i>Definition:</i>          | An indicator of the accuracy of the components of a reported date, as represented by a code. |
| Data Element Concept:       | Date—accuracy indicator  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
|----------------------------------|--|-------|---------|-----|----------------------------------|-----|---|-----|---|-----|---|-----|--|-----|---|-----|---|-----|--|-----|---|-----|---|-----|--|-----|--|-----|---|-----|-----------------------------------|-----|--|-----|--|-----|---|-----|--|
| <i>Data type:</i>                | String   |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| <i>Format:</i>                   | AAA  |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| <i>Maximum character length:</i> | 3  |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>AAA</td><td>Day, month and year are accurate</td></tr><tr><td>AAE</td><td>Day and month are accurate, year is estimated</td></tr><tr><td>AAU</td><td>Day and month are accurate, year is unknown</td></tr><tr><td>AEE</td><td>Day is accurate, month and year are estimated</td></tr><tr><td>AEU</td><td>Day is accurate, month is estimated, year is unknown</td></tr><tr><td>AUU</td><td>Day is accurate, month and year are unknown</td></tr><tr><td>AUA</td><td>Day is accurate, month is unknown, year is accurate</td></tr><tr><td>AUE</td><td>Day is accurate, month is unknown, year is estimated</td></tr><tr><td>AEA</td><td>Day is accurate, month is estimated, year is accurate</td></tr><tr><td>EAA</td><td>Day is estimated, month and year are accurate</td></tr><tr><td>EAE</td><td>Day is estimated, month is accurate, year is estimated</td></tr><tr><td>EAU</td><td>Day is estimated, month is accurate, year is unknown</td></tr><tr><td>EEA</td><td>Day and month are estimated, year is accurate</td></tr><tr><td>EEE</td><td>Day, month and year are estimated</td></tr><tr><td>EEU</td><td>Day and month are estimated, year is unknown</td></tr><tr><td>EUA</td><td>Day is estimated, month is unknown, year is accurate</td></tr><tr><td>EUE</td><td>Day is estimated, month is unknown, year is estimated</td></tr><tr><td>EUU</td><td>Day is estimated, month and year are unknown</td></tr></tbody></table> | Value | Meaning | AAA | Day, month and year are accurate | AAE | Day and month are accurate, year is estimated | AAU | Day and month are accurate, year is unknown | AEE | Day is accurate, month and year are estimated | AEU | Day is accurate, month is estimated, year is unknown | AUU | Day is accurate, month and year are unknown | AUA | Day is accurate, month is unknown, year is accurate | AUE | Day is accurate, month is unknown, year is estimated | AEA | Day is accurate, month is estimated, year is accurate | EAA | Day is estimated, month and year are accurate | EAE | Day is estimated, month is accurate, year is estimated | EAU | Day is estimated, month is accurate, year is unknown | EEA | Day and month are estimated, year is accurate | EEE | Day, month and year are estimated | EEU | Day and month are estimated, year is unknown | EUA | Day is estimated, month is unknown, year is accurate | EUE | Day is estimated, month is unknown, year is estimated | EUU | Day is estimated, month and year are unknown |
| Value                            | Meaning  |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| AAA                              | Day, month and year are accurate   |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| AAE                              | Day and month are accurate, year is estimated  |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| AAU                              | Day and month are accurate, year is unknown  |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| AEE                              | Day is accurate, month and year are estimated  |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| AEU                              | Day is accurate, month is estimated, year is unknown   |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| AUU                              | Day is accurate, month and year are unknown  |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| AUA                              | Day is accurate, month is unknown, year is accurate  |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| AUE                              | Day is accurate, month is unknown, year is estimated   |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| AEA                              | Day is accurate, month is estimated, year is accurate  |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| EAA                              | Day is estimated, month and year are accurate  |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| EAE                              | Day is estimated, month is accurate, year is estimated   |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| EAU                              | Day is estimated, month is accurate, year is unknown   |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| EEA                              | Day and month are estimated, year is accurate  |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| EEE                              | Day, month and year are estimated  |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| EEU                              | Day and month are estimated, year is unknown   |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| EUA                              | Day is estimated, month is unknown, year is accurate   |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| EUE                              | Day is estimated, month is unknown, year is estimated  |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |
| EUU                              | Day is estimated, month and year are unknown   |       |         |     |                                  |     |   |     |   |     |   |     |  |     |   |     |   |     |  |     |   |     |   |     |  |     |  |     |   |     |                                   |     |  |     |  |     |   |     |  |

|     |  |
|-----|--|
| UAA | Day is unknown, month and year are accurate          |
| UAE | Day is unknown, month is accurate, year is estimated |
| UAU | Day is unknown, month is accurate, year is unknown   |
| UEA | Day is unknown, month is estimated, year is accurate |
| UEE | Day is unknown, month and year are estimated         |
| UEU | Day is unknown, month is estimated, year is unknown  |
| UUA | Day and month are unknown, year is accurate          |
| UUE | Day and month are unknown, year is estimated         |
| UUU | Day, month and year are unknown                      |

## Collection and usage attributes

### *Guide for use:*

Any combination of the values A, E, U representing the corresponding level of accuracy of each date component of the reported date.

This data element consists of a combination of three codes, each of which denotes the accuracy of one date component:

A – the referred date component is accurate

E – the referred date component is not known but is estimated

U – the referred date component is not known and not estimated.

This data element contains positional fields (DMY) that reflects the order of the date components in the format (DDMMYYYY) of the reported date:

Field 1 (D) – refers to the accuracy of the day component;

Field 2 (M) – refers to the accuracy of the month component;

Field 3 (Y) – refers to the accuracy of the year component.

| Data domain | Date component (for a format DDMMYYYY) |         |        |
|-------------|--|---------|--------|
|             | (D)ay                                  | (M)onth | (Y)ear |
| Accurate    | A                                      | A       | A      |
| Estimated   | E                                      | E       | E      |
| Unknown     | U                                      | U       | U      |

This data element is valid only for use with dates that are reported/exchanged in the format (DDMMYYYY).

Example 1: A date has been sourced from a reliable source and is known as accurate then the Date accuracy indicator should be informed as (AAA).

Example 2: If only the age of the person is known and there is no certainty of the accuracy of this, then the Date accuracy indicator should be informed as (UUE). That is the day and month are “unknown” and the year is “estimated”.

Example 3: If a person was brought in unconscious to an emergency department of a hospital and the only information available was from a relative who was certain of the age and the birthday's 'month' then the Date accuracy indicator should be informed as (UAA). A year derived from an accurate month

and accurate age is always an accurate year.

The Date accuracy indicator can be useful for operational purposes to indicate the level of accuracy that a date has been collected at any point in time. It can indicate whether the stored date needs to be followed up until it reaches the intended minimal required accuracy. For example, if a person was brought in unconscious to an emergency department of a hospital the level of accuracy of the date collected at that point may not be satisfactory. It is likely that the correct date of birth can be obtained at a later date. The Date accuracy indicator provides information on the accuracy of the entered dates that may require further action.

For future users of the data it may also be essential they know the accuracy of the date components of a reported date.

## Data element attributes

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### Collection and usage attributes

*Collection methods:*

Collection constraints:

If constraints for the collection of the date are imposed, such as 'a valid date must be input in an information system for unknown date components', the Date accuracy indicator should be used along with the date as a way of avoiding the contamination of the valid dates with the same value on the respective date components.

Example:

Some jurisdictions use 0107YYYY and some use 0101YYYY when only the year is known. When month and year are known some use the 15th day as the date i.e. 15MMYYYY. Where this occurs in a data collection that is used for reporting or analysis purposes there will be dates in the collection with the attributes 0107YYYY etc that are accurate and some that are not accurate. Without a corresponding flag to determine this accuracy the analysis or report will be contaminated by those estimated dates.

*Comments:*

Provision of a date is often a mandatory requirement in data collections.

Most computer systems require a valid date to be recorded in a date field i.e. the month part must be an integer between 1 and 12, the day part must be an integer between 1 and 31 with rules about the months with less than 31 days, and the year part should include the century. Also in many systems, significant dates (e.g. date of birth) are mandatory requirements.

However, in actual practice, the date or date components are often not known (e.g. date of birth, date of injury) but, as stated above, computer systems require a valid date. This means that a date MUST be included and it MUST follow the rules for a valid date. It therefore follows that, while such a date will contain valid values according to the rules for a date, the date is in fact an 'unknown' or 'estimated' date. For future users of the data it is essential they know that a date is accurate, unknown or estimated and which components of the date are accurate, unknown or estimated.

## Source and reference attributes

*Submitting organisation:* Standards Australia  
*Reference documents:* AS5017 Health Care Client Identification, 2002, Sydney:  
Standards Australia

## Relational attributes

*Related metadata references:* See also [Person—date of birth, DDMMYYYY](#) Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 20/06/2005

*Implementation in Data Set Specifications:* [SAAP Client Collection National Minimum Data Set](#) Community services, Standard 30/11/2007

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## Date estimate indicator

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### Identifying and definitional attributes

|                              |  |
|------------------------------|--|
| <i>Metadata item type:</i>   | Data Element   |
| <i>Technical name:</i>       | Date—estimate indicator, code N  |
| <i>Synonymous names:</i>     | Date estimate flag, Birth date estimate flag, Estimate indicator, Date accuracy flag |
| <i>METeOR identifier:</i>    | 329314   |
| <i>Registration status:</i>  | Community services, Standard 27/04/2007  |
| <i>Definition:</i>           | An indicator of whether any component of a reported date was estimated.              |
| <i>Context:</i>              | Record linkage and statistical linkage key.  |
| <i>Data Element Concept:</i> | Date—estimate indicator  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |           |   |               |   |                                   |
|----------------------------------|---|-------|---------|---|-----------|---|---------------|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |           |   |               |   |                                   |
| <i>Format:</i>                   | N   |       |         |   |           |   |               |   |                                   |
| <i>Maximum character length:</i> | 1   |       |         |   |           |   |               |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Estimated</td></tr><tr><td>2</td><td>Not estimated</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Estimated | 2 | Not estimated | 9 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |   |           |   |               |   |                                   |
| 1                                | Estimated   |       |         |   |           |   |               |   |                                   |
| 2                                | Not estimated   |       |         |   |           |   |               |   |                                   |
| 9                                | Not stated/inadequately described   |       |         |   |           |   |               |   |                                   |
| <i>Supplementary values:</i>     |   |       |         |   |           |   |               |   |                                   |

#### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | This data element may be reported in conjunction with the date of birth when any part of the date represents an estimate rather than the actual or known date. |
|----------------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | NCSIMG Children Services Data Working Group<br>CSTDA NMDS Network.   |
| <i>Origin:</i>                  | National Community Services Data Dictionary V3, 2004.  |
| <i>Reference documents:</i>     | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07. |

#### Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>               | See also <a href="#">Person—date of birth, DDMMYYYY</a> Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 20/06/2005  |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Child protection and support services (CPSS) client cluster</a><br>Community services, Standard 30/04/2008<br><i>Implementation start date:</i> 22/06/2007 |



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## Date of birth

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—date of birth, DDMMYYYY  |
| <i>METeOR identifier:</i>   | 287007  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005<br>Housing assistance, Standard 20/06/2005 |
| <i>Definition:</i>          | The date of birth of the person.  |
| Data Element Concept:       | Person—date of birth  |

### Value domain attributes

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#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

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#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | <p>If date of birth is not known or cannot be obtained, provision should be made to collect or estimate age. Collected or estimated age would usually be in years for adults, and to the nearest three months (or less) for children aged less than two years. Additionally, an estimated date flag or a date accuracy indicator should be reported in conjunction with all estimated dates of birth.</p> <p>For data collections concerned with children's services, it is suggested that the estimated date of birth of children aged under 2 years should be reported to the nearest 3 month period, i.e. 0101, 0104, 0107, 0110 of the estimated year of birth. For example, a child who is thought to be aged 18 months in October of one year would have his/her estimated date of birth reported as 0104 of the previous year. Again, an estimated date flag or date accuracy indicator should be reported in conjunction with all estimated dates of birth.</p> |
| <i>Collection methods:</i> | <p>Information on date of birth can be collected using the one question:</p> <p>What is your/(the person's) date of birth?</p> <p>In self-reported data collections, it is recommended that the following response format is used:</p> <p>Date of birth: __ / __ / ____</p> <p>This enables easy conversion to the preferred representational layout (DDMMYYYY).</p> <p>For record identification and/or the derivation of other metadata items that require accurate date of birth information, estimated dates of birth should be identified by a date accuracy indicator to prevent inappropriate use of date of birth data. The</p>   |

linking of client records from diverse sources, the sharing of patient data, and data analysis for research and planning all rely heavily on the accuracy and integrity of the collected data. In order to maintain data integrity and the greatest possible accuracy an indication of the accuracy of the date collected is critical. The collection of an indicator of the accuracy of the date may be essential in confirming or refuting the positive identification of a person. For this reason it is strongly recommended that the data element Date—accuracy indicator, code AAA also be recorded at the time of record creation to flag the accuracy of the data.

*Comments:*

Privacy issues need to be taken into account in asking persons their date of birth.

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

When date of birth is an estimated or default value, national health and community services collections typically use 0101 or 0107 or 3006 as the estimate or default for DDMM.

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

## Source and reference attributes

*Origin:*

National Health Data Committee  
National Community Services Data Committee

*Reference documents:*

AS5017 Health Care Client Identification, 2002, Sydney:  
Standards Australia  
AS4846 Health Care Provider Identification, 2004, Sydney:  
Standards Australia

## Relational attributes

*Related metadata references:*

Supersedes [Person—date of birth, DDMMYYYY](#) Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005  
See also [Date—estimate indicator, code N](#) Community services, Standard 27/04/2007  
See also [Date—accuracy indicator, code AAA](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005  
Is used in the formation of [Episode of admitted patient care—major diagnostic category, code \(AR-DRG v5.1\) NN](#) Health, Standard 01/03/2005  
Is used in the formation of [Episode of admitted patient care—length of stay \(including leave days\) \(postnatal\), total N\[NN\]](#) Health, Standard 04/07/2007  
Is used in the formation of [Episode of admitted patient care—length of stay \(including leave days\) \(antenatal\), total N\[NN\]](#) Health, Standard 04/07/2007  
Is used in the formation of [Episode of admitted patient care—diagnosis related group, code \(AR-DRG v5.1\) ANNA](#) Health, Standard 01/03/2005  
Is used in the formation of [Episode of admitted patient care](#)



*Implementation in Data Set Specifications:*

[\(postnatal\)—length of stay \(including leave days\), total N\[NN\]](#)  
Health, Superseded 04/07/2007

Is used in the formation of [Episode of admitted patient care \(antenatal\)—length of stay \(including leave days\), total N\[NN\]](#)  
Health, Superseded 04/07/2007

[Child protection and support services \(CPSS\) client cluster](#)  
Community services, Standard 30/04/2008

*Implementation start date: 22/06/2007*

[Child protection and support services \(CPSS\) sibling cluster](#)  
Community services, Standard 30/04/2008

*Implementation start date: 22/06/2007*

[Children's Services NMDS](#) Community services, Standard  
18/12/2007

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

[Juvenile Justice NMDS](#) Community services, Standard  
27/03/2007

*Implementation start date: 01/07/2005*

[SAAP Client Collection National Minimum Data Set](#)  
Community services, Standard 30/11/2007

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## Date of death

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—date of death, DDMMYYYY   |
| <i>METeOR identifier:</i>   | 287305   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | The date of death of the person.                                       |
| Data Element Concept:       | Person—date of death   |

### Value domain attributes

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#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | Recorded for persons who have died.<br>Where Date of birth is collected, Date of death must be equal to or greater than Date of birth for the same person.   |
| <i>Collection methods:</i> | <p>It is recommended that in cases where all components of the date of death 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.</p> <p>For record identification and/or the derivation of other metadata items that require accurate date of death information, estimated dates of death should be identified by a date accuracy indicator to prevent inappropriate use of date of death data .</p> <p>The linking of client records from diverse sources, the sharing of patient data, and data analysis for research and planning all rely heavily on the accuracy and integrity of the collected data. In order to maintain data integrity and the greatest possible accuracy an indication of the accuracy of the date collected is critical. The collection of Date accuracy indicator may be essential in confirming or refuting the positive identification of a person. For this reason it is strongly recommended that the data element Date accuracy indicator also be recorded at the time of record creation to flag the accuracy of the data.</p> |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
| <i>Origin:</i>                  | Health Data Standards Committee            |

#### Relational attributes

|                                     |   |
|-------------------------------------|---|
| <i>Related metadata references:</i> | Supersedes <a href="#">Date of death, version 1, DE, NHDD, NHIMG,</a> |
|-------------------------------------|---|

[Superseded 01/03/2005.pdf](#) (13.54 KB)

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## Date of initial case plan

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Client—initial case plan date, DDMMYYYY   |
| <i>Synonymous names:</i>    | Initial case plan date  |
| <i>METeOR identifier:</i>   | 316402  |
| <i>Registration status:</i> | Community services, Standard 18/12/2007   |
| <i>Definition:</i>          | The date on which a client's first case plan was developed and agreed to by relevant parties. |
| Data Element Concept:       | Client—initial case plan date   |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

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#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | A case management plan is a written plan or a support agreement that usually has a statement of the person's problems or needs, some goals for the person and strategies to achieve those goals. It is usually developed between the person and agency as a result of an assessment process. The plan or agreement can relate to services provided by on agency or a number of agencies. |
|-----------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | National Child Protection and Support Services (NCPASS) data group.  |
| <i>Origin:</i>                  | National Child Protection and Support Services National Minimum Data Set data collection manual, AIHW, September 2005. |

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Child protection and support services (CPSS) - care and protection order episode NMDS (July 2007)</a> Community services, Superseded 01/05/2008 |
|   | <a href="#">Child protection and support services (CPSS) - care and protection order episode NMDS pilot (2008)</a> Community services, Standard 30/04/2008  |
|   | <a href="#">Child protection and support services (CPSS) - out-of-home care NMDS (July 2007)</a> Community services, Superseded 01/05/2008                  |
|   | <a href="#">Child protection and support services (CPSS) - out-of-home care NMDS pilot (2008)</a> Community services, Standard                              |

30/04/2008

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## Day of operation

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—day of operation, code N  |
| <i>METeOR identifier:</i>   | 315122  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | The day of the week an agency or organisation is open for the provision of service, as represented by a code. |
| Data Element Concept:       | Service provider organisation—day of operation  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |        |   |         |   |           |   |          |   |        |   |          |   |        |   |                                   |
|----------------------------------|---|-------|---------|---|--------|---|---------|---|-----------|---|----------|---|--------|---|----------|---|--------|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |        |   |         |   |           |   |          |   |        |   |          |   |        |   |                                   |
| <i>Format:</i>                   | N   |       |         |   |        |   |         |   |           |   |          |   |        |   |          |   |        |   |                                   |
| <i>Maximum character length:</i> | 1   |       |         |   |        |   |         |   |           |   |          |   |        |   |          |   |        |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Monday</td></tr><tr><td>2</td><td>Tuesday</td></tr><tr><td>3</td><td>Wednesday</td></tr><tr><td>4</td><td>Thursday</td></tr><tr><td>5</td><td>Friday</td></tr><tr><td>6</td><td>Saturday</td></tr><tr><td>7</td><td>Sunday</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Monday | 2 | Tuesday | 3 | Wednesday | 4 | Thursday | 5 | Friday | 6 | Saturday | 7 | Sunday | 9 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |   |        |   |         |   |           |   |          |   |        |   |          |   |        |   |                                   |
| 1                                | Monday  |       |         |   |        |   |         |   |           |   |          |   |        |   |          |   |        |   |                                   |
| 2                                | Tuesday   |       |         |   |        |   |         |   |           |   |          |   |        |   |          |   |        |   |                                   |
| 3                                | Wednesday   |       |         |   |        |   |         |   |           |   |          |   |        |   |          |   |        |   |                                   |
| 4                                | Thursday  |       |         |   |        |   |         |   |           |   |          |   |        |   |          |   |        |   |                                   |
| 5                                | Friday  |       |         |   |        |   |         |   |           |   |          |   |        |   |          |   |        |   |                                   |
| 6                                | Saturday  |       |         |   |        |   |         |   |           |   |          |   |        |   |          |   |        |   |                                   |
| 7                                | Sunday  |       |         |   |        |   |         |   |           |   |          |   |        |   |          |   |        |   |                                   |
| 9                                | Not stated/inadequately described   |       |         |   |        |   |         |   |           |   |          |   |        |   |          |   |        |   |                                   |
| <i>Supplementary values:</i>     | 9   |       |         |   |        |   |         |   |           |   |          |   |        |   |          |   |        |   |                                   |

### Data element attributes

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#### Collection and usage attributes

*Guide for use:* More than one option can be selected.

#### Source and reference attributes

*Submitting organisation:* NCSIMG Children's Services Data Working Group  
Australian Institute of Health and Welfare

#### Relational attributes

*Implementation in Data Set Specifications:* [Service accessibility cluster](#) Community services, Standard 30/11/2007

*Implementation start date:* 31/01/2007

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## Department of Veterans' Affairs file number

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—government funding identifier, Department of Veterans' Affairs file number AAXXNNNNA |
| <i>METeOR identifier:</i>   | 339127  |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 31/08/2007                      |
| <i>Definition:</i>          | A unique personal identifier issued to a veteran by the Department of Veterans' Affairs.    |
| Data Element Concept:       | Person—government funding identifier  |

### Value domain attributes

---

#### Representational attributes

|                                  |            |
|----------------------------------|------------|
| <i>Representation class:</i>     | Identifier |
| <i>Data type:</i>                | String     |
| <i>Format:</i>                   | AAXXNNNNA  |
| <i>Maximum character length:</i> | 9          |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>1st character is the state code (an alphabetic character) - N, V, Q, W, S or T for the appropriate state/territory. Australian Capital Territory is included in New South Wales (N) and Northern Territory with South Australia (S).</p> <p>Next 7 characters are the file number, made up of:<br/>War code + numeric digits, where:<br/>if War code is 1 alphabetic character, add 6 numeric characters (ANNNNNN)</p> <p>Where there is no war code as is the case with World War 1 veterans, insert a blank and add 6 numeric characters ( NNNNNN)</p> <p>if War code is 2 alphabetic characters, add 5 numeric characters (AANNNNN)</p> <p>if War code is 3 alphabetic characters, add 4 numeric characters (AAANNNN)</p> <p>The 9th character is the segment link. For dependents of veterans, the 9th character is always an alphabetic character. The alphabetic code is generated in the order by which the cards are issued. For example A, B, C, D etc.</p> <p>CAUTIONARY NOTE: For veterans the 9th character is left blank</p> |
|-----------------------|--|

### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | The Department of Veterans' Affairs file number should only be collected from persons eligible to receive health services that are to be funded by the DVA. The number may be reported to the appropriate government agency to reconcile payment for the service provided. |
|----------------------------|--|

DVA card number:

This number is the digitised version of the file number. If paper claims are optically scanned by the Health Insurance Commission, the digitised version of the file number is picked up by the scanner and converted to the normal file number format. For manual claims, the gold and white cards may be used in conjunction with the data element and an imprinter. This method records the DVA file number and other card details on a manual voucher.

The data should not be used by private sector organisations for any purpose unless specifically authorised by law. For example, private sector organisations should not use the DVA file number for data linking unless specifically authorised by relevant privacy legislation.

This number must be recorded by a service provider each time a service is provided to a person who holds the entitlement for reimbursement purposes.

*Comments:*

All veterans and veteran community clients are issued with a DVA file number. The veteran community may access many different benefits, ranging from pensions to health services, through their DVA file number.

Note that Veterans may have a Medicare card number and a Department of Veterans Affairs (DVA) number or only a DVA number.

DVA has three (3) types of health cards:

- Gold Card
- White Card
- Repatriation Pharmaceutical Benefits Card.

Each card indicates, to the health provider, the level of health services the holder is eligible for, at the DVA expense.

The Gold card enables the holder to access a comprehensive range of health care and related services, for all conditions, whether they are related to war service or not.

The White card enables the holder to access health care and associated services for war or service-related conditions. Veterans of Australian forces may also be issued this card to receive treatment for malignant cancer, pulmonary tuberculosis and post traumatic stress disorder and, for Vietnam veterans only, anxiety or depression, irrespective of whether these conditions are related to war service or not.

The white card holders are eligible to receive, for specific conditions, treatment from registered medical, hospital, pharmaceutical, dental and allied health care providers with whom DVA has arrangements.

A white card is also issued to eligible ex-service personnel who are from other countries, which enter into arrangements with the Australian government for the treatment of the conditions that these countries accept as war related.

When a gold/white card holder accesses health services at DVA expense, the DVA File Number is critical and should be used. The person's Medicare card number is not required or relevant.

It should be noted that there are a number of gold card holders who do not have a Medicare card.

The Repatriation Pharmaceutical Benefits card is an orange coloured card issued to eligible veterans and merchant mariners



from Britain and the Commonwealth and other allied countries. This card enables the holder to access the range of pharmaceutical items available under the Repatriation Pharmaceutical Benefits Scheme. It does not provide access to other health services.

**Source and reference attributes**

*Origin:* Department of Veterans' Affairs

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## Departure time from service

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—departure time from service, hhmm                     |
| <i>METeOR identifier:</i>   | 314976   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                      |
| <i>Definition:</i>          | The time that a person leaves the place of service delivery. |
| Data Element Concept:       | Person—departure time from service                           |

### Value domain attributes

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#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Time      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | hhmm      |
| <i>Maximum character length:</i> | 4         |

#### Source and reference attributes

|                             |   |
|-----------------------------|---|
| <i>Reference documents:</i> | ISO 8601:2000 : Data elements and interchange formats - Information interchange - Representation of dates and times |
|-----------------------------|---|

### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | This data element may be used in conjunction with the data element <i>Arrival time at service</i> as a measure of the patterns of utilisation of services. |
| <i>Comments:</i>           | In addition, this data element can be used to calculate the number of hours per day, hours per week and days per week a person uses services.              |

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | NCSIMG Children's Services Data Working Group<br>Australian Institute of Health and Welfare |
|---------------------------------|---|

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

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## Design capacity

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—design capacity, total beds<br>N[NNNNNN]                          |
| <i>METeOR identifier:</i>   | 314052  |
| <i>Registration status:</i> | Community services, Standard 27/03/2007   |
| <i>Definition:</i>          | The useable design capacity of the service provider organisation measured in total bed numbers. |
| Data Element Concept:       | Service provider organisation—design capacity   |

### Value domain attributes

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#### Representational attributes

|                                  |            |
|----------------------------------|------------|
| <i>Representation class:</i>     | Total      |
| <i>Data type:</i>                | Number     |
| <i>Format:</i>                   | N[NNNNNNN] |
| <i>Maximum character length:</i> | 6          |
| <i>Unit of measure:</i>          | Bed        |

### Data element attributes

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#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Note that this refers to the capacity for which the agency/centre was designed. |
|-----------------------|---|

#### Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | National Corrections Advisory Group 1999. National Corrections Advisory Group Data Collection Manual 1998-99. Canberra. Viewed 21 May 2008, <a href="http://www.pc.gov.au/gsp/reports/rogs/2000/factsheets">http://www.pc.gov.au/gsp/reports/rogs/2000/factsheets</a> |
|----------------|---|

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Juvenile Justice NMDS</a> Community services, Standard 27/03/2007<br><i>Implementation start date:</i> 01/07/2005 |
|---|---|

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## Difficulty with activities

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—level of difficulty with activities in life areas, code (ICF 2001) N  |
| <i>METeOR identifier:</i>   | 320120   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006   |
| <i>Definition:</i>          | The level of difficulty a person has in performing the tasks and actions involved in specified life areas, as represented by a code. |
| <i>Context:</i>             | Human functioning and disability   |
| Data Element Concept:       | Person—level of difficulty with activities in a life area  |

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### Value domain attributes

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#### Representational attributes

|                                  |   |                     |
|----------------------------------|---|---------------------|
| <i>Classification scheme:</i>    | International Classification of Functioning, Disability and Health 2001 |                     |
| <i>Representation class:</i>     | Code  |                     |
| <i>Data type:</i>                | Number  |                     |
| <i>Format:</i>                   | N   |                     |
| <i>Maximum character length:</i> | 1   |                     |
| <i>Permissible values:</i>       | Value   | Meaning             |
|                                  | 0   | No difficulty       |
|                                  | 1   | Mild difficulty     |
|                                  | 2   | Moderate difficulty |
|                                  | 3   | Severe difficulty   |
|                                  | 4   | Complete difficulty |
| <i>Supplementary values:</i>     | 8   | Not specified       |
|                                  | 9   | Not applicable      |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>This metadata item contributes to the definition of the concept '<b>Disability</b>' and gives an indication of the experience of disability for a person.</p> <p>In the context of health, an activity is the execution of a task or action by an individual. Activity limitations are difficulties an individual may have in executing an activity.</p> <p>Difficulties with activities can arise when there is a qualitative or quantitative alteration in the way in which these activities are carried out. Difficulty includes matters such as 'with pain', 'time taken', 'number of errors', 'clumsiness', 'modification of manner in which an activity is performed' e.g. sitting to get dressed instead of standing. 'Difficulty' is a combination of the frequency with which the problem exists, the duration of the problem and the intensity of the problem. Activity limitations are assessed against a generally accepted population standard,</p> |
|-----------------------|---|

relative to cultural and social expectations.

Activity limitation varies with the environment and is assessed in relation to a particular environment; the absence or presence of **assistance**, including aids and equipment, is an aspect of the environment.

The user will select the code that most closely summarises, in terms of duration, frequency, manner or outcome, the level of difficulty of the person for whom the data is recorded.

CODE 0 No difficulty in this life area

Is used when there is no difficulty in performing this activity.

This scale has a margin of error of 5%. [0-4%]

CODE 1 Mild difficulty

Is recorded for example, when the level of difficulty is below the threshold for medical intervention, the difficulty is experienced less than 25% of the time, and/or with a low alteration in functioning which may happen occasionally over the last 30 days. [5-24%]

CODE 2 Moderate difficulty

Is used for example when the level of difficulty is experienced less than 50% of the time and/or with a significant, but moderate effect on functioning (Up to half the scale of total performance) which may happen regularly over the last 30 days. [25-49%]

CODE 3 Severe difficulty

Is used for example when performance in this life area can be achieved, but with only extreme difficulty, and/or with an extreme effect on functioning which may happen often over the last 30 days. [50-95%]

CODE 4 Complete difficulty

Is used when the person can not perform in this life area due of the difficulty in doing so. This scale has a margin of error of 5%. [96-100%]

CODE 8 Not specified

Is used where a person has difficulty with activities in a life area but there is insufficient information to use codes 0-4.

CODE 9 Not applicable

Is used where a life area is not applicable to this person, e.g. domestic life for a child under 5.

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

*Origin:*

WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

*Reference documents:*

Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website  
<http://www.who.int/classifications/icf/en/>
- Australian Collaborating Centre ICF website  
<http://www.aihw.gov.au/disability/icf/index.cfm>

## Data element attributes

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### Collection and usage attributes

*Guide for use:* This data element, in conjunction with Person—activities and participation life area, code (ICF 2001) AN[NNN], indicates the presence and extent of activity limitation in a given domain of activity.

### Source and reference attributes

*Submitting organisation:* Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

### Relational attributes

*Related metadata references:* See also [Person—activity and participation life area, code \(ICF 2001\) AN\[NNN\]](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

*Implementation in Data Set Specifications:* [Activities and Participation cluster](#) Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

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## Disability group

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—disability group, code N   |
| <i>METeOR identifier:</i>   | 337532  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | The disability group that most clearly expresses the experience of disability by a person as represented by a code.   |
| <i>Context:</i>             | <p>Disability groupings constitute a broad categorisation of disabilities in terms of the underlying health condition, impairment, activity limitations, participation restrictions, environmental factors and support needs.</p> <p>Disability is the umbrella term for any or all of: an impairment of <b>body structure</b> or function, a limitation in <b>activities</b>, or a restriction in <b>participation</b>. Disability is defined in terms of three components: 'Body functions and structures', '<b>Activity and Participation</b>' and '<b>Environmental factors</b>'.</p> |
| Data Element Concept:       | Person—disability group   |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |                       |   |             |   |                |   |                  |   |                                   |
|----------------------------------|---|-------|---------|---|-----------------------|---|-------------|---|----------------|---|------------------|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |                       |   |             |   |                |   |                  |   |                                   |
| <i>Format:</i>                   | N   |       |         |   |                       |   |             |   |                |   |                  |   |                                   |
| <i>Maximum character length:</i> | 1   |       |         |   |                       |   |             |   |                |   |                  |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Intellectual/learning</td></tr><tr><td>2</td><td>Psychiatric</td></tr><tr><td>3</td><td>Sensory/speech</td></tr><tr><td>4</td><td>Physical/diverse</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Intellectual/learning | 2 | Psychiatric | 3 | Sensory/speech | 4 | Physical/diverse | 9 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |   |                       |   |             |   |                |   |                  |   |                                   |
| 1                                | Intellectual/learning   |       |         |   |                       |   |             |   |                |   |                  |   |                                   |
| 2                                | Psychiatric   |       |         |   |                       |   |             |   |                |   |                  |   |                                   |
| 3                                | Sensory/speech  |       |         |   |                       |   |             |   |                |   |                  |   |                                   |
| 4                                | Physical/diverse  |       |         |   |                       |   |             |   |                |   |                  |   |                                   |
| 9                                | Not stated/inadequately described   |       |         |   |                       |   |             |   |                |   |                  |   |                                   |
| <i>Supplementary values:</i>     |   |       |         |   |                       |   |             |   |                |   |                  |   |                                   |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>Code 1 Intellectual/learning</p> <p>Intellectual/learning disability is associated with impairment of intellectual functions with limitations in a range of daily activities and restrictions in participation in a range of life areas. Supports may be needed throughout life, the level of support tends to be consistent over a period of time but may change in association with changes in life circumstances.</p> <p>This grouping includes:</p> <p>Developmental delay is applicable to children aged 0-5 only. Conditions appearing in the early developmental period, with no specific diagnosis.</p> <p>Intellectual disability applies to conditions appearing in the developmental period (age 0–18) associated with impairment of mental functions, difficulties in learning and performing certain daily life skills and limitation of adaptive skills in the context of</p> |
|-----------------------|--|

community environments compared to others of the same age. Includes Down syndrome, tuberous sclerosis, cri-du-chat syndrome etc.

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

Autism (including Asperger's syndrome and Pervasive Developmental Delay) is used to describe pervasive developmental disorder involving disturbances in cognition, interpersonal communication, social interactions and behaviour (in particular obsessional, ritualistic, stereotyped and rigid behaviours).

#### Code 2 Psychiatric

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

#### Code 3 Sensory/speech

This grouping includes:

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

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

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

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

#### Code 4 Physical/diverse

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



impairment.

This grouping includes:

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

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

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

## Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare  |
| <i>Origin:</i>                  | Commonwealth State/Territory Disability Agreement National Minimum Data Set 2002-2003 Data Guide. |
| <i>Reference documents:</i>     | Commonwealth State/Territory Disability Agreement National Minimum Data Set 2005-06 Data Guide.   |

## Data element attributes

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### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | <p>This metadata item may be used as a basis for the broad description of similar experiences of disability and patterns of impairments, activity limitations, participation restrictions, support needs and related health conditions. 'Disability group' is not a diagnostic grouping, and there is not a one-to-one correspondence between a health condition and a disability group. Where a precise diagnosis is to be recorded, Episode of care—principal diagnosis, code (ICD-10-AM 6th edn) ANN{.N[N]} and Episode of care—additional diagnosis, code (ICD-10-AM 6th edn) ANN{.N[N]} may be used. The collection of data on disability-related metadata items and diagnosis, together, allows the relationship of the components of disability and related health conditions to be more thoroughly explored.</p> <p>Consumer groups, service providers and governments may use these groupings to make national and international comparisons.</p> <p>The experience of disability is complex and multi-dimensional. It can be described using impairments of structure and/or function, patterns of activity limitation, participation restrictions, environmental factors and support needs.</p> <p>Each of these dimensions can inform the decision on which group to use.</p> |
| <i>Collection methods:</i> | Data collections may report at a lower level of detail. However, it is important that the two levels of classification can be   |

mapped to each other.

Code 1 Intellectual /learning

Intellectual

Specific learning

Autism

Developmental delay

Code 2 Psychiatric

Psychiatric

Code 3 Sensory/speech

Deafblind

Vision

Hearing

Speech

Code 4 Physical/diverse

Physical

Acquired brain impairment

Neurological

Specific collections may require information on all disabilities of person, on only one primary disability or on both.

## Relational attributes

*Related metadata references:*

Supersedes [Disability grouping, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (28.23 KB)

*Implementation in Data Set Specifications:*

[Child protection and support services \(CPSS\) client cluster](#)  
Community services, Standard 30/04/2008

*Implementation start date: 22/06/2007*

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## Effective communication indicator

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—effective communication indicator, code N   |
| <i>METeOR identifier:</i>   | 345049   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | Whether a person is able to communicate more than just basic needs to unfamiliar people, as represented by a code. |
| Data Element Concept:       | Person—effective communication indicator   |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i> | Code   |       |         |   |                         |   |                                      |   |                                   |
|------------------------------|--|-------|---------|---|-------------------------|---|--------------------------------------|---|-----------------------------------|
| <i>Data type:</i>            | Number   |       |         |   |                         |   |                                      |   |                                   |
| <i>Format:</i>               | N  |       |         |   |                         |   |                                      |   |                                   |
| <i>Permissible values:</i>   | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Effective communication</td></tr><tr><td>2</td><td>Little or no effective communication</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Effective communication | 2 | Little or no effective communication | 9 | Not stated/inadequately described |
| Value                        | Meaning  |       |         |   |                         |   |                                      |   |                                   |
| 1                            | Effective communication  |       |         |   |                         |   |                                      |   |                                   |
| 2                            | Little or no effective communication   |       |         |   |                         |   |                                      |   |                                   |
| 9                            | Not stated/inadequately described  |       |         |   |                         |   |                                      |   |                                   |
| <i>Supplementary values:</i> |  |       |         |   |                         |   |                                      |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | This data element is not applicable to young children aged 0-4 years.<br>CODE 1 Effective communication<br>Ability to communicate more than just basic needs, to unfamiliar people.<br>CODE 2 Little or no effective communication<br>Little or no ability to communicate more than just basic needs, to unfamiliar people. |
|-----------------------|---|

### Data element attributes

---

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.  |
| <i>Reference documents:</i>     | Australian Institute of Health and Welfare 2006.<br>Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: data guide—data items and definitions 2006–07. |

#### Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>               | See also <a href="#">Person—communication method, code N</a> Community services, Standard 27/04/2007                         |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006</a> Community services, Standard 27/04/2007 |

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## Electronic communication address (person)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (address)—electronic communication address, text [X(250)]   |
| <i>METeOR identifier:</i>   | 287469   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005   |
| <i>Definition:</i>          | A unique combination of characters used as input to electronic communication equipment for the purpose of contacting a person, as represented by text. |
| Data Element Concept:       | Person (address)—electronic communication address  |

### Value domain attributes

---

### Representational attributes

|                                  |          |
|----------------------------------|----------|
| <i>Representation class:</i>     | Text     |
| <i>Data type:</i>                | String   |
| <i>Format:</i>                   | [X(250)] |
| <i>Maximum character length:</i> | 250      |

### Data element attributes

---

### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>Multiple electronic communication addresses (for example, multiple phone numbers, fax numbers and e-mail) may be recorded as required. Each instance should have an appropriate Electronic communication medium and usage code assigned.</p> <p>Universal Resource Locator (URL)<br/>One form of electronic address used as a locator for an internet-based web site.<br/>Example: <a href="http://www.aihw.gov.au">http://www.aihw.gov.au</a> This is the full address, however, it is not essential to record 'http://www' as the commonly used internet browsers assume these characters are included. Therefore, the URL address could be recorded as 'aihw.gov.au'.</p> <p>Email addresses<br/>Email addresses are a combination of a username and an internet domain name (URL) joined by an @ symbol. The use of the full URL is not valid in an email address.<br/>Example: <a href="mailto:myuserid@bigpond.net.au">myuserid@bigpond.net.au</a></p> <p>Telephone numbers</p> <ul style="list-style-type: none"><li>Record the prefix plus telephone number. For example, 08 8226 6000 or 0417 123456.</li><li>Do not record punctuation in telephone numbers. For example, (08) 8226 6000 or 08-8226 6000 would not be correct.</li></ul> <p>Unknown contact details<br/>Leave the field blank.</p> |
|-----------------------|---|

## Source and reference attributes

*Submitting organisation:* Standards Australia

*Origin:* AS 4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

*Reference documents:* AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia  
AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia  
In AS5017 this data element is represented by 'Telephone number (client)'. In AS4846 this data element is represented by 'Provider electronic communication details'. Refer to the current standard for more details.

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## Electronic communication address (service provider organisation)

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (address)—electronic communication address, text [X(250)]   |
| <i>METeOR identifier:</i>   | 287480  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005  |
| <i>Definition:</i>          | A unique combination of characters used as input to electronic communication equipment for the purpose of contacting an organisation, as represented by text. |
| Data Element Concept:       | Service provider organisation (address)—electronic communication address  |

### Value domain attributes

---

#### Representational attributes

|                                  |          |
|----------------------------------|----------|
| <i>Representation class:</i>     | Text     |
| <i>Data type:</i>                | String   |
| <i>Format:</i>                   | [X(250)] |
| <i>Maximum character length:</i> | 250      |

### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>Multiple electronic communication addresses (for example, multiple phone numbers, fax numbers and e-mail) may be recorded as required. Each instance should have an appropriate Electronic communication medium and usage code assigned.</p> <p>Universal Resource Locator (URL)</p> <p>One form of electronic address used as a locator for an internet-based web site.</p> <p>Example: <a href="http://www.aihw.gov.au">http://www.aihw.gov.au</a> This is the full address, however, it is not essential to record 'http://www' as the commonly used internet browsers assume these characters are included. Therefore, the URL address could be recorded as 'aihw.gov.au'.</p> <p>Email addresses</p> <p>Email addresses are a combination of a username and an internet domain name (URL) joined by an @ symbol. The use of the full URL is not valid in an email address.</p> <p>Example: <a href="mailto:myuserid@bigpond.net.au">myuserid@bigpond.net.au</a></p> <p>Telephone numbers</p> <p>Record the prefix plus telephone number. For example, 08 8226 6000 or 0417 123456.</p> <p>Do not record punctuation in telephone numbers. For example, (08) 8226 6000 or 08-8226 6000 would not be correct.</p> <p>Unknown contact details</p> |
|-----------------------|--|

Leave the field blank.

### Source and reference attributes

*Submitting organisation:* Standards Australia

*Origin:* AS 4846 Health Care Provider Identification, 2004, Sydney:  
Standards Australia

*Reference documents:* AS4846 Health Care Provider Identification, 2004, Sydney:  
Standards Australia  
AS5017 Health Care Client Identification, 2002, Sydney:  
Standards Australia  
In AS5017 this data element is represented by 'Telephone number (client)'. In AS4846 this data element is represented by 'Provider electronic communication details'. Refer to the current standard for more details.

### Relational attributes

*Implementation in Data Set Specifications:* [SAAP Administrative National Minimum Data Set](#) Community services, Standard 30/11/2007

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## Electronic communication medium (person)

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (address)—electronic communication medium, code N                      |
| <i>METeOR identifier:</i>   | 287519  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005        |
| <i>Definition:</i>          | A type of communication mechanism used by a person, as represented by a code. |
| Data Element Concept:       | Person (address)—electronic communication medium                              |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
|----------------------------------|---|-------|---------|---|--|---|-----------------------------|---|-------------------|---|-------|---|--------|---|-----|---|-------|
| <i>Data type:</i>                | Number  |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| <i>Format:</i>                   | N   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| <i>Maximum character length:</i> | 1   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Telephone (excluding mobile telephone)</td></tr><tr><td>2</td><td>Mobile (cellular) telephone</td></tr><tr><td>3</td><td>Facsimile machine</td></tr><tr><td>4</td><td>Pager</td></tr><tr><td>5</td><td>e-mail</td></tr><tr><td>6</td><td>URL</td></tr><tr><td>8</td><td>Other</td></tr></tbody></table> | Value | Meaning | 1 | Telephone (excluding mobile telephone) | 2 | Mobile (cellular) telephone | 3 | Facsimile machine | 4 | Pager | 5 | e-mail | 6 | URL | 8 | Other |
| Value                            | Meaning   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| 1                                | Telephone (excluding mobile telephone)  |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| 2                                | Mobile (cellular) telephone   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| 3                                | Facsimile machine   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| 4                                | Pager   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| 5                                | e-mail  |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| 6                                | URL   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| 8                                | Other   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |

### Data element attributes

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#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Standards Australia   |
| <i>Origin:</i>                  | AS 4846 Health Care Provider Identification, 2004, Sydney:<br>Standards Australia   |
| <i>Reference documents:</i>     | AS4846 Health Care Provider Identification, 2004, Sydney:<br>Standards Australia<br>In AS4846 alternative alphabetic codes are presented. Refer to the current standard for more details. |



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# Electronic communication medium (service provider organisation)

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## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation (address)—electronic communication medium, code N      |
| <i>METeOR identifier:</i>   | 287521   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005               |
| <i>Definition:</i>          | A type of communication mechanism used by an organisation, as represented by a code. |
| Data Element Concept:       | Service provider organisation (address)—electronic communication medium              |

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## Value domain attributes

### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
|----------------------------------|---|-------|---------|---|--|---|-----------------------------|---|-------------------|---|-------|---|--------|---|-----|---|-------|
| <i>Data type:</i>                | Number  |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| <i>Format:</i>                   | N   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| <i>Maximum character length:</i> | 1   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Telephone (excluding mobile telephone)</td></tr><tr><td>2</td><td>Mobile (cellular) telephone</td></tr><tr><td>3</td><td>Facsimile machine</td></tr><tr><td>4</td><td>Pager</td></tr><tr><td>5</td><td>e-mail</td></tr><tr><td>6</td><td>URL</td></tr><tr><td>8</td><td>Other</td></tr></tbody></table> | Value | Meaning | 1 | Telephone (excluding mobile telephone) | 2 | Mobile (cellular) telephone | 3 | Facsimile machine | 4 | Pager | 5 | e-mail | 6 | URL | 8 | Other |
| Value                            | Meaning   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| 1                                | Telephone (excluding mobile telephone)  |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| 2                                | Mobile (cellular) telephone   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| 3                                | Facsimile machine   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| 4                                | Pager   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| 5                                | e-mail  |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| 6                                | URL   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |
| 8                                | Other   |       |         |   |  |   |                             |   |                   |   |       |   |        |   |     |   |       |

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## Data element attributes

### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Multiple electronic communication addresses (for example, multiple phone numbers, fax numbers and e-mail) may be recorded as required. Each instance should have an appropriate Electronic communication medium and Electronic communication usage code assigned. |
|-----------------------|---|

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Standards Australia  |
| <i>Origin:</i>                  | AS 4846 Health Care Provider Identification, 2004, Sydney:<br>Standards Australia  |
| <i>Reference documents:</i>     | AS4846 Health Care Provider Identification, 2004, Sydney:<br>Standards Australia<br>In AS4846 alternative alphabetic codes are presented. Refer to |

the current standard for more details.

## **Relational attributes**

*Implementation in Data Set Specifications:*

[SAAP Administrative National Minimum Data Set](#) Community services, Standard 30/11/2007

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## Electronic communication usage code (person)

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (address)—electronic communication usage, code N   |
| <i>METeOR identifier:</i>   | 287579  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                                    |
| <i>Definition:</i>          | The manner of use that a person applies to an electronic communication address, as represented by a code. |
| Data Element Concept:       | Person (address)—electronic communication usage code  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |                   |   |                   |   |                                |
|----------------------------------|--|-------|---------|---|-------------------|---|-------------------|---|--------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |                   |   |                   |   |                                |
| <i>Format:</i>                   | N  |       |         |   |                   |   |                   |   |                                |
| <i>Maximum character length:</i> | 1  |       |         |   |                   |   |                   |   |                                |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Business use only</td></tr><tr><td>2</td><td>Personal use only</td></tr><tr><td>3</td><td>Both business and personal use</td></tr></tbody></table> | Value | Meaning | 1 | Business use only | 2 | Personal use only | 3 | Both business and personal use |
| Value                            | Meaning  |       |         |   |                   |   |                   |   |                                |
| 1                                | Business use only  |       |         |   |                   |   |                   |   |                                |
| 2                                | Personal use only  |       |         |   |                   |   |                   |   |                                |
| 3                                | Both business and personal use   |       |         |   |                   |   |                   |   |                                |

### Data element attributes

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#### Collection and usage attributes

*Guide for use:* Only applicable to individuals, and not organisations.

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare  |
| <i>Origin:</i>                  | AS 4846 Health Care Provider Identification, 2004, Sydney: Standards Australia  |
| <i>Reference documents:</i>     | AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia<br>AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia<br>In AS5017 an alternative data element is presented as 'Telephone number type (client)'. In AS4846 this data element is called 'Provider electronic communication type'. In both instances alternative alphabetic codes are presented. Refer to the current standard for more details. |

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## Eligibility status

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—eligibility status, code N  |
| <i>METeOR identifier:</i>   | 304556   |
| <i>Registration status:</i> | Community services, Standard 29/04/2006  |
| <i>Definition:</i>          | Eligibility of a person as determined by an assessment to receive a service from an agency as represented by a code. |
| <i>Context:</i>             | This metadata item may be used in calculating unmet demand and need for existing community services.                 |
| Data Element Concept:       | Person—eligibility status  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |          |   |              |
|----------------------------------|--|-------|---------|---|----------|---|--------------|
| <i>Data type:</i>                | Number   |       |         |   |          |   |              |
| <i>Format:</i>                   | N  |       |         |   |          |   |              |
| <i>Maximum character length:</i> | 1  |       |         |   |          |   |              |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Eligible</td></tr><tr><td>2</td><td>Not eligible</td></tr></tbody></table> | Value | Meaning | 1 | Eligible | 2 | Not eligible |
| Value                            | Meaning  |       |         |   |          |   |              |
| 1                                | Eligible   |       |         |   |          |   |              |
| 2                                | Not eligible   |       |         |   |          |   |              |
| <i>Supplementary values:</i>     | 9 Not stated/inadequately described  |       |         |   |          |   |              |

#### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | The actual eligibility criteria may differ according to the type of assistance and the agency.   |
| <i>Collection methods:</i> | To be measured only where the person's eligibility for assistance has been assessed.<br>Instances in which a client who has been assisted on a previous occasion and subsequently seeks further assistance, should generally be considered as another occasion of assistance, and a new 'eligibility status' should be recorded. For example, instances where a significant amount of time has lapsed since previous assistance or where the reasons for seeking assistance have changed should be regarded as additional occasions of assistance. |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian institute of health and welfare |
|---------------------------------|--|

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Supersedes <a href="#">Person (assessed)—assistance eligibility status, code N</a> Community services, Superseded 29/04/2006 |
|-------------------------------------|--|

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## Employment related study indicator

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (employed)—employment related study indicator, code N[N]   |
| <i>METeOR identifier:</i>   | 355555  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | Whether an employed person is undertaking education or training in an employment-related field, as represented by a code. |
| Data Element Concept:       | Person (employed)—employment related study indicator  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     | 9 Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---|

### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | The person may be a <b>student</b> , and or engaged in training. |
|-----------------------|--|

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

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## Employment type

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (employed)—employment type, code N   |
| <i>METeOR identifier:</i>   | 314867  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | The nature of a person's employment in relation to his or her expected continuity of employment and eligibility for basic leave entitlements, as represented by a code. |
| Data Element Concept:       | Person (employed)—employment type   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |           |   |                     |   |        |
|----------------------------------|--|-------|---------|---|-----------|---|---------------------|---|--------|
| <i>Data type:</i>                | Number   |       |         |   |           |   |                     |   |        |
| <i>Format:</i>                   | N  |       |         |   |           |   |                     |   |        |
| <i>Maximum character length:</i> | 1  |       |         |   |           |   |                     |   |        |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Permanent</td></tr><tr><td>2</td><td>Fixed term contract</td></tr><tr><td>3</td><td>Casual</td></tr></tbody></table> | Value | Meaning | 1 | Permanent | 2 | Fixed term contract | 3 | Casual |
| Value                            | Meaning  |       |         |   |           |   |                     |   |        |
| 1                                | Permanent  |       |         |   |           |   |                     |   |        |
| 2                                | Fixed term contract  |       |         |   |           |   |                     |   |        |
| 3                                | Casual   |       |         |   |           |   |                     |   |        |
| <i>Supplementary values:</i>     | 9 Not stated/inadequately described  |       |         |   |           |   |                     |   |        |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>CODE 1 Permanent<br/>Permanent employees are those employees who are entitled to either paid sick leave, or paid holiday leave, or both and are not employed on a fixed term contract or casual basis.</p> <p>CODE 2 Fixed term contract<br/>Fixed-term-contract employees are those employees who have a written agreement to work a minimum number of days over a specified period of time. They do not receive paid sick or annual leave entitlements.</p> <p>CODE 3 Casual<br/>Casual employees are those employees who do not have a written agreement on the minimum number of days that will be worked. They are usually paid a higher rate of pay, to compensate for lack of permanency and leave entitlements. Casuals may be full-time or part-time, according to the hours they have agreed to work.</p> <p>The leave entitlements that a worker is eligible for should be used as the basis for choosing which category each worker belongs to.</p> |
|-----------------------|--|

#### Source and reference attributes

|                |  |
|----------------|--|
| <i>Origin:</i> | Australian Bureau of Statistics 2001. Labour Statistics Concepts, Sources and Methods, Australia 2001. Cat no. 6102.0. Canberra: |
|----------------|--|

ABS Reference through:  
<http://www.abs.gov.au/Ausstats/abs@.nsf>. Select: ABS  
concepts, sources, methods and statistical frameworks.

## Data element attributes

---

### Collection and usage attributes

*Collection methods:*

Question: Is the worker employed on a permanent, fixed term contract or casual basis?

Fields are those listed in the data domain.

CODE 9

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

### Relational attributes

*Implementation in Data Set Specifications:*

[Children's Services NMDS](#) Community services, Standard 18/12/2007

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## Environmental factor

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—environmental factor, code (ICF 2001) AN[NNN]   |
| <i>METeOR identifier:</i>   | 320207   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006   |
| <i>Definition:</i>          | The physical, social and attitudinal environment in which people live and conduct their lives, as represented by a code. |
| <i>Context:</i>             | The environment in which a person functions or experiences disability.   |
| Data Element Concept:       | Person—environmental factor  |

### Value domain attributes

---

#### Representational attributes

|                                  |   |
|----------------------------------|---|
| <i>Classification scheme:</i>    | International Classification of Functioning, Disability and Health 2001 |
| <i>Representation class:</i>     | Code  |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | AN[NNN]   |
| <i>Maximum character length:</i> | 5   |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>This metadata item contributes to the definition of the concept 'Disability' and gives an indication of the experience of disability for a person.</p> <p>Environmental factors represent the circumstances in which the individual lives. These factors are conceived as immediate (e.g. physical features of the environment, social environment) and societal (formal and informal social structures, services and systems). Different environments may have a very different impact on the same individual with a given health condition. Facilitators are features of the environment that have a positive effect on <b>disability</b>. Barriers are features of the environment that have a negative effect on disability.</p> <p>Data can be collected at the three digit level in one chapter and at the chapter level in another. However it is only possible to collect data at a single level of the hierarchy in a single chapter to maintain mutual exclusivity. For example, it is not permitted to collect both 'Attitudes' (chapter level) and 'Social, norms, practices and ideology' (3 digit level) as the former includes the latter.</p> <p>The value domain below refers to the highest hierarchical level (ICF chapter level). Data collected at this level, in association with <i>Extent of environmental factor influence code [X]N</i> will use the codes as indicated. The full range of the permissible values together with definitions can be found in the <i>Environmental Factors</i> component of the ICF.</p> <p>CODE e1 Products and technology</p> |
|-----------------------|--|



CODE e2 Natural environment and human-made changes to environment

CODE e3 Support and relationships

CODE e4 Attitudes

CODE e5 Services, systems and policies

Data collected at this level will provide a general description of the environmental factors and can only be compared with data collected at the same level.

An example of a value domain at the 3 digit level from the Environmental factors component may include:

CODE e225 Climate

CODE e240 Light

CODE e250 Sound

CODE e255 Vibration

CODE e260 Air quality

An example of a value domain at the 4 digit level from the the environmental factors component may include:

CODE e1151 Assistive products and technology for personal use in daily life

CODE e1201 Assistive products and technology for personal indoor and outdoor mobility and transportation

CODE e2151 Assistive products and technology for communication

CODE e1301 Assistive products and technology for education

CODE e1351 Assistive products and technology for employment

CODE e1401 Assistive products and technology for culture, recreation and sport

CODE e1451 Assistive products and technology for the practice of religion and spirituality

The prefix *e* denotes the domains within the component of *Environmental Factors*.

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

*Origin:*

WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

*Reference documents:*

Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website  
<http://www.who.int/classifications/icf/en/>
- Australian Collaborating Centre ICF website  
<http://www.aihw.gov.au/disability/icf/index.cfm>

## Data element attributes

---

### Collection and usage attributes

*Guide for use:*

This data element is a neutral list of environmental factors. It may be used, in conjunction with Person—extent of environmental factor influence, code (ICF 2001) [X]N, in health,

community services and other disability-related data collections to record the environmental factors that facilitate or inhibit optimum functioning at the body, person or societal level. Identification of environmental factors may assist in determining appropriate interventions to support the person to achieve optimum functioning.

### **Source and reference attributes**

*Submitting organisation:* Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

### **Relational attributes**

*Related metadata references:* See also [Person—extent of environmental factor influence, code \(ICF 2001\) \[X\]N](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

*Implementation in Data Set Specifications:* [Environmental factors cluster](#) Health, Standard 29/11/2006 Community services, Standard 16/10/2006

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## Episode end date

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service episode—episode end date, DDMMYYYY                                      |
| <i>Synonymous names:</i>    | Service exit date, Exit date, End date, Support period end date, Date of expiry |
| <i>METeOR identifier:</i>   | 270160  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | The date on which a service episode was completed.                              |
| Data Element Concept:       | Service episode—episode end date  |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

---

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | <p>May occur after or on the same day as date of last delivery of service.</p> <p>Due to the considerable variation in the types of services provided in the community services sector, it is not possible at this stage to define in generic terms what will constitute completion of a service episode. Individual collections should however define what constitutes completion for their own purposes.</p> <p>This metadata item should always be recorded as an 8 digit valid date comprising day, month and year. Year should always be recorded in its full 4 digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a service episode is completed on July 1 2000 the date assistance completed should be recorded as 01072000 as specified by the format.</p> |
| <i>Collection methods:</i> | The end date must be related to a particular service episode. For each separate service episode a separate end date should be recorded.   |
| <i>Comments:</i>           | This metadata item may be used in the calculation of measures of periods of support and duration of assistance.   |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

#### Relational attributes

|                                   |   |
|-----------------------------------|---|
| <i>Implementation in Data Set</i> | <a href="#">Child protection and support services (CPSS) - care and</a> |
|-----------------------------------|---|

*Specifications:*

[protection order episode NMDS \(July 2007\)](#) Community services, Superseded 01/05/2008

[Child protection and support services \(CPSS\) - care and protection order episode NMDS pilot \(2008\)](#) Community services, Standard 30/04/2008

[Child protection and support services \(CPSS\) - out-of-home care NMDS \(July 2007\)](#) Community services, Superseded 01/05/2008

[Child protection and support services \(CPSS\) - out-of-home care NMDS pilot \(2008\)](#) Community services, Standard 30/04/2008

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

[Juvenile Justice NMDS](#) Community services, Standard 27/03/2007

*Implementation start date: 01/07/2005*

[SAAP Client Collection National Minimum Data Set](#) Community services, Standard 30/11/2007

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## Episode start date

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service episode—episode start date, DDMMYYYY                              |
| <i>Synonymous names:</i>    | Service start date, Entry date, Support period start date, Date of effect |
| <i>METeOR identifier:</i>   | 338558  |
| <i>Registration status:</i> | Community services, Standard 16/05/2006                                   |
| <i>Definition:</i>          | The date on which a service episode commenced.                            |
| Data Element Concept:       | Service episode—episode start date  |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

---

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | Due to the considerable variation in the types of services provided in the community services sector, it is not possible at this stage to define in generic terms what will constitute commencement of a service episode. Individual collections should however define what constitutes commencement for their own purposes. For example, it may be at contact stage in some instances or in others when a case plan is formulated. |
| <i>Collection methods:</i> | Date assistance commenced must be related to a particular service episode.<br>For each separate service episode a separate 'service episode—start date, DDMMYYYY' should be recorded.   |
| <i>Comments:</i>           | This metadata item is used in calculation of measures of periods of support and duration of assistance.   |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

#### Relational attributes

|   |   |
|---|---|
| <i>Related metadata references:</i>               | Supersedes <a href="#">First service contact date, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (14.68 KB)   |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Child protection and support services (CPSS) - care and protection order episode NMDS (July 2007)</a> Community services, Superseded 01/05/2008<br><a href="#">Child protection and support services (CPSS) - care and protection order episode NMDS pilot (2008)</a> Community services, Standard 30/04/2008 |

[Child protection and support services \(CPSS\) - out-of-home care NMDS \(July 2007\)](#) Community services, Superseded  
01/05/2008

[Child protection and support services \(CPSS\) - out-of-home care NMDS pilot \(2008\)](#) Community services, Standard  
30/04/2008

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

[Juvenile Justice NMDS](#) Community services, Standard  
27/03/2007

*Implementation start date: 01/07/2005*

[SAAP Client Collection National Minimum Data Set](#)  
Community services, Standard 30/11/2007

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## Extent of participation

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—extent of participation in a life area, code (ICF 2001) N                                 |
| <i>METeOR identifier:</i>   | 320219   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006                           |
| <i>Definition:</i>          | The degree of participation by an individual in a specified life area, as represented by a code. |
| <i>Context:</i>             | Human functioning and disability   |
| Data Element Concept:       | Person—extent of participation in a life area  |

### Value domain attributes

---

#### Representational attributes

|                                  |   |                                    |
|----------------------------------|---|------------------------------------|
| <i>Classification scheme:</i>    | International Classification of Functioning, Disability and Health 2001 |                                    |
| <i>Representation class:</i>     | Code  |                                    |
| <i>Data type:</i>                | Number  |                                    |
| <i>Format:</i>                   | N   |                                    |
| <i>Maximum character length:</i> | 1   |                                    |
| <i>Permissible values:</i>       | Value   | Meaning                            |
|                                  | 0   | Full participation                 |
|                                  | 1   | Mild participation restriction     |
|                                  | 2   | Moderate participation restriction |
|                                  | 3   | Severe participation restriction   |
|                                  | 4   | Complete participation restriction |
| <i>Supplementary values:</i>     | 8   | Not specified                      |
|                                  | 9   | Not applicable                     |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>This metadata item contributes to the definition of the concept '<b>Disability</b>' and gives an indication of the experience of disability for a person.</p> <p>In the context of health, participation is involvement in a life situation. Participation restrictions are problems an individual may experience in involvement of life situations.</p> <p>This metadata item may be used to describe the extent of <b>participation</b> in life situations for an individual with a health condition. The standard or norm to which an individual's participation is compared is that of an individual without a similar health condition in that particular society. The participation restriction records the discordance between the experienced participation and the expected participation of an individual without a health condition. The definition of 'particular society' is not specified and will inevitably give rise to different interpretations. If limiting the interpretation, it will be necessary to state the factors which are taken into account,</p> |
|-----------------------|--|

for example, age, gender, ethnicity, religion, education, locality (town, state, rural, remote, urban).

The user will select the code that most closely summarises, in terms of duration, frequency, manner or outcome, the level of participation of the person for whom the data is recorded.

**CODE 0 Full participation**

Used when the person participates in this life area in the same way in terms of duration, frequency, manner or outcome as other individuals without a similar health condition in that particular society

**CODE 1 Mild participation restriction**

Used for example, when the person is restricted in their participation less than 25% of the time, and/or with a low alteration in functioning which may happen occasionally over the last 30 days

**CODE 2 Moderate participation restriction**

Used for example, when the person is restricted in their participation between 26% and 50% of the time with a significant, and/or with a moderate effect on functioning (Up to half the total scale of performance) which may happen regularly over the last 30 days

**CODE 3 Severe participation restriction**

Used for example, when participation in this life area can be achieved, but only rarely and/or with an extreme effect on functioning which may happen often over the last 30 days

**CODE 4 Complete participation restriction**

Used when the person can not participate in this life area. This scale has a margin of error of 5%

**CODE 8 Not specified**

Used when a person's participation in a life area is restricted but there is insufficient information to use codes 0-4

**CODE 9 Not applicable**

Used when participation in a life area is not relevant, such as employment for an infant.

## Source and reference attributes

*Submitting organisation:* Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

*Origin:* WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO  
AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

*Reference documents:* Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website  
<http://www.who.int/classifications/icf/en/>
- Australian Collaborating Centre ICF website  
<http://www.aihw.gov.au/disability/icf/index.cfm>

## Data element attributes

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## Collection and usage attributes

### *Guide for use:*

Extent of participation is always associated with a health condition. For example, a restriction in participation in 'community, social and civic life' may be recorded when the person has had a stroke, but not when the restriction is associated only with personal preferences, without a related health condition. A value is attached to restriction of participation (i.e. a participation restriction is a disadvantage). The value is dependent on cultural norms, so that an individual may be disadvantaged in one group or location and not in another place.

This data element is used in conjunction with a specified Activities and participation life area (ICF 2001) AN[NNN]. For example, a 'mild restriction in participation in exchange of information'.

## Source and reference attributes

### *Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

## Relational attributes

### *Related metadata references:*

See also [Person—activity and participation life area, code \(ICF 2001\) AN\[NNN\]](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

### *Implementation in Data Set Specifications:*

[Activities and Participation cluster](#) Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

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## Family name

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (name)—family name, text X[X(39)]   |
| <i>Synonymous names:</i>    | Surname; Last name   |
| <i>METeOR identifier:</i>   | 286953   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005<br>Housing assistance, Standard 20/06/2005  |
| <i>Definition:</i>          | That part of a name a person usually has in common with some other members of his/her <b>family</b> , as distinguished from his/her given names, as represented by text. |
| Data Element Concept:       | Person (name)—family name  |

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### Value domain attributes

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#### Representational attributes

|                                  |          |
|----------------------------------|----------|
| <i>Representation class:</i>     | Text     |
| <i>Data type:</i>                | String   |
| <i>Format:</i>                   | X[X(39)] |
| <i>Maximum character length:</i> | 40       |

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### Data element attributes

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#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | <p>The agency or establishment should record the person's full <b>family</b> name on their information systems.</p> <p>National Community Services Data Dictionary specific:</p> <p>In instances where there is uncertainty about which name to record for a person living in a remote Aboriginal or Torres Strait Islander community, Centrelink follows the practice of recording the Indigenous person's name as it is first provided to Centrelink. Or, where proof of identity is required, as the name is recorded on a majority of the higher point scoring documents that are produced as proof of identity.</p>  |
| <i>Collection methods:</i> | <p>This metadata item should be recorded for all persons who receive services from or are of interest to an organisation. For the purposes of positive identification, it may also be recorded for providers of those services who are individuals.</p> <p>Mixed case should be used.</p> <p>Family name should be recorded in the format preferred by the person. The format should be the same as that written by the person on a (pre) registration form or in the same format as that printed on an identification card, such as Medicare card, to ensure consistent collection of name data.</p> <p>It is acknowledged that some people use more than one family name (e.g. formal name, birth name, married/maiden name, tribal name) depending on the circumstances. Each name should be recorded against the appropriate Name type (see</p> |

Comments).

A person is able to change his or her name by usage in all States and Territories of Australia with the exception of Western Australia, where a person may only change his or her name under the Change of Name Act. Care should be taken when recording a change of name for a minor. Ideally, the name recorded for the minor should be known to both of his/her parents, so the minor's records can be retrieved and continuity of care maintained, regardless of which parent accompanies the minor to the agency or establishment.

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

---

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

---

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

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

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

Hyphenated family names:

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

Punctuation:

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

Examples:

- hyphen, e.g. Wilson-Phillips

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

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

Do not leave a space before or after the apostrophe, i.e. between the 'O' and the apostrophe, or a space between the apostrophe and 'Brien'.

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

Do not leave a space before a full stop, i.e. between 'St' and the

full stop. Do leave a space between the full stop and 'John'.

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

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

**Registered unnamed newborn babies:**

When registering a newborn, use the mother's family name as the baby's family name unless instructed otherwise by the mother. Record unnamed babies under the newborn Name type.

**Persons with only one name:**

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

**Registering an unidentified person:**

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

**Registering health care clients from disaster sites:**

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

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

**If the family name needs to be shortened:**

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

**Use of incomplete names or fictitious names:**

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

**Baby for adoption:**

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

**Prefixes:**

Where a family name contains a prefix, such as one to indicate

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

**Ethnic Names:**

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

**Misspelled family name:**

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

*Comments:*

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

**National Community Services Data Dictionary specific:**

Selected letters of the family name in combination with selected letters of the given name, date of birth and sex, may be used for record linkage for statistical purposes only.

## **Source and reference attributes**

*Submitting organisation:*

Australian Institute of Health and Welfare  
Standards Australia

*Origin:*

National Health Data Committee  
National Community Services Data Committee  
Commonwealth Department of Health and Family Services  
1998. Home and Community Care Data Dictionary Version 1.0.  
Canberra: DHFS Standards Australia 2002. Australian Standard  
AS5017-2002 Health Care Client Identification. Sydney:  
Standards Australia

*Reference documents:*

AS4846 Health Care Provider Identification, 2004, Sydney:  
Standards Australia

## Relational attributes

### *Related metadata references:*

Supersedes [Person \(name\)—family name, text X\[X\(39\)\]](#) Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005

See also [Person \(name\)—given name, text \[X\(40\)\]](#) Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 20/06/2005

Is used in the formation of [Person—letters of given name, text XX](#) Community services, Standard 27/03/2007

Is used in the formation of [Person—letters of family name, text XXX](#) Community services, Standard 27/03/2007

### *Implementation in Data Set Specifications:*

[SAAP Administrative National Minimum Data Set](#) Community services, Standard 30/11/2007

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## Fee schedule amount

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—fee schedule amount, total Australian currency N[NNNNN].NN          |
| <i>METeOR identifier:</i>   | 354640  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | The standard fee schedule amount reported by an agency, measured in Australian dollars and cents. |
| Data Element Concept:       | Service provider organisation—fee schedule amount   |

### Value domain attributes

---

#### Representational attributes

|                                   |                           |
|-----------------------------------|---------------------------|
| <i>Representation class:</i>      | Total                     |
| <i>Data type:</i>                 | Currency                  |
| <i>Format:</i>                    | N[NNNNN].NN               |
| <i>Maximum character length:</i>  | 8                         |
| <i>Unit of measure:</i>           | Australian currency (AUS) |
| <i>Unit of measure precision:</i> | 2                         |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | Always include the cent value, using .00 where there are only dollar values. |
|-----------------------|--|

### Data element attributes

---

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | NCSIMG Children's Services Data Working Group<br>Australian Institute of Health and Welfare |
|---------------------------------|---|

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | See also <a href="#">Service provider organisation—fee schedule for activity type, children's service vacation care code N</a><br>Community services, Standard 15/09/2007<br>See also <a href="#">Service provider organisation—fee schedule for activity type, children's service preschool service code N</a><br>Community services, Standard 15/09/2007<br>See also <a href="#">Service provider organisation—fee schedule for activity type, children's service outside school hours care code N</a><br>Community services, Standard 15/09/2007<br>See also <a href="#">Service provider organisation—fee schedule for activity type, children's service occasional care code N</a><br>Community services, Standard 15/09/2007<br>See also <a href="#">Service provider organisation—fee schedule for activity type, children's service family day/in-home care code N</a><br>Community services, Standard 15/09/2007<br>See also <a href="#">Service provider organisation—fee schedule for activity type, children's service centre-based long day care code</a> |
|-------------------------------------|--|

*Implementation in Data Set  
Specifications:*

[N](#) Community services, Standard 15/09/2007

[Fee schedule cluster](#) Community services, Standard 30/11/2007



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## Field of education

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—field of education, code (ASCED 2001) NN[ <code>{NN}{NN}</code> ]  |
| <i>METeOR identifier:</i>   | 270172  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | The main field of education undertaken by a person in relation to current study or completed education, as represented by a code. |
| Data Element Concept:       | Person—field of education   |

### Value domain attributes

---

#### Representational attributes

| <i>Classification scheme:</i>    | Australian Standard Classification of Education 2001   |       |         |          |                                   |
|----------------------------------|--|-------|---------|----------|-----------------------------------|
| <i>Representation class:</i>     | Code   |       |         |          |                                   |
| <i>Data type:</i>                | Number   |       |         |          |                                   |
| <i>Format:</i>                   | NN[ <code>{NN}{NN}</code> ]  |       |         |          |                                   |
| <i>Maximum character length:</i> | 6  |       |         |          |                                   |
| <i>Supplementary values:</i>     | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>99(9999)</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 99(9999) | Not stated/inadequately described |
| Value                            | Meaning  |       |         |          |                                   |
| 99(9999)                         | Not stated/inadequately described  |       |         |          |                                   |

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | Code 99(9999), Not stated/inadequately described, is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the metadata item has not been collected.  |
| <i>Collection methods:</i> | <p>A standard question module for self-enumerated collections is not available for this metadata item.</p> <p>Accurate data is best achieved using computer-assisted coding of both the field of education and the level of highest educational attainment at the same time.</p> <p>Computer-assisted coding will return a nine-digit code comprising both the field of education and level of highest educational attainment codes.</p> |

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | This is a three-level hierarchical classification specifying broad, narrow and detailed fields of study. For example, social work is coded to the broad field 09 'Society and Culture', the narrow field 0905 'Human Welfare Studies and Services' and the detailed field 090501 'Social Work'. |
|-----------------------|---|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare                                     |
| <i>Origin:</i>                  | <a href="#">Australian Standards Classification of Education (ASCED 2001).</a> |

[Australian Bureau of Statistics Cat. no 1272.0](#) (last viewed 21 Dec 2005)

## **Relational attributes**

*Related metadata references:*

Supersedes [Field of education, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.6 KB)

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## First accommodation attempt indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—first accommodation attempt indicator, code N  |
| <i>METeOR identifier:</i>   | 329736  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | Whether this is the first request for accommodation by a person for a particular day, as represented by a code. |
| Data Element Concept:       | Person—first accommodation attempt  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |     |   |    |   |            |
|----------------------------------|---|-------|---------|---|-----|---|----|---|------------|
| <i>Data type:</i>                | Boolean   |       |         |   |     |   |    |   |            |
| <i>Format:</i>                   | N   |       |         |   |     |   |    |   |            |
| <i>Maximum character length:</i> | 1   |       |         |   |     |   |    |   |            |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Don't know</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Don't know |
| Value                            | Meaning   |       |         |   |     |   |    |   |            |
| 1                                | Yes   |       |         |   |     |   |    |   |            |
| 2                                | No  |       |         |   |     |   |    |   |            |
| 9                                | Don't know  |       |         |   |     |   |    |   |            |
| <i>Supplementary values:</i>     |   |       |         |   |     |   |    |   |            |

### Data element attributes

---

#### Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | Used to clarify why a person had been unsuccessful earlier that day in getting accommodation. Allows estimates for the actual number of people seeking accommodation on any one day by taking into account the number of multiple requests made by a person on that day. |
|------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
| <i>Origin:</i>                  | SAAP National Data Collection Agency Collectors Manual July 2005.                |

#### Relational attributes

|   |   |
|---|---|
| <i>Related metadata references:</i>               | See also <a href="#">Person—reason for earlier unsuccessful accommodation attempt, SAAP code N[NN]</a> Community services, Standard 15/09/2007  |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Demand for Accommodation National Minimum Data Set</a> Community services, Standard 30/11/2007<br><i>Implementation start date:</i> 21/04/2006<br><i>Implementation end date:</i> 01/08/2006 |

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## First language spoken

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—first language spoken, code (ASCL 2005) NN{NN}  |
| <i>METeOR identifier:</i>   | 304131   |
| <i>Registration status:</i> | Community services, Standard 29/04/2006<br>Housing assistance, Standard 10/02/2006   |
| <i>Definition:</i>          | The language the person identifies as being the first language that they could understand to the extent of being able to conduct a conversation, as represented by a code. |
| Data Element Concept:       | Person—first language spoken   |

### Value domain attributes

---

#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Classification scheme:</i>    | Australian Standard Classification of Languages 2005 |
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | Number   |
| <i>Format:</i>                   | NN{NN}   |
| <i>Maximum character length:</i> | 4  |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>The Australian Standard Classification of Languages (ASCL) has a three-level hierarchical structure. The most detailed level of the classification consists of base units (languages) which are represented by four-digit codes. The second level of the classification comprises narrow groups of languages (the Narrow Group level), identified by the first two digits. The most general level of the classification consists of broad groups of languages (the Broad Group level) and is identified by the first digit. The classification includes Australian Indigenous languages and sign languages.</p> <p>For example, the Lithuanian language has a code of 3102. In this case 3 denote that it is an Eastern European language, while 31 denote that it is a Baltic language. The Pintupi Aboriginal language is coded as 8713. In this case 8 denote that it is an Australian Indigenous language and 87 denote that the language is Western Desert language.</p> <p>Language data may be output at the Broad Group level, Narrow Group level or base level of the classification. If necessary significant Languages within a Narrow Group can be presented separately while the remaining Languages in the Narrow Group are aggregated. The same principle can be adopted to highlight significant Narrow Groups within a Broad Group.</p> |
|-----------------------|---|

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | Data should be captured, classified and stored at the base level |
|----------------------------|--|

of the classification wherever possible as this allows the greatest flexibility for output.

Recommended question:

Which language did you/the person/name first speak as a child?

English  
Italian  
Greek  
Cantonese  
Mandarin  
Arabic  
Vietnamese  
German  
Spanish  
Tagalog (Filipino)  
Other (please specify)

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

*Comments:*

Persons whose first language is not English have been identified by service providers as a population group that may experience disadvantage when seeking to obtain equal access to government and community programs and services in Australia. Data relating to 'First language spoken' may thus provide a surrogate indicator of disadvantage potentially associated with a lack of English competence or with other factors associated with cultural background.

## Source and reference attributes

*Origin:*

Australian Bureau of Statistics 2005. [Australian Standard Classification of Languages \(ASCL\) 2005. Cat. no. 1267.0. 2nd Edition](#), Canberra: ABS. Viewed 29 July 2005.

## Relational attributes

*Related metadata references:*

See also [Person—proficiency in spoken English, code N](#) Health, Standard 01/03/2005, Community services, Standard 01/03/2005, Housing assistance, Standard 10/02/2006

See also [Person—main language other than English spoken at home, code \(ASCL 2005\) NN{NN}](#) Health, Standard 08/02/2006, Community services, Standard 29/04/2006, Housing assistance, Standard 10/02/2006

See also [Person—country of birth, code \(SACC 1998\) NNNN](#) Health, Standard 01/03/2005, Community services, Superseded 02/06/2008, Housing assistance, Standard 20/06/2005

Supersedes [Person—first language spoken, code \(ASCL 1997\) N{NNN}](#) Community services, Superseded 29/04/2006, Housing assistance, Superseded 10/02/2006

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## First service contact date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service event—first service contact date, DDMMYYYY                     |
| <i>METeOR identifier:</i>   | 270163   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005                                |
| <i>Definition:</i>          | The date on which the agency provides the first service to the client. |
| Data Element Concept:       | Service event—first service contact date                               |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | Due to the considerable variation in the types of services provided in the community services sector, it is not possible at this stage to define in generic terms what will constitute the first service contact date. |
| <i>Collection methods:</i> | For each separate service episode a separate 'Service event—first service contact date, DDMMYYYY' should be recorded.  |
| <i>Comments:</i>           | This metadata item is used in calculation of measures of periods of support and duration of assistance.  |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

#### Relational attributes

|   |   |
|---|---|
| <i>Related metadata references:</i>               | Supersedes <a href="#">First service contact date, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (14.68 KB) |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Juvenile Justice NMDS</a> Community services, Standard 27/03/2007   |
|   | <i>Implementation start date:</i> 01/07/2005  |

---

## Floor/level number (person)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (address)—floor/level identifier, [NNNA]                          |
| <i>METeOR identifier:</i>   | 270029   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005   |
| <i>Definition:</i>          | The unique identifier for the floor/level where a person can be located. |
| Data Element Concept:       | Person (address)—floor/level identifier                                  |

### Value domain attributes

---

#### Representational attributes

|                                  |            |
|----------------------------------|------------|
| <i>Representation class:</i>     | Identifier |
| <i>Data type:</i>                | String     |
| <i>Format:</i>                   | [NNNA]     |
| <i>Maximum character length:</i> | 4          |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | Floor/level number and suffix are both optional.<br>The Floor/level number must be recorded with its corresponding Floor/level type.<br>Some Floor/level numbers may be followed by an alphabetic suffix.<br>Examples of Floor/level identification:<br>FL 1A<br>L 3<br>LG A |
| <i>Collection methods:</i> | Do not leave a space between the number and alpha suffix. To be collected in conjunction with Floor/level type.  |

#### Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | Health Data Standards Committee<br>Australia Post Address Presentation Standard |
|----------------|---|

#### Relational attributes

|                                     |   |
|-------------------------------------|---|
| <i>Related metadata references:</i> | Supersedes <a href="#">Floor/level number, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf</a> (13.91 KB)<br>Is used in the formation of <a href="#">Person (address)—address line, text [X(180)]</a> Health, Standard 04/05/2005, Community services, Standard 30/09/2005<br>Is used in the formation of <a href="#">Person (address)—health address line, text [X(180)]</a> Health, Superseded 04/05/2005 |
|-------------------------------------|---|

---

## Floor/level number (service provider organisation)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation (address)—floor/level identifier, [NNNA]       |
| <i>METeOR identifier:</i>   | 290264   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005       |
| <i>Definition:</i>          | The unique identifier for floor/level, where an organisation can be located. |
| Data Element Concept:       | Service provider organisation (address)—floor/level identifier               |

### Value domain attributes

---

#### Representational attributes

|                                  |            |
|----------------------------------|------------|
| <i>Representation class:</i>     | Identifier |
| <i>Data type:</i>                | String     |
| <i>Format:</i>                   | [NNNA]     |
| <i>Maximum character length:</i> | 4          |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | Floor/level number and suffix are both optional.<br>The Floor/level number must be recorded with its corresponding Floor/level type.<br>Some Floor/level numbers may be followed by an alphabetic suffix.<br>Examples of Floor/level identification:<br>FL 1A<br>L 3<br>LG A |
| <i>Collection methods:</i> | Do not leave a space between the number and alpha suffix. To be collected in conjunction with Floor/level type.  |

#### Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | Health Data Standards Committee<br>Australia Post Address Presentation Standard |
|----------------|---|

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Is used in the formation of <a href="#">Service provider organisation (address)—address line, text [X(180)]</a> Health, Standard 04/05/2005, Community services, Standard 30/09/2005 |
|-------------------------------------|--|



---

## Floor/level type (person)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (address)—floor/level type, code A[A]                                     |
| <i>METeOR identifier:</i>   | 270024   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005           |
| <i>Definition:</i>          | The type of floor/level where a person can be located, as represented by a code. |
| Data Element Concept:       | Person (address)—floor/level type  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
|----------------------------------|--|-------|---------|---|----------|----|-------|---|--------|---|-------|----|--------------|---|-----------|----|--------------|
| <i>Data type:</i>                | String   |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| <i>Format:</i>                   | A[A]   |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| <i>Maximum character length:</i> | 2  |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>B</td><td>Basement</td></tr><tr><td>FL</td><td>Floor</td></tr><tr><td>G</td><td>Ground</td></tr><tr><td>L</td><td>Level</td></tr><tr><td>LG</td><td>Lower Ground</td></tr><tr><td>M</td><td>Mezzanine</td></tr><tr><td>UG</td><td>Upper Ground</td></tr></tbody></table> | Value | Meaning | B | Basement | FL | Floor | G | Ground | L | Level | LG | Lower Ground | M | Mezzanine | UG | Upper Ground |
| Value                            | Meaning  |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| B                                | Basement   |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| FL                               | Floor  |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| G                                | Ground   |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| L                                | Level  |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| LG                               | Lower Ground   |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| M                                | Mezzanine  |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| UG                               | Upper Ground   |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |

### Data element attributes

---

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | Some floor/level identification may require the Floor/level type plus a Floor/level number to be recorded.  |
| <i>Collection methods:</i> | To be collected in conjunction with Floor/level number where applicable. Some Floor/level type entries will often have no corresponding number e.g. Basement, Ground, Lower ground, Mezzanine and Upper ground. |

#### Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | Health Data Standards Committee<br>Australia Post Address Presentation Standard |
|----------------|---|

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Supersedes <a href="#">Floor/level type, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf</a> (14.47 KB)<br>Is used in the formation of <a href="#">Person (address)—address line, text [X(180)]</a> Health, Standard 04/05/2005, Community services, Standard 30/09/2005 |
|-------------------------------------|--|

Is used in the formation of [Person \(address\)—health address line, text \[X\(180\)\]](#) Health, Superseded 04/05/2005

---

## Floor/level type (service provider organisation)

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (address)—floor/level type, code A[A]                     |
| <i>METeOR identifier:</i>   | 290245  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                  |
| <i>Definition:</i>          | The type of floor/level where an organisation can be located, as represented by a code. |
| Data Element Concept:       | Service provider organisation (address)—floor/level type                                |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
|----------------------------------|--|-------|---------|---|----------|----|-------|---|--------|---|-------|----|--------------|---|-----------|----|--------------|
| <i>Data type:</i>                | String   |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| <i>Format:</i>                   | A[A]   |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| <i>Maximum character length:</i> | 2  |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>B</td><td>Basement</td></tr><tr><td>FL</td><td>Floor</td></tr><tr><td>G</td><td>Ground</td></tr><tr><td>L</td><td>Level</td></tr><tr><td>LG</td><td>Lower Ground</td></tr><tr><td>M</td><td>Mezzanine</td></tr><tr><td>UG</td><td>Upper Ground</td></tr></tbody></table> | Value | Meaning | B | Basement | FL | Floor | G | Ground | L | Level | LG | Lower Ground | M | Mezzanine | UG | Upper Ground |
| Value                            | Meaning  |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| B                                | Basement   |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| FL                               | Floor  |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| G                                | Ground   |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| L                                | Level  |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| LG                               | Lower Ground   |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| M                                | Mezzanine  |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |
| UG                               | Upper Ground   |       |         |   |          |    |       |   |        |   |       |    |              |   |           |    |              |

### Data element attributes

---

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Collection methods:</i> | To be collected in conjunction with Floor/level number where applicable. Some Floor/level type entries will often have no corresponding number e.g. Basement, Ground, Lower ground, Mezzanine and Upper ground. |
|----------------------------|---|

#### Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | Health Data Standards Committee<br>Australia Post Address Presentation Standard |
|----------------|---|

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Is used in the formation of <a href="#">Service provider organisation (address)—address line, text [X(180)]</a> Health, Standard 04/05/2005, Community services, Standard 30/09/2005 |
|-------------------------------------|--|

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## Full financial year funding indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—full financial year funding indicator, yes/no code N             |
| <i>Synonymous names:</i>    | Full financial year of funding   |
| <i>METeOR identifier:</i>   | 322176   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | Whether the agency has received funding for the full financial year, as represented by a code. |
| Data Element Concept:       | Service provider organisation—full financial year funding indicator                            |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |     |   |    |
|----------------------------------|---|-------|---------|---|-----|---|----|
| <i>Data type:</i>                | Number  |       |         |   |     |   |    |
| <i>Format:</i>                   | N   |       |         |   |     |   |    |
| <i>Maximum character length:</i> | 1   |       |         |   |     |   |    |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No |
| Value                            | Meaning   |       |         |   |     |   |    |
| 1                                | Yes   |       |         |   |     |   |    |
| 2                                | No  |       |         |   |     |   |    |

### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | If an agency received funding in December but intends to operate for 52 weeks per year, 'No' should be reported for this data element and '52' should be reported for Service operation weeks. An agency may be funded for the entire financial year but only operates for, say, four school holiday periods of 2 weeks each. In this situation, the agency should report that it is funded for the full financial year. |
|-----------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.  |
| <i>Origin:</i>                  | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07. |

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006</a> Community services, Standard 27/04/2007 |
|---|--|

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## Full-time equivalent paid staff

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—full-time equivalent staff (paid), total N[NNN{.N}] |
| <i>METeOR identifier:</i>   | 270213  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | The aggregate full time equivalent staff units for all paid staff.                |
| Data Element Concept:       | Service provider organisation—full-time equivalent staff                          |

### Value domain attributes

---

#### Representational attributes

|                                   |                                  |
|-----------------------------------|----------------------------------|
| <i>Representation class:</i>      | Total                            |
| <i>Data type:</i>                 | Number                           |
| <i>Format:</i>                    | N[NNN{.N}]                       |
| <i>Maximum character length:</i>  | 5                                |
| <i>Unit of measure:</i>           | Full-time equivalent (FTE) staff |
| <i>Unit of measure precision:</i> | 1                                |

### Data element attributes

---

#### Collection and usage attributes

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

apportioned on the same basis).

*Collection methods:*

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

This metadata item may be calculated over weeks, fortnights, months or an annual basis.

## **Source and reference attributes**

*Submitting organisation:*

Australian Institute of Health and Welfare

## **Relational attributes**

*Related metadata references:*

Supersedes [Full-time equivalent paid staff, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.33 KB)

*Implementation in Data Set Specifications:*

[SAAP Administrative National Minimum Data Set](#) Community services, Standard 30/11/2007

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## Full-time equivalent volunteer/unpaid staff

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—full-time equivalent staff (volunteer/unpaid), total N[NNN{.N}] |
| <i>METeOR identifier:</i>   | 270214  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | The aggregate full time equivalent staff units for all <b>volunteer</b> /unpaid staff.        |
| Data Element Concept:       | Service provider organisation—full-time equivalent staff                                      |

### Value domain attributes

---

#### Representational attributes

|                                   |                                  |
|-----------------------------------|----------------------------------|
| <i>Representation class:</i>      | Total                            |
| <i>Data type:</i>                 | Number                           |
| <i>Format:</i>                    | N[NNN{.N}]                       |
| <i>Maximum character length:</i>  | 5                                |
| <i>Unit of measure:</i>           | Full-time equivalent (FTE) staff |
| <i>Unit of measure precision:</i> | 1                                |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | <p>The ordinary time hours normally worked may differ according to the type of work a <b>volunteer</b> is doing. The hours under the relevant award or agreement should be used if known. If the relevant award or agreement staff hours for an occupation is not known, or the volunteer is undertaking a variety of tasks, 38 hours per week should be used as a substitute.</p> <p>Example:</p> <p>A volunteer kitchen hand works 10 hours over a week. The relevant award specifies that a full time kitchen hand usually works 38 hours in a week.</p> <p>Full time equivalent staff units = <math>10/38 = 0.263</math> (for that person for a week) This number would then be added to the full time equivalent staff units for all other staff and the number rounded to one decimal place.</p> |
| <i>Collection methods:</i> | <p>This metadata item is not intended to be a completely accurate calculation of staff hours, but a general indication of the number of volunteer hours an agency is staffed.</p> <p>This metadata item may be calculated over weeks, fortnights, months or an annual basis.</p>   |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

#### Relational attributes

*Related metadata references:*

Supersedes [Full-time equivalent volunteer/unpaid staff, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#)  
(14.89 KB)



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## Full-time/part-time status

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (employed)—full-time/part-time status, code N  |
| <i>METeOR identifier:</i>   | 269950  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | Whether a person in paid employment is employed full-time or part-time, as represented by a code. |
| <i>Context:</i>             | Labour force characteristics.   |
| Data Element Concept:       | Person (employed)—full-time/part-time status  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |           |   |           |   |                                   |
|----------------------------------|---|-------|---------|---|-----------|---|-----------|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |           |   |           |   |                                   |
| <i>Format:</i>                   | N   |       |         |   |           |   |           |   |                                   |
| <i>Maximum character length:</i> | 1   |       |         |   |           |   |           |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Full-time</td></tr><tr><td>2</td><td>Part-time</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Full-time | 2 | Part-time | 9 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |   |           |   |           |   |                                   |
| 1                                | Full-time   |       |         |   |           |   |           |   |                                   |
| 2                                | Part-time   |       |         |   |           |   |           |   |                                   |
| 9                                | Not stated/inadequately described   |       |         |   |           |   |           |   |                                   |
| <i>Supplementary values:</i>     |   |       |         |   |           |   |           |   |                                   |

#### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | <p>Applies only to people whose labour force status is employed. (See metadata item Person—labour force status, code N for a definition of 'employed'). Paid employment includes persons who performed some work for wages or salary, in cash or in kind, and persons temporarily absent from a paid employment job but who retained a formal attachment to that job.</p> <p>Code 1 Full-time:<br/>Employed persons are working full-time if they:<br/>(a) usually work 35 hours or more in a week (in all paid jobs) or<br/>(b) although usually working less than 35 hours a week, actually worked 35 hours or more during the reference period.</p> <p>Code 2 Part-time:<br/>Employed persons are working part-time if they usually work less than 35 hours a week (in all paid jobs) and either did so during the reference period, or were not at work in the reference period.</p> <p>Code 9 Not stated/ inadequately described:<br/>Is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.</p> |
| <i>Collection methods:</i> | Can be collected for an actual week (e.g. a particular reference   |

period), or a usual week (e.g. a person usually works part time though they worked full-time in the last week). Note: if collected for a particular reference period, respondents may report 0 hours if on leave for the reference period. For most purposes the hours usually worked will be more appropriate. This metadata item should be based on the number of hours worked by the person (either actual or usual). It should not be based on the self-enumerated question suggested in the Collection methods of metadata item Person—labour force status, code N. Doing so would result in inaccurate information.

*Comments:*

See the Australian Bureau of Statistics website for details regarding labour force data items and standard questions.

## **Source and reference attributes**

*Origin:*

Australian Bureau of Statistics 1999. Standards for Social, Labour and Demographic Variables, Labour Force Variables. Full-Time/Part-Time Status.

## **Relational attributes**

*Related metadata references:*

Supersedes [Employed - working full-time/ part-time, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.53 KB)

*Implementation in Data Set Specifications:*

[SAAP Client Collection National Minimum Data Set](#)  
Community services, Standard 30/11/2007

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## Funding allocated

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—funding allocated, total Australian currency N[N(8)] |
| <i>Synonymous names:</i>    | Total CSTDA funds  |
| <i>METeOR identifier:</i>   | 321039   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | The total amount of money allocated to an agency or organisation.                  |
| Data Element Concept:       | Service provider organisation—funding allocated                                    |

### Value domain attributes

---

#### Representational attributes

|                                  |                           |
|----------------------------------|---------------------------|
| <i>Representation class:</i>     | Total                     |
| <i>Data type:</i>                | Currency                  |
| <i>Format:</i>                   | N[N(8)]                   |
| <i>Maximum character length:</i> | 9                         |
| <i>Unit of measure:</i>          | Australian currency (AUS) |

### Data element attributes

---

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.  |
| <i>Origin:</i>                  | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.                         |
| <i>Reference documents:</i>     | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) Data Dictionary Version 1.1. July 2004. Australian Institute of Health and Welfare. |

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006</a> Community services, Standard 27/04/2007 |
|---|--|

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## Funding end date

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—funding end date, DDMMYYYY              |
| <i>METeOR identifier:</i>   | 336775  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                               |
| <i>Definition:</i>          | The date on which funding ceased for a service provider organisation. |
| Data Element Concept:       | Service provider organisation—funding end date                        |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

---

#### Relational attributes

|   |   |
|---|---|
| <i>Related metadata references:</i>               | See also <a href="#">Service provider organisation—funding start date, DDMMYYYY</a> Community services, Standard 30/11/2007 |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Administrative National Minimum Data Set</a> Community services, Standard 30/11/2007                       |

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## Funding source

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—funding source, level of government code N |
| <i>METeOR identifier:</i>   | 355759   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007                                  |
| <i>Definition:</i>          | The level of government responsible for provision of funds to an agency. |
| Data Element Concept:       | Service provider organisation—funding source                             |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |                                  |   |                            |   |                  |
|----------------------------------|--|-------|---------|---|----------------------------------|---|----------------------------|---|------------------|
| <i>Data type:</i>                | Number   |       |         |   |                                  |   |                            |   |                  |
| <i>Format:</i>                   | N  |       |         |   |                                  |   |                            |   |                  |
| <i>Maximum character length:</i> | 1  |       |         |   |                                  |   |                            |   |                  |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>National (Australian government)</td></tr><tr><td>2</td><td>State/Territory government</td></tr><tr><td>3</td><td>Local government</td></tr></tbody></table> | Value | Meaning | 1 | National (Australian government) | 2 | State/Territory government | 3 | Local government |
| Value                            | Meaning  |       |         |   |                                  |   |                            |   |                  |
| 1                                | National (Australian government)   |       |         |   |                                  |   |                            |   |                  |
| 2                                | State/Territory government   |       |         |   |                                  |   |                            |   |                  |
| 3                                | Local government   |       |         |   |                                  |   |                            |   |                  |

#### Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Reference documents:</i> | Australian Bureau of Statistics 2002. Standard Economic Sector Classifications of Australia (SESCA), Cat No. 1218.0. |
|-----------------------------|--|

### Data element attributes

---

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.  |
| <i>Origin:</i>                  | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07. |

#### Relational attributes

|   |   |
|---|---|
| <i>Related metadata references:</i>               | See also <a href="#">Service provider organisation—Australian state/territory identifier, code N</a> Health, Standard 04/05/2005, Community services, Standard 07/12/2005 |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006</a> Community services, Standard 27/04/2007  |

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## Funding start date

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—funding start date, DDMMYYYY               |
| <i>METeOR identifier:</i>   | 336746   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                                  |
| <i>Definition:</i>          | The date on which funding commenced for a service provider organisation. |
| Data Element Concept:       | Service provider organisation—funding start date                         |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

---

#### Relational attributes

|   |   |
|---|---|
| <i>Related metadata references:</i>               | See also <a href="#">Service provider organisation—funding end date, DDMMYYYY</a> Community services, Standard 30/11/2007 |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Administrative National Minimum Data Set</a> Community services, Standard 30/11/2007                     |

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## Geographic location of organisation (SLA)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—geographic location (SLA), code (ASGC 2007) NNNNN  |
| <i>Synonymous names:</i>    | Statistical local area of service provider   |
| <i>METeOR identifier:</i>   | 362297   |
| <i>Registration status:</i> | Community services, Standard 11/12/2007  |
| <i>Definition:</i>          | The geographical location of an agency using a five-digit numerical code which indicates the <b>Statistical Local Area (SLA)</b> within the State or Territory of Australia. |
| Data Element Concept:       | Service provider organisation—geographic location  |

### Value domain attributes

---

#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Classification scheme:</i>    | Australian Standard Geographical Classification 2007 |
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | Number   |
| <i>Format:</i>                   | NNNNN  |
| <i>Maximum character length:</i> | 5  |

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Details on which edition was used in a particular data set should be included in the documentation of metadata accompanying that data set. Coding to ASGC codes is preferably done using the ABS National Localities Index, to map actual address. In some data collections, a compromise has to be made and the ASGC code derived from suburb/town/locality and Postcode-Australian only. However, this solution results in some inaccuracy of information. The accurate recording of the state or territory is essential. |
|-----------------------|---|

#### Source and reference attributes

|                |                                       |
|----------------|---------------------------------------|
| <i>Origin:</i> | Australian Bureau of Statistics (ABS) |
|----------------|---------------------------------------|

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Supersedes <a href="#">Service provider organisation—geographic location (SLA), code (ASGC 2006) NNNNN</a> Community services, Superseded 11/11/2007 |
|-------------------------------------|--|

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## Geographic location of person

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—geographic location, code (ASGC 2007) NNNNN  |
| <i>METeOR identifier:</i>   | 362293  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | The geographical location of a person using a five-digit numerical code which indicates the <b>Statistical Local Area (SLA)</b> within the State or Territory of Australia. |
| Data Element Concept:       | Person—geographic location  |

### Value domain attributes

---

#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Classification scheme:</i>    | Australian Standard Geographical Classification 2007 |
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | Number   |
| <i>Format:</i>                   | NNNNN  |
| <i>Maximum character length:</i> | 5  |

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>The geographical location is reported using a five digit numerical code. The first digit is the single-digit code to indicate State or Territory. The remaining four digits are the numerical code for the Statistical Local Area (SLA) within the State or Territory.</p> <p>The single digit codes for the states and territories and the four digit codes for the SLAs are as defined in the Australian Standard Geographical Classification (ASGC).</p> <p>The ASGC is updated on an annual basis with a date of effect of 1 July each year.</p> <p>The codes for SLA are unique within each State and Territory, but not within the whole country. Thus, to define a unique location, the code of the State or Territory is required in addition to the code for the SLA.</p> <p>The Australian Bureau of Statistics '(ABS) National Localities Index (NLI) (ABS Catalogue number 1252.0) can be used to assign each locality or address in Australia to a SLA. The NLI is a comprehensive list of localities in Australia with their full code (including State or Territory and SLA) from the main structure of the ASGC.</p> <p>For the majority of localities, the locality name (suburb or town, for example) is sufficient to assign a 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</p> |
|-----------------------|---|



information of the number and street of the person's residence is used with the Streets Sub-index of the NLI to assign the SLA. If the information available on the person's address indicates that it is in a split locality but is insufficient to assign an SLA, the code for the SLA which includes most of the split locality should be reported. This is in accordance with the NLI assignment of SLA when a split locality is identified and further detail about the address is not available.

The NLI does not assign a SLA code if the information about the address is insufficient to identify a locality, or is not an Australian locality. In these cases, the appropriate codes for undefined SLA within Australia (State or Territory unstated), undefined SLA within a stated State or Territory, no fixed place of abode (within Australia or within a stated State or Territory) or overseas should be used.

### **Source and reference attributes**

*Origin:* Australian Bureau of Statistics (ABS)

### **Relational attributes**

*Related metadata references:* Supersedes [Person—geographic location, code \(ASGC 2006\)](#)  
[NNNNN](#) Community services, Superseded 30/11/2007

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## Given name sequence number

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (name)—given name sequence number, code N  |
| <i>METeOR identifier:</i>   | 287595  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                    |
| <i>Definition:</i>          | The numerical order of the given names or initials of a person, as represented by a code. |
| Data Element Concept:       | Person (name)—given name sequence number  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
|----------------------------------|--|-------|---------|---|------------------|---|-------------------|---|------------------|---|-------------------|---|------------------|---|------------------|---|--------------------|---|-------------------|---|---------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| <i>Format:</i>                   | N  |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| <i>Maximum character length:</i> | 2  |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>First given name</td></tr><tr><td>2</td><td>Second given name</td></tr><tr><td>3</td><td>Third given name</td></tr><tr><td>4</td><td>Fourth given name</td></tr><tr><td>5</td><td>Fifth given name</td></tr><tr><td>6</td><td>Sixth given name</td></tr><tr><td>7</td><td>Seventh given name</td></tr><tr><td>8</td><td>Eighth given name</td></tr><tr><td>9</td><td>Ninth and subsequent given name</td></tr></tbody></table> | Value | Meaning | 1 | First given name | 2 | Second given name | 3 | Third given name | 4 | Fourth given name | 5 | Fifth given name | 6 | Sixth given name | 7 | Seventh given name | 8 | Eighth given name | 9 | Ninth and subsequent given name |
| Value                            | Meaning  |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 1                                | First given name   |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 2                                | Second given name  |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 3                                | Third given name   |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 4                                | Fourth given name  |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 5                                | Fifth given name   |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 6                                | Sixth given name   |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 7                                | Seventh given name   |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 8                                | Eighth given name  |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 9                                | Ninth and subsequent given name  |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |

### Data element attributes

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#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | To be used in conjunction with Given name.<br>Example: Mary Georgina Smith<br>In the example above 'Mary' would have a given name sequence number of 1 and 'Georgina' would have a given name sequence number of 2.<br>Example: Jean Claude Marcel Moreaux<br>If the person has recorded a single given name as more than one word, displaying spaces in between the words(e.g. Jean Claude), their given names are recorded in data collection systems in the same way (i.e. Jean Claude is one given name and Marcel is another given name). 'Jean Claude' would have a Given name sequence number of '1' and 'Marcel' would have a Given name sequence number of '2'. |
|-----------------------|--|

#### Source and reference attributes

*Submitting organisation:*

Standards Australia

*Origin:*

AS4846 Health Care Provider Identification, 2004, Sydney:  
Standards Australia

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## Given name(s)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (name)—given name, text [X(40)]   |
| <i>METeOR identifier:</i>   | 287035   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005<br>Housing assistance, Standard 20/06/2005            |
| <i>Definition:</i>          | The person's identifying name within the family group or by which the person is socially identified, as represented by text. |
| Data Element Concept:       | Person (name)—given name   |

### Value domain attributes

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#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [X(40)] |
| <i>Maximum character length:</i> | 40      |

### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | <p>A person may have more than one Given name. All given names should be recorded.</p> <p>The agency or establishment should record the person's full given name(s) on their information systems.</p> <p>National Community Services Data Dictionary specific:</p> <p>In instances where there is uncertainty about which name to record for a person living in a remote Aboriginal or Torres Strait Islander community, Centrelink follows the practice of recording the Indigenous person's name as it is first provided to Centrelink. In situations where proof of identity is required, the name is recorded on a majority of the higher point scoring documents that are produced as proof of identity.</p> <p>National Health Data Dictionary specific:</p> <p>Each individual Given name should have a Given name sequence number associated with it.</p> <p>Health care establishments may record given names (first and other given names) in one field or several fields. This metadata item definition applies regardless of the format of data recording.</p> <p>A full history of names is to be retained.</p> |
| <i>Collection methods:</i> | <p>This metadata item should be recorded for all clients.</p> <p>Given name(s) should be recorded in the format preferred by the person. The format should be the same as that indicated by the person (e.g. written on a form) or in the same format as that printed on an identification card, such as Medicare card, to ensure consistent collection of name data.</p> <p>It is acknowledged that some people use more than one given name</p>  |

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

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

The following format may assist with data collection:

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

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

If so, what are they

---

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

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

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

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

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

Registering an unidentified health care client:

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

Use of first initial:

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

Persons with only one name:

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

Record complete information:

All of the person's given names should be recorded.

Shortened or alternate first given name:

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

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

Example - The person's given name is 'Giovanni' but he prefers to be called 'John'.

Record 'John' as the preferred 'Given name' and 'Giovanni' as the Medicare card name.

Punctuation:

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

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

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

- spaces, e.g. Jean Claude Carcel Moreaux

If the person has recorded their given name as more than one word, displaying spaces in between the words, record their given names in data collection systems in the same way (i.e. Jean Claude is one given name and Marcel is another given name).

Names not for continued use:

For cultural reasons, a person such as an Aboriginal or Torres Strait Islander may advise that they are no longer using the given name they previously used and are now using an alternative current name. Record their current name as their preferred given name and record their previously used name as an alias name (with a Name conditional use flag of 'not for continued use').

Composite name:

If a person identifies their first name as being a composite word, both parts should be recorded under the first Given Name (rather than the first and second Given Name).

e.g. 'Anne Marie Walker' notes her preferred Given Name to be 'Anne Marie', then 'Anne Marie' is recoded as (first) Given Name, and (second) Given Name is left blank.

Registering an unnamed newborn baby:

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

Registering unnamed multiple births:

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

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

- Twin:  
use Twin i.e. Twin 1 of Fiona
- Triplet:  
use Trip i.e. Trip 1 of Fiona

- **Quadruplet:**  
use Quad i.e. Quad 1 of Fiona
- **Quintuplet:**  
use Quin i.e. Quin 1 of Fiona
- **Sextuplet:**  
use Sext i.e. Sext 1 of Fiona
- **Septuplet:**  
use Sept i.e. Sept 1 of Fiona.

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

Aboriginal/Torres Strait Islander names not for continued use:

For cultural reasons, an Aboriginal or Torres Strait Islander may advise an agency or establishment that they are no longer using the given name that they had previously registered and are now using an alternative current name.

Record their current name as the preferred 'Given name' and record their previous used given name as an alias name.

**Ethnic Names:**

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

**Misspelled given names:**

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

*Comments:*

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

**National Community Services Data Dictionary specific:**

Selected letters of the given name in combination with selected letters of the family name, date of birth and sex may be used for **record linkage** for statistical purposes only.

**National Health Data Dictionary specific:**

Health care provider identification DSS and Health care client identification DSS

For the purpose of positive identification or contact, agencies or

establishments that collect Given name should also collect Given name sequence number. Given name sequence number is also a metadata item in Australian Standard AS4846-2004 Health care provider identification and is proposed for inclusion in the review of Australian Standard AS5017-2002 Health care client identification. AS5017 and AS4846 use alternative alphabetic codes for Given name sequence number. Refer to the current standards for more details.

## Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare<br>Standards Australia  |
| <i>Origin:</i>                  | National Health Data Committee<br>National Community Services Data Committee<br>Commonwealth Department of Health and Family Services 1998.<br>Home and Community Care Data Dictionary Version 1.0. Canberra:<br>DHFS<br>Standards Australia 2002. Australian Standard AS5017-2002 Health<br>Care Client Identification. Sydney: Standards Australia |
| <i>Reference documents:</i>     | AS4846 Health Care Provider Identification, 2004, Sydney:<br>Standards Australia   |

## Relational attributes

|   |   |
|---|---|
| <i>Related metadata references:</i>               | See also <a href="#">Person (name)—family name, text X[X(39)]</a> Health,<br>Standard 04/05/2005, Community services, Standard 25/08/2005,<br>Housing assistance, Standard 20/06/2005<br>Supersedes <a href="#">Person (name)—given name, text X(40)</a> Health,<br>Superseded 04/05/2005, Community services, Superseded<br>25/08/2005<br>Is used in the formation of <a href="#">Person—letters of given name, text XX</a><br>Community services, Standard 27/03/2007 |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Administrative National Minimum Data Set</a> Community<br>services, Standard 30/11/2007  |



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## Goods and equipment received (service episode)

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service episode—type of goods and equipment received, code N  |
| <i>METeOR identifier:</i>   | 323299  |
| <i>Registration status:</i> | Community services, Standard 29/04/2006   |
| <i>Definition:</i>          | The types of goods or equipment received by the client (by purchase, loan, or gift) during a service episode, as represented by a code. |
| Data Element Concept:       | Service episode—type of goods and equipment received  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
|----------------------------------|---|-------|---------|---|--|---|---|---|--|---|---|---|--|---|--|---|--|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| <i>Format:</i>                   | N   |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| <i>Maximum character length:</i> | 1   |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Self-care aids (e.g. button hook for dressing or bowl care for eating)</td></tr><tr><td>2</td><td>Support and mobility aids (e.g. walking frame, manual wheelchair)</td></tr><tr><td>3</td><td>Communication aids (e.g. hearing aids, mouthstick)</td></tr><tr><td>4</td><td>Reading aids (e.g. magnifying glass, braille books)</td></tr><tr><td>5</td><td>Medical care aids (e.g. ventilator, pacemaker)</td></tr><tr><td>6</td><td>Car modifications (e.g. car ramp, room for wheelchair)</td></tr><tr><td>8</td><td>Other goods and equipment (other goods and equipment not elsewhere classified)</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Self-care aids (e.g. button hook for dressing or bowl care for eating) | 2 | Support and mobility aids (e.g. walking frame, manual wheelchair) | 3 | Communication aids (e.g. hearing aids, mouthstick) | 4 | Reading aids (e.g. magnifying glass, braille books) | 5 | Medical care aids (e.g. ventilator, pacemaker) | 6 | Car modifications (e.g. car ramp, room for wheelchair) | 8 | Other goods and equipment (other goods and equipment not elsewhere classified) | 9 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 1                                | Self-care aids (e.g. button hook for dressing or bowl care for eating)  |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 2                                | Support and mobility aids (e.g. walking frame, manual wheelchair)   |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 3                                | Communication aids (e.g. hearing aids, mouthstick)  |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 4                                | Reading aids (e.g. magnifying glass, braille books)   |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 5                                | Medical care aids (e.g. ventilator, pacemaker)  |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 6                                | Car modifications (e.g. car ramp, room for wheelchair)  |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 8                                | Other goods and equipment (other goods and equipment not elsewhere classified)  |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 9                                | Not stated/inadequately described   |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| <i>Supplementary values:</i>     |   |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <b>CODE 1 Self-care aids</b><br>Eating aids – crockery, cutlery, plate guard, bowl guard<br>Dressing aids – button hook, clothes tongs, zip pull<br>Washing aids – bathrails/hoist/seat, shower rails/fitting/seat<br>Bag, urinal, incontinence pad, uredome, urinary appliances<br>Bowel appliances – colostomy bag, bowel pad<br>Toilet chair, commode, frame, conventional toilet use aids<br>Cooking aids (excl. eating utensils), special iron<br>Other aids for self care<br><b>CODE 2 Support and mobility aids</b><br>Callipers, splints<br>Belts, braces, neck collar, corsets |
|-----------------------|---|

Crutches for support, walking frame/stick  
Ankle/knee strap, built up shoe, foot/leg support NEC  
Transporter chair, pusher, tricycle  
Wheelchair manual or unspecified  
Wheelchair, motorised  
Henry lifter, hoist, patient lifter Scooter  
Ejector chair, hard-back chair, made to measure chair, chair  
NEC  
Special bed, cushions/pillows for support  
White cane  
Sonic beam, laser cane, optacon  
Guide dog  
bars/hooks/rails/straps, attached to walls, etc., for support and  
mobility  
Other aids for support or mobility

#### **CODE 3 Communication aids**

Aid, hearing  
Teletext  
Telephone attachment or adaptation (e.g. answering service,  
flashing light, headpiece, TTY telephone)  
Writing aids (mouthstick, writing pad, typewriter,  
communication board)  
Computers – Kurzweil personal reader, communication  
Speaking aids - electrolarynx

#### **CODE 4 Reading aids**

Contact lenses, reading/magnifying glasses  
Braille books/items/watch  
Books, large print/talking, cassette recorders/players  
Reading frame, page turners, reading aids not associated with  
loss of sight  
Other reading or sight aids  
Dwelling modification to aid communication – intercom  
Other aids for communication

#### **CODE 5 Medical care aids**

Breathing pumps – oxygen masks, ventilator  
Dialysis machine, kidney functioning machines  
Heart stimulus/functioning machines, pacemaker  
Ostomy appliances/Stoma appliances, excluding colostomy  
bag  
Other aids for medical care

#### **CODE 6 Car modifications**

Accelerator/brake/controls, hand – car modifications  
Handles/lifter/rails/ramps – car modifications  
Mirrors/steering/windows, power – car modifications  
Other car modifications – automatic transmission, room for  
wheelchair

#### **CODE 8 Other goods/equipment**

Other goods/equipment NEC

### **Source and reference attributes**

*Origin:* National HACC Minimum Data Set User Guide Version 2.0  
2005. Home and Community Care (HACC) Program

### **Data element attributes**

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## Collection and usage attributes

### *Collection methods:*

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

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

## Source and reference attributes

### *Submitting organisation:*

Australian Institute of Health and Welfare

### *Origin:*

Australian Institute of Health and Welfare 1998. Home and Community Care (HACC) data dictionary, version 1.0. Commonwealth Department of Health and Family Services, Canberra

## Relational attributes

### *Related metadata references:*

Supersedes [Goods and equipment received, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.93 KB)

Supersedes [Service episode—type of goods and equipment received, code N](#) Community services, Superseded 29/04/2006

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## Goods and equipment received (service event)

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service event—type of goods and equipment received, code N  |
| <i>Synonymous names:</i>    | Goods and equipment received  |
| <i>METeOR identifier:</i>   | 323236  |
| <i>Registration status:</i> | Community services, Standard 29/04/2006   |
| <i>Definition:</i>          | The types of goods or equipment received by the client (by purchase, loan, or gift) during a service event, as represented by a code. |
| Data Element Concept:       | Service event—type of goods and equipment received  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
|----------------------------------|---|-------|---------|---|--|---|---|---|--|---|---|---|--|---|--|---|--|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| <i>Format:</i>                   | N   |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| <i>Maximum character length:</i> | 1   |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
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| Value                            | Meaning   |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 1                                | Self-care aids (e.g. button hook for dressing or bowl care for eating)  |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 2                                | Support and mobility aids (e.g. walking frame, manual wheelchair)   |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 3                                | Communication aids (e.g. hearing aids, mouthstick)  |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 4                                | Reading aids (e.g. magnifying glass, braille books)   |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 5                                | Medical care aids (e.g. ventilator, pacemaker)  |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 6                                | Car modifications (e.g. car ramp, room for wheelchair)  |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 8                                | Other goods and equipment (other goods and equipment not elsewhere classified)  |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| 9                                | Not stated/inadequately described   |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |
| <i>Supplementary values:</i>     |   |       |         |   |  |   |   |   |  |   |   |   |  |   |  |   |  |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <b>CODE 1 Self-care aids</b><br>Eating aids – crockery, cutlery, plate guard, bowl guard<br>Dressing aids – button hook, clothes tongs, zip pull<br>Washing aids – bathrails/hoist/seat, shower rails/fitting/seat<br>Bag, urinal, incontinence pad, uredome, urinary appliances<br>Bowel appliances – colostomy bag, bowel pad<br>Toilet chair, commode, frame, conventional toilet use aids<br>Cooking aids (excl. eating utensils), special iron<br>Other aids for self care<br><b>CODE 2 Support and mobility aids</b><br>Callipers, splints<br>Belts, braces, neck collar, corsets |
|-----------------------|---|

Crutches for support, walking frame/stick  
Ankle/knee strap, built up shoe, foot/leg support NEC  
Transporter chair, pusher, tricycle  
Wheelchair manual or unspecified  
Wheelchair, motorised  
Henry lifter, hoist, patient lifter Scooter  
Ejector chair, hard-back chair, made to measure chair, chair  
NEC  
Special bed, cushions/pillows for support  
White cane  
Sonic beam, laser cane, optacon  
Guide dog  
bars/hooks/rails/straps, attached to walls, etc., for support and  
mobility  
Other aids for support or mobility

#### **CODE 3 Communication aids**

Aid, hearing  
Teletext  
Telephone attachment or adaptation (e.g. answering service,  
flashing light, headpiece, TTY telephone)  
Writing aids (mouthstick, writing pad, typewriter,  
communication board)  
Computers – Kurzweil personal reader, communication  
Speaking aids - electrolarynx

#### **CODE 4 Reading aids**

Contact lenses, reading/magnifying glasses  
Braille books/items/watch  
Books, large print/talking, cassette recorders/players  
Reading frame, page turners, reading aids not associated with  
loss of sight  
Other reading or sight aids  
Dwelling modification to aid communication – intercom  
Other aids for communication

#### **CODE 5 Medical care aids**

Breathing pumps – oxygen masks, ventilator  
Dialysis machine, kidney functioning machines  
Heart stimulus/functioning machines, pacemaker  
Ostomy appliances/Stoma appliances, excluding colostomy  
bag  
Other aids for medical care

#### **CODE 6 Car modifications**

Accelerator/brake/controls, hand – car modifications  
Handles/lifter/rails/ramps – car modifications  
Mirrors/steering/windows, power – car modifications  
Other car modifications – automatic transmission, room for  
wheelchair

#### **CODE 8 Other goods/equipment**

Other goods/equipment NEC

### **Source and reference attributes**

*Origin:*

National HACC Minimum Data Set User Guide Version 2.0  
2005. Home and Community Care (HACC) Program

### **Data element attributes**

---

## Collection and usage attributes

*Collection methods:*

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

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

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare

*Origin:*

Australian Institute of Health and Welfare 1998. Home and Community Care (HACC) data dictionary, version 1.0. Commonwealth Department of Health and Family Services, Canberra

## Relational attributes

*Related metadata references:*

Supersedes [Service event—type of goods and equipment received, code N](#) Community services, Superseded 29/04/2006

Supersedes [Goods and equipment received, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.93 KB)

---

## Hours worked by worker

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (employed)—hours worked, total hours NNN                       |
| <i>METeOR identifier:</i>   | 314817  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                               |
| <i>Definition:</i>          | The total number of hours worked by a person over a specified period. |
| Data Element Concept:       | Person (employed)—hours worked  |

### Value domain attributes

---

#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Representation class:</i>     | Total                                      |
| <i>Data type:</i>                | String                                     |
| <i>Format:</i>                   | NNN  |
| <i>Maximum character length:</i> | 3  |
| <i>Supplementary values:</i>     | Value      Meaning                         |
|                                  | 999      Not stated/inadequately described |
| <i>Unit of measure:</i>          | Hour (h)                                   |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | Total hours expressed as 000, 001 etc. |
|-----------------------|--|

### Data element attributes

---

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

---

## Hours worked—paid staff

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—hours worked (paid staff), total<br>NNNNN                   |
| <i>METeOR identifier:</i>   | 347870  |
| <i>Registration status:</i> | Community services, Standard 27/04/2007   |
| <i>Definition:</i>          | The total number of hours actually worked by all paid staff in an agency or organisation. |
| Data Element Concept:       | Service provider organisation—hours worked  |

### Value domain attributes

---

#### Representational attributes

|                                  |          |
|----------------------------------|----------|
| <i>Representation class:</i>     | Total    |
| <i>Data type:</i>                | Number   |
| <i>Format:</i>                   | NNNNN    |
| <i>Maximum character length:</i> | 5        |
| <i>Unit of measure:</i>          | Hour (h) |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Total hours expressed as 00000, 00001, 00425 etc. |
|-----------------------|---|

### Data element attributes

---

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | This metadata item is asking for actual staff hours worked, not the rostered hours or full-time equivalent staff.<br>Contract staff employed through an agency are included where the contract is for the supply of labour (e.g. nursing) rather than of products (e.g. photocopier maintenance). |
| <i>Collection methods:</i> | In some collections this metadata item may be collected for a specified week. Other collections may specify a 'usual' week or an average week calculated from a number of weeks or the entire year.   |

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare  |
| <i>Origin:</i>                  | Australian Institute of Health and Welfare 2002.<br>Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03. Canberra: AIHW |
| <i>Reference documents:</i>     | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.  |

#### Relational attributes

|                                     |   |
|-------------------------------------|---|
| <i>Related metadata references:</i> | Supersedes <a href="#">Service provider organisation—hours worked (paid</a> |
|-------------------------------------|---|



*Implementation in Data Set  
Specifications:*

[staff\), total NNNNN](#) Community services, Superseded  
27/04/2007

[Commonwealth State/Territory Disability Agreement NMDS -  
1 July 2006](#) Community services, Standard 27/04/2007

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## Hours worked—volunteer/unpaid staff

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—hours worked (volunteer/unpaid staff), total NNNNN  |
| <i>METeOR identifier:</i>   | 347882  |
| <i>Registration status:</i> | Community services, Standard 27/04/2007   |
| <i>Definition:</i>          | The total number of hours actually worked by all <b>volunteer</b> /unpaid staff in an agency or organisation.   |
| <i>Context:</i>             | To assist in the analysis of staffing inputs and to enable a comparison of the staffing requirements of different service types. It is important to include volunteers due to the significant contribution they make within many organisations. |
| Data Element Concept:       | Service provider organisation—hours worked  |

---

### Value domain attributes

#### Representational attributes

|                                  |          |
|----------------------------------|----------|
| <i>Representation class:</i>     | Total    |
| <i>Data type:</i>                | Number   |
| <i>Format:</i>                   | NNNNN    |
| <i>Maximum character length:</i> | 5        |
| <i>Unit of measure:</i>          | Hour (h) |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Total hours expressed as 00000, 00001, 00425 etc. |
|-----------------------|---|

---

### Data element attributes

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | This metadata item is asking for actual staff hours worked by volunteer staff, not the rostered hours or full-time equivalent staff.  |
| <i>Collection methods:</i> | In some collections this metadata item may be collected for a specified week. Other collections may specify a 'usual' week or an average week calculated from a number of weeks or the entire year. |

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare  |
| <i>Origin:</i>                  | Australian Institute of Health and Welfare 2002.<br>Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03. Canberra: AIHW |
| <i>Reference documents:</i>     | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.  |

## Relational attributes

*Related metadata references:*

Supersedes [Service provider organisation—hours worked \(volunteer/unpaid staff\), total NNNNN](#) Community services, Superseded 27/04/2007

*Implementation in Data Set Specifications:*

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

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## House/property number (person)

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (address)—house/property identifier, text [X(12)]                              |
| <i>METeOR identifier:</i>   | 270030  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005                |
| <i>Definition:</i>          | The identifier of a house or property where a person resides, as represented by text. |
| Data Element Concept:       | Person (address)—house/property identifier  |

### Value domain attributes

---

#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [X(12)] |
| <i>Maximum character length:</i> | 12      |

### Data element attributes

---

#### Collection and usage attributes

*Guide for use:* Generally, only one house/property number is used. However, if the house/property number includes a number range, the range of applicable numbers should be included, separated by a hyphen (-), with no spaces between numerals, i.e. 17-19

- House/property number 1 - refers to physical House/property number and for ranges is the starting number (5 numeric characters)
- House/property number Suffix 1 - a single character identifying the House/property number suffix (1 alphanumeric character)
- House/property number 2 - refers to a physical House/property number and for ranges is the finishing number (5 numeric characters)
- House/property number suffix 2 - a single character identifying the House/property number suffix (1 alphanumeric character) with no space between the numeric and the alpha characters.

For example; '401A 403B'

'401' is House/property number first in range

'A' is the House/Property suffix 1

'403' is House/property number last in range

'B' is House/Property suffix 2

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare   |
| <i>Origin:</i>                  | Australia Post Address Presentation Standard |

## Relational attributes

*Related metadata references:*

Supersedes [House/property number, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf](#) (14.58 KB)

Is used in the formation of [Person \(address\)—address line, text \[X\(180\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is used in the formation of [Person \(address\)—health address line, text \[X\(180\)\]](#) Health, Superseded 04/05/2005

---

## House/property number (service provider organisation)

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (address)—house/property identifier, text [X(12)] |
| <i>METeOR identifier:</i>   | 290241  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005          |
| <i>Definition:</i>          | The unique identifier of a house or property where an organisation is located.  |
| Data Element Concept:       | Service provider organisation (address)—house/property identifier               |

### Value domain attributes

---

#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [X(12)] |
| <i>Maximum character length:</i> | 12      |

### Data element attributes

---

#### Collection and usage attributes

*Guide for use:* Generally, only one house/property number is used. However, if the house/property number includes a number range, the range of applicable numbers should be included, separated by a hyphen (-), with no spaces between numerals, i.e. 17-19

- House/property number 1 - refers to physical House/property number and for ranges is the starting number (5 numeric characters)
- House/property number Suffix 1 - a single character identifying the House/property number suffix (1 alphanumeric character)
- House/property number 2 - refers to a physical House/property number and for ranges is the finishing number (5 numeric characters)
- House/property number suffix 2 - a single character identifying the House/property number suffix (1 alphanumeric character) with no space between the numeric and the alpha characters.

For example; '401A 403B'

'401' is House/property number first in range

'A' is the House/Property suffix 1

'403' is House/property number last in range

'B' is House/Property suffix 2

#### Source and reference attributes

*Submitting organisation:* Australian Institute of Health and Welfare

*Origin:*

Australia Post Address Presentation Standard

**Relational attributes**

*Related metadata references:*

Is used in the formation of [Service provider organisation \(address\)—address line, text \[X\(180\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

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## Household family composition

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Household—family composition, code N[NNN]  |
| <i>METeOR identifier:</i>   | 343206   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | The composition of the <b>family</b> within the household, as represented by a code. |
| <i>Context:</i>             | Household and family statistics.   |
| Data Element Concept:       | Household—family composition   |

### Value domain attributes

---

#### Representational attributes

|                                  |   |                                   |
|----------------------------------|---|-----------------------------------|
| <i>Classification scheme:</i>    | Family, household and income unit variables (family composition) 2005 |                                   |
| <i>Representation class:</i>     | Code  |                                   |
| <i>Data type:</i>                | Number  |                                   |
| <i>Format:</i>                   | NNNN  |                                   |
| <i>Maximum character length:</i> | 4   |                                   |
| <i>Permissible values:</i>       | Value   | Meaning                           |
|                                  | 1   | Couple family with no children    |
|                                  | 2   | Couple family with children       |
|                                  | 3   | One parent family                 |
|                                  | 9   | Other family                      |
| <i>Supplementary values:</i>     | 8   | Not stated/inadequately described |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>Children refers to children of any age, dependent and non-dependent.</p> <p>The basis of a family is formed by identifying the presence of a couple relationship, lone parent-child relationship or other blood relationship. Some households will, therefore, contain more than one family.</p> <p>The classification is based on the Australian Bureau of Statistics Standards for Statistics on Families (ABS Cat. No. 1286.0) which contains a 4-level hierarchical classification. Only level 1 of this classification has been adopted for this metadata item. If individual agencies need to classify family types at a lower level of detail than specified in this metadata item (for example, if they wish to split children into dependent and non-dependent children), they should ensure that the more detailed ABS classification is used.</p> <p><b>CODE 8</b> Not stated/inadequately described</p> <p>This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the metadata item has not been collected.</p> |
|-----------------------|---|



## Source and reference attributes

*Origin:* Australian Bureau of Statistics. [Family, household and income unit variables. Cat. no. 1286.0](#). Canberra: ABS. Viewed on 29/09/2006

## Data element attributes

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### Source and reference attributes

*Origin:* Australian Bureau of Statistics. [Family, household and income unit variables. Cat. no. 1286.0](#). Canberra: ABS. Viewed on 29/09/2006

### Relational attributes

*Related metadata references:* Supersedes [Household—family type, code N](#) Community services, Superseded 27/04/2007

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## Household type

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Household—household type, code N  |
| <i>METeOR identifier:</i>   | 351188  |
| <i>Registration status:</i> | Community services, Standard 27/04/2007   |
| <i>Definition:</i>          | A categorisation of a household based on the presence or absence of family members, as represented by a code. |
| <i>Context:</i>             | Household and family statistics.  |
| Data Element Concept:       | Household—household type  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |  |   |   |   |  |   |                  |   |                                   |
|----------------------------------|--|-------|---------|---|--|---|---|---|--|---|------------------|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |  |   |   |   |  |   |                  |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |  |   |   |   |  |   |                  |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |  |   |   |   |  |   |                  |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Household containing family members only</td></tr><tr><td>2</td><td>Household containing a mixture of family and non-family members</td></tr><tr><td>3</td><td>Household containing non-family members only</td></tr><tr><td>4</td><td>Not classifiable</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Household containing family members only | 2 | Household containing a mixture of family and non-family members | 3 | Household containing non-family members only | 4 | Not classifiable | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |  |   |   |   |  |   |                  |   |                                   |
| 1                                | Household containing family members only   |       |         |   |  |   |   |   |  |   |                  |   |                                   |
| 2                                | Household containing a mixture of family and non-family members  |       |         |   |  |   |   |   |  |   |                  |   |                                   |
| 3                                | Household containing non-family members only   |       |         |   |  |   |   |   |  |   |                  |   |                                   |
| 4                                | Not classifiable   |       |         |   |  |   |   |   |  |   |                  |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |  |   |   |   |  |   |                  |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |  |   |   |   |  |   |                  |   |                                   |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>The classification is based on a combination of the first and second levels of the ABS 3-level hierarchy. This classification differs from the ABS classification in that it seeks to determine whether there are non-family persons co-resident with the person of concern. Care should be taken in making comparisons with the ABS data for Household composition.</p> <p>If individual agencies need to classify household types at a lower level of detail, they should ensure that the more detailed ABS classification 'Household composition' is used. The lower levels in the classification cover detail on the number of families or the number of household members. Thus, household type is allocated dependent on the basis of the number of families and whether unrelated household members are present (if it is a family household), or the number of household members if it is a non-family household.</p> <p>It should be noted that only usual residents of a household are considered when describing and categorising households by Household type. Since households are differentiated in terms of families, and visitors to a household are excluded from family coding, the identification of usual residence is essential to determine the household type.</p> |
|-----------------------|--|

#### CODE 4 Not Classifiable

Operationally, all households must contain at least one member 15 years of age or older. Any household consisting only of a person or persons all under 15 years of age is coded to 'Not classifiable'. This approach is consistent with that used in the family type classification, in which a family is likewise not defined unless it consists of at least one member aged 15 years or older.

#### CODE 9 Not stated/inadequately described

Is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

### Source and reference attributes

*Reference documents:* Australian Bureau of Statistics. Family, household and income unit variables. Cat. no. 1286.0. Canberra: ABS. Viewed on 29/09/2006

### Data element attributes

---

#### Collection and usage attributes

*Guide for use:* At least one member of the household must be over 15 years of age.

#### Source and reference attributes

*Reference documents:* Australian Bureau of Statistics. Family, household and income unit variables. Cat. no. 1286.0. Canberra: ABS. Viewed on 29/09/2006

#### Relational attributes

*Related metadata references:* Supersedes [Household—household type, code N](#) Community services, Superseded 27/04/2007

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# Impairment of body function

---

## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—extent of impairment of body function, code (ICF 2001)<br>N                      |
| <i>METeOR identifier:</i>   | 320138  |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006                  |
| <i>Definition:</i>          | A person's degree of impairment in a specified body function, as represented by a code. |
| <i>Context:</i>             | Human functioning and disability  |
| Data Element Concept:       | Person—extent of impairment of body function  |

---

## Value domain attributes

---

### Representational attributes

|                                  |   |                     |
|----------------------------------|---|---------------------|
| <i>Classification scheme:</i>    | International Classification of Functioning, Disability and Health 2001 |                     |
| <i>Representation class:</i>     | Code  |                     |
| <i>Data type:</i>                | String  |                     |
| <i>Format:</i>                   | N   |                     |
| <i>Maximum character length:</i> | 1   |                     |
| <i>Permissible values:</i>       | Value   | Meaning             |
|                                  | 0   | No impairment       |
|                                  | 1   | Mild impairment     |
|                                  | 2   | Moderate impairment |
|                                  | 3   | Severe impairment   |
|                                  | 4   | Complete impairment |
| <i>Supplementary values:</i>     | 8   | Not specified       |
|                                  | 9   | Not applicable      |

### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>This metadata item contributes to the definition of the concept '<b>Disability</b>' and gives an indication of the experience of disability for a person.</p> <p>Impairments of body structure or body function are problems in body structure or function such as a loss or significant departure from population standards or averages.</p> <p>CODE 0 No impairment<br/>Used when there is no significant variation from accepted population standards in the biomedical status of the body structure or its functions [0-4%].</p> <p>CODE 1 Mild impairment<br/>Used when there is a slight or low variation from accepted population standards in the biomedical status of the body structure or its functions [5-24%].</p> <p>CODE 2 Moderate impairment</p> |
|-----------------------|--|

Used when there is a medium (significant but not severe) variation from accepted population standards in the biomedical status of the body structure or its functions [25-49%].

CODE 3 Severe impairment

Used when there is an extreme variation from accepted population standards in the biomedical status of the body structure or its functions [50-95%].

CODE 4 Complete impairment

Used when there is a total variation from accepted population standards in the biomedical status of the body structure or its functions [96-100%].

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

*Origin:*

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

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

*Reference documents:*

Further information on the ICF including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website  
<http://www.who.int/classifications/icf/en/>
- Australian Collaborating Centre ICF website  
<http://www.aihw.gov.au/disability/icf/index.cfm>

## Data element attributes

---

### Collection and usage attributes

*Guide for use:*

This coding is to be used in conjunction with specified Body Functions domains. For example, 'a mild impairment of functions related to the brain' to indicate the area of impairment and, potentially, the sorts of interventions that may result in improved functioning. The body function in which an individual experiences an impairment is indicated using the metadata item Person—body function, code (ICF 2001) AN[NNNN].

### Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

### Relational attributes

*Related metadata references:*

See also [Person—body function, code \(ICF 2001\) AN\[NNNN\]](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

*Implementation in Data Set Specifications:*

[Body functions cluster](#) Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

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# Impairment of body structure

---

## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—extent of impairment of body structure, code (ICF 2001) N                         |
| <i>METeOR identifier:</i>   | 320165   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006                   |
| <i>Definition:</i>          | A person's degree of impairment in a specified body structure, as represented by a code. |
| Data Element Concept:       | Person—extent of impairment of body structure  |

## Value domain attributes

---

### Representational attributes

|                                  |   |                     |
|----------------------------------|---|---------------------|
| <i>Classification scheme:</i>    | International Classification of Functioning, Disability and Health 2001 |                     |
| <i>Representation class:</i>     | Code  |                     |
| <i>Data type:</i>                | String  |                     |
| <i>Format:</i>                   | N   |                     |
| <i>Maximum character length:</i> | 1   |                     |
| <i>Permissible values:</i>       | Value   | Meaning             |
|                                  | 0   | No impairment       |
|                                  | 1   | Mild impairment     |
|                                  | 2   | Moderate impairment |
|                                  | 3   | Severe impairment   |
|                                  | 4   | Complete impairment |
| <i>Supplementary values:</i>     | 8   | Not specified       |
|                                  | 9   | Not applicable      |

### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>This metadata item contributes to the definition of the concept '<b>Disability</b>' and gives an indication of the experience of disability for a person.</p> <p>Impairments of body structure or body function are problems in body structure or function such as a loss or significant departure from population standards or averages.</p> <p><b>CODE 0</b> No impairment<br/>Used when there is no significant variation from accepted population standards in the biomedical status of the body structure or its functions [0-4%].</p> <p><b>CODE 1</b> Mild impairment<br/>Used when there is a slight or low variation from accepted population standards in the biomedical status of the body structure or its functions [5-24%].</p> <p><b>CODE 2</b> Moderate impairment<br/>Used when there is a medium (significant but not severe) variation from accepted population standards in the biomedical</p> |
|-----------------------|---|

status of the body structure or its functions [25-49%].

CODE 3 Severe impairment

Used when there is an extreme variation from accepted population standards in the biomedical status of the body structure or its functions [50-95%].

CODE 4 Complete impairment

Used when there is a total variation from accepted population standards in the biomedical status of the body structure or its functions [96-100%].

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

*Origin:*

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

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

*Reference documents:*

Further information on the ICF including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website  
<http://www.who.int/classifications/icf/en/>
- Australian Collaborating Centre ICF website  
<http://www.aihw.gov.au/disability/icf/index.cfm>

## Data element attributes

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### Collection and usage attributes

*Guide for use:*

This data element is used in conjunction with specified body structures, for example 'mild impairment of structures related to movement'. This data element may also be used in conjunction with Person—nature of impairment of body structure, code (ICF 2001) N and Person—location of impairment of body structure, code (ICF 2001) N.

### Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

### Relational attributes

*Related metadata references:*

See also [Person—location of impairment of body structure, code \(ICF 2001\) N](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

See also [Person—nature of impairment of body structure, code \(ICF 2001\) N](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

*Implementation in Data Set Specifications:*

[Body structures cluster](#) Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

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## Income unit composition

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Income unit—income unit composition, code N   |
| <i>METeOR identifier:</i>   | 351139  |
| <i>Registration status:</i> | Community services, Standard 31/08/2007   |
| <i>Definition:</i>          | The composition of the <b>income unit</b> within a household, as represented by a code. |
| Data Element Concept:       | Income unit—income unit type  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |             |   |                                |   |            |   |            |
|----------------------------------|---|-------|---------|---|-------------|---|--------------------------------|---|------------|---|------------|
| <i>Data type:</i>                | Number  |       |         |   |             |   |                                |   |            |   |            |
| <i>Format:</i>                   | N{.N}   |       |         |   |             |   |                                |   |            |   |            |
| <i>Maximum character length:</i> | 2   |       |         |   |             |   |                                |   |            |   |            |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Couple only</td></tr><tr><td>2</td><td>Couple with dependent children</td></tr><tr><td>3</td><td>One parent</td></tr><tr><td>4</td><td>One person</td></tr></tbody></table> | Value | Meaning | 1 | Couple only | 2 | Couple with dependent children | 3 | One parent | 4 | One person |
| Value                            | Meaning   |       |         |   |             |   |                                |   |            |   |            |
| 1                                | Couple only   |       |         |   |             |   |                                |   |            |   |            |
| 2                                | Couple with dependent children  |       |         |   |             |   |                                |   |            |   |            |
| 3                                | One parent  |       |         |   |             |   |                                |   |            |   |            |
| 4                                | One person  |       |         |   |             |   |                                |   |            |   |            |
| <i>Supplementary values:</i>     | 9 Not stated/inadequately described   |       |         |   |             |   |                                |   |            |   |            |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>CODE 1 Couple only<br/>An income unit comprising two partners in a couple relationship.</p> <p>CODE 2 Couple with dependent children income unit<br/>An income unit comprising two partners in a couple relationship and all of their dependent children.</p> <p>CODE 3 One parent<br/>An income unit comprising a lone parent and all of his or her dependent children.</p> <p>CODE 4 One person income<br/>An income unit comprising a person who is not party to either a couple or parent/dependent child relationship. Specifically this includes all persons identified as a non-dependent child, other related individual or non-family member.</p> <p>CODE 9 Not stated/inadequately described<br/>This option refers to those cases where there is insufficient data to identify and classify the component income unit.</p> |
|-----------------------|--|

### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | 'Income unit composition' is coded from data obtained from 'Relationship in household'. The procedures for allocation of |
|----------------------------|--|



individuals to income units follow the same rules and procedures as the rules for identifying families explained in detail in the ABS Standard Variable 'Family composition', with the exception that persons not in couple income units or one parent income units are not allocated to any form of 'Other family' income unit. Such persons form one person income units. The procedures are as follows:

Where a couple relationship is identified, the couple will form the nucleus of an Income unit. If 'Relationship in household' data reveal the presence of one or more natural, adopted, step, or foster dependent children of that couple, the couple and the dependent children will be coded as a Couple with dependent children income unit. A couple without dependent children will be coded as a Couple only income unit.

Once any couple relationships have been identified in the household, if there is a lone parent with one or more natural, adopted, step, or foster dependent children, that parent and the children will be coded as a One parent income unit.

Any person in a household aged 15 or over who is not allocated to an income unit using these procedures will be coded as a One person income unit. Specifically, Non-dependent children of any age, Lone parents without dependent children, Other related individuals and Non-family persons in Family households; and all persons in Group households and Lone person households comprise One-person Income units.

Any Child under 15, who is not the natural, adopted, step or foster child of anyone in the household, is allocated to an income unit as a 'nominal child'. The ABS uses the concepts of the 'nominal child' and 'nominal parent' where to all intents and purposes a 'parent-child' relationship exists, to facilitate a more accurate and analytically useful picture of the arrangements that may exist in the household. Children under 15 who are not the natural, adopted, step or foster child of anyone in the household are allocated to an income unit in the same way as a 'nominal child' is allocated to a 'nominal parent' in family coding. See the ABS Standard Variable 'Family composition' for more detail. The rules for allocating a nominal child are applied in the following order:

- Sibling aged 25 or more. The nominal child's eldest sibling who is over the age of 25 is assigned as the nominal parent.
- Closest other relative. The nominal child's closest non-sibling relative aged 25 or more is assigned as the nominal parent. If necessary relationships by lineage (vertical) take precedence over other types of relationships. For example, grandmother over aunt, or aunt over cousin.
- Couple relationship. Persons in a couple relationship are assigned as the nominal parents of the nominal child.
- Child to female parent. The nominal child is assigned a female nominal parent in preference to a male nominal parent. For example, aunt over uncle.
- Eldest person rule. The nominal child is assigned the eldest person usually resident in the dwelling as their nominal parent.

Where an unattached Child under 15 is allocated to an income unit in accordance with the procedures detailed above, the child is treated in the same way as a natural, adopted, step or foster child. The income unit composition of the nominal parent's income unit is then established in accordance with the procedures set out above.

This may result in a Couple only income unit becoming a Couple with dependent children income unit or a One person income unit becoming a One parent income unit.

In summary:

- Couple relationships are identified first. Each identified couple, along with their own dependent children, comprises a separate Couple only or Couple with dependent children income unit.
- Any lone parents and their own dependent children form separate One parent income units.
- Any other person aged 15 or over forms a separate One person income unit.
- Children under 15 who are not the children of any couple or lone parent in the household are attached to an income unit as prescribed above.

### **Source and reference attributes**

*Origin:*

Australian Bureau of Statistics 1995. [Standards for Statistics on the Family 1995. Cat. no. 1286.0](#). Canberra: ABS.

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# Indigenous status

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—Indigenous status, code N  |
| <i>METeOR identifier:</i>   | 291036  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005  |
| <i>Definition:</i>          | Whether a person identifies as being of Aboriginal or Torres Strait Islander origin, as represented by a code. This is in accord with the first two of three components of the Commonwealth definition. |
| Data Element Concept:       | Person—Indigenous status  |

## Value domain attributes

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### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |  |   |  |   |   |   |  |   |                                   |
|----------------------------------|--|-------|---------|---|--|---|--|---|---|---|--|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |  |   |  |   |   |   |  |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |  |   |  |   |   |   |  |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |  |   |  |   |   |   |  |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Aboriginal but not Torres Strait Islander origin</td></tr><tr><td>2</td><td>Torres Strait Islander but not Aboriginal origin</td></tr><tr><td>3</td><td>Both Aboriginal and Torres Strait Islander origin</td></tr><tr><td>4</td><td>Neither Aboriginal nor Torres Strait Islander origin</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 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 |
| Value                            | Meaning  |       |         |   |  |   |  |   |   |   |  |   |                                   |
| 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  |       |         |   |  |   |  |   |   |   |  |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |  |   |  |   |   |   |  |   |                                   |

### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>This metadata item 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 Website as indicated in the Reference documents.</p> <p>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:</p> <p>Indigenous:</p> <ul style="list-style-type: none"><li>• Aboriginal but not Torres Strait Islander origin.</li><li>• Torres Strait Islander but not Aboriginal origin.</li><li>• Both Aboriginal and Torres Strait Islander origin.</li></ul> <p>Non-indigenous:</p> <ul style="list-style-type: none"><li>• Neither Aboriginal nor Torres Strait Islander origin.</li></ul> <p>Not stated/ inadequately described:</p> <p>This category is not to be available as a valid answer to the</p> |
|-----------------------|--|

questions but is intended for use:

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

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

## Data element attributes

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### Collection and usage attributes

#### *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. It is strongly recommended that this question be asked directly wherever possible.

When someone is not present, the person answering for them should be in a position to do so, i.e. this person must know well the person about whom the question is being asked and feel confident to provide accurate information about them.

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

*Comments:*

of the agency or establishment concerned.

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

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

There are three components to the Commonwealth definition:

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

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

## Source and reference attributes

*Origin:*

National Health Data Committee  
National Community Services Data Committee

*Reference documents:*

Australian Bureau of Statistics 1999. [Standards for Social, Labour and Demographic Variables. Cultural Diversity Variables](#), Canberra. Viewed 3 August 2005.

## Relational attributes

*Related metadata references:*

Supersedes [Person—Indigenous status, code N](#) Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005

*Implementation in Data Set Specifications:*

[Child protection and support services \(CPSS\) - out-of-home care NMDS \(July 2007\)](#) Community services, Superseded 01/05/2008

[Child protection and support services \(CPSS\) - out-of-home care NMDS pilot \(2008\)](#) Community services, Standard 30/04/2008

[Child protection and support services \(CPSS\) client cluster](#) Community services, Standard 30/04/2008

*Implementation start date:* 22/06/2007

[Children's Services NMDS](#) Community services, Standard 18/12/2007

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

[Juvenile Justice NMDS](#) Community services, Standard 27/03/2007

*Implementation start date:* 01/07/2005

[SAAP Client Collection National Minimum Data Set](#) Community services, Standard 30/11/2007

[SAAP Demand for Accommodation National Minimum Data Set](#) Community services, Standard 30/11/2007

*Implementation start date:* 21/04/2006

*Implementation end date:* 01/08/2006

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## Individual funding indicator

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—funding indicator, code N   |
| <i>METeOR identifier:</i>   | 323170   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | Whether a person is currently receiving individualised funding from a service provider/program as represented by a code. |
| Data Element Concept:       | Person—funding indicator   |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---|

### Data element attributes

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#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Individualised funding should have all of the following characteristics: <ul style="list-style-type: none"><li>• the funding dollars are provided from with program funds;</li><li>• funding dollars are allocated to an individual on the basis of needs assessment, funding application or similar process;</li><li>• these funding dollars may be directly under the control of the individual or their carer/advocate; or may be managed by or in consultation with a service provider to access a range of services for the individual; or may be given directly to the service provider who provides the service to the individual;</li><li>• the funding is transportable and able to move with the individual if they choose to use another service;</li><li>• the individual funding package is generally related to a policy ethos of fostering individual choice and autonomy.</li></ul> |
|-----------------------|---|

#### Source and reference attributes

|                                 |                     |
|---------------------------------|---------------------|
| <i>Submitting organisation:</i> | CSTDA NMDS Network. |
|---------------------------------|---------------------|

*Origin:*

Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

**Relational attributes**

*Implementation in Data Set Specifications:*

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

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## Influence of environmental factor

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—extent of environmental factor influence, code (ICF 2001) [X]N  |
| <i>METeOR identifier:</i>   | 320198   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006   |
| <i>Definition:</i>          | The degree to which a specified environmental factor influences the body function or structure, the activity or participation of a person, as represented by a code. |
| <i>Context:</i>             | The environment in which a person functions or experiences disability.   |
| Data Element Concept:       | Person—extent of environmental factor influence  |

### Value domain attributes

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#### Representational attributes

|                                  |   |                           |
|----------------------------------|---|---------------------------|
| <i>Classification scheme:</i>    | International Classification of Functioning, Disability and Health 2001 |                           |
| <i>Representation class:</i>     | Code  |                           |
| <i>Data type:</i>                | String  |                           |
| <i>Format:</i>                   | [X]N  |                           |
| <i>Maximum character length:</i> | 2   |                           |
| <i>Permissible values:</i>       | Value   | Meaning                   |
|                                  | 0   | No barrier                |
|                                  | 1   | Mild barrier              |
|                                  | 2   | Moderate barrier          |
|                                  | 3   | Severe barrier            |
|                                  | 4   | Complete barrier          |
|                                  | +0  | No facilitator            |
|                                  | +1  | Mild facilitator          |
|                                  | +2  | Moderate facilitator      |
|                                  | +3  | Substantial facilitator   |
|                                  | +4  | Complete facilitator      |
| <i>Supplementary values:</i>     | 8   | Barrier not specified     |
|                                  | +8  | Facilitator not specified |
|                                  | 9   | Not applicable            |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | This metadata item contributes to the definition of the concept 'Disability' and gives an indication of the experience of disability for a person.<br>Extent of influence of environmental factors corresponds to the degree, strength or magnitude of the influence and the amount of time the influence is experienced by the person. It is |
|-----------------------|---|



essentially a summary measure, in which are embedded the concepts of availability, quality and importance, that indicates the effect the specified environmental factor has on the person. Whether, and by how much, environmental factors are influencing an individual's level of functioning, and whether the influence is a facilitator or barrier, may indicate the sorts of interventions that will optimise the individual's functioning. This information may be for policy development, service provision, or advocacy purposes. Preventative strategies could be indicated by this information.

This value domain can be used to collect information across the whole spectrum of influence, for example, tactile flooring may be a facilitator to a person with visual impairment and a barrier to a person with mobility impairments. In line with the ICF approach to functioning and disability, this value domain recognises, and gives the means to record, the positive influence of environmental factors as well as those factors that limit the level of functioning of a person.

The codes are mutually exclusive. The choice of codes depends on the context of the data collection. For example; if collecting information about the positive influence of an environmental factor such as a community service it would be appropriate to use Code 0 No facilitator if the service was not influencing the person's level of functioning (even if the service were not a barrier to the person's functioning).

Code +0 No facilitator:

Used when the environment factor does not impact in a positive way on the body structure or function, activity or participation of a person.

Code +1 Mild facilitator:

Used when the environmental factor impacts in a positive way on the body structure or function, activity or participation of a person between 5-24% of the time the person participates in the specified domain of functioning or has a low level of impact on the person's functioning.

Code +2 Moderate facilitators:

Used when the environmental factor impacts in a positive way on the body structure or function, activity or participation of a person between 25-49% of the time the person participates in the specified domain of functioning or has a significant, but moderate impact on the person's functioning.

Code +3 Substantial facilitators:

Used when the environmental factor impacts in a positive way on the body structure or function, activity or participation of a person between 50-95% of the time the person participates in the specified domain of functioning or has an extreme effect on the person's functioning.

Code +4 Complete facilitators:

Used when the environmental factor impacts in a positive way on the body structure or function, activity or participation of a person between 96-100% of the time the person participates in the specified domain of functioning or the person functions optimally with this environmental factor.

Code +8 Facilitator not specified:

Used when there is insufficient information to record the Extent of environmental influence code (ICF 2001) N in classes +1 to

+4.

Code 0 No barrier:

Used when the environment factor does not impact in a negative way on the body structure or function, activity or participation of a person.

Code 1 Mild barriers:

Used when the environmental factor impacts in a negative way on the body structure or function, activity or participation of a person between 5-24% of the time the person participates in the specified domain of functioning or has a low level of impact on the person's functioning.

Code 2 Moderate barriers:

Used when the environmental factor impacts in a negative way on the body structure or function, activity or participation of a person between 25-49% of the time the person participates in that specified domain of functioning or has a significant, but moderate impact on the person's functioning.

Code 3 Severe barriers:

Used when the environmental factor impacts in a negative way on the body structure or function, activity or participation of a person between 50-95% of the time the person participates in that specified domain of functioning or has an extreme effect on the person's functioning.

Code 4 Complete barriers:

Used when the environmental factor impacts in a negative way on the body structure or function, activity or participation of a person between 96-100% of the time the person participates in the specified domain of functioning or is of such magnitude that the person is unable to function.

Code 8 Barrier not specified:

Used when there is insufficient information to record the Extent of environmental influence code (ICF 2001) N in classes 1 to 4.

Code 9 Not applicable:

Used when environmental factors impacts in neither a positive or negative way on the body structure or function, activity or participation of a person or for between 0-4% of the time the person participates in that specified area and has minimal impact on the person's level of functioning in the specified domain.

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

*Origin:*

WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

*Reference documents:*

Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website  
<http://www.who.int/classifications/icf/en/>
- Australian Collaborating Centre ICF website  
<http://www.aihw.gov.au/disability/icf/index.cfm>

## Data element attributes

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### Collection and usage attributes

*Guide for use:*

Environmental factors represent the circumstances in which the individual lives. These factors are conceived as immediate (e.g. physical features of the environment, social environment) and societal (formal and informal social structures, services and systems). Different environments may have a very different impact on the same individual with a given health condition.

The influence of environmental factors may be positive, increasing the level of functioning (a facilitator), or negative, decreasing the level of functioning (a barrier).

The extent of influence of the **Environmental factors** is affected both by the degree, strength of influence, and the amount of time the influence is experienced by the person.

This metadata item is recorded in conjunction with *Environmental factor code N* to indicate the extent to which specified environmental factors influence the body function or structure, the activity or participation of a person.

### Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

### Relational attributes

*Related metadata references:*

See also [Person—environmental factor, code \(ICF 2001\) AN\[NNN\]](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

*Implementation in Data Set Specifications:*

[Environmental factors cluster](#) Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

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## Informal carer co-residency

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Informal carer—co-residency status, code N   |
| <i>Synonymous names:</i>    | Carer residency status   |
| <i>METeOR identifier:</i>   | 270167   |
| <i>Registration status:</i> | Health, Recorded 13/05/2008<br>Community services, Standard 01/03/2005                               |
| <i>Definition:</i>          | Whether or not an informal carer lives with the person for whom they care, as represented by a code. |
| Data Element Concept:       | Informal carer—co-residency status   |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |                   |   |                    |   |                                   |
|----------------------------------|--|-------|---------|---|-------------------|---|--------------------|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |                   |   |                    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |                   |   |                    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |                   |   |                    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Co-resident carer</td></tr><tr><td>2</td><td>Non-resident carer</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Co-resident carer | 2 | Non-resident carer | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |                   |   |                    |   |                                   |
| 1                                | Co-resident carer  |       |         |   |                   |   |                    |   |                                   |
| 2                                | Non-resident carer   |       |         |   |                   |   |                    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |                   |   |                    |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |                   |   |                    |   |                                   |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | A co-resident carer is a person who provides care and assistance on a regular and sustained basis to a person who lives in the same household. A non-resident carer is a person who provides care and assistance on a regular and sustained basis to someone who usually lives in a different household. |
|-----------------------|--|

### Data element attributes

---

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | This metadata item is usually used to record residency status of the person who provides most care to the person.<br>If a client has both a co-resident (e.g. a spouse) and a visiting carer (e.g. a daughter or son), the coding response should be related to the carer who provides the most significant care and assistance related to the client's capacity to remain living at home. The expressed views of the client and/or their carer(s) or significant other should be used as the basis for determining this. |
| <i>Collection methods:</i> | This item can be collected when either the carer or the person being cared for is the client of an agency.<br>Agencies may be required to collect this item at the beginning of each service episode. Agencies should also assess the currency of this information at subsequent assessments or re-   |

assessments.

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

*Comments:*

This item helps to establish a profile of the characteristics of informal carers and as such increases knowledge about the dynamics and patterning of the provision of informal care. In particular, whether the informal carer lives with the person for whom they care or not is one indication of the level of informal support available to clients and of the intensity of care provided by the carer.

This data element can be used to identify whether the carer is a co-resident carer (as per the Australian Bureau of Statistics Survey of Disability, Ageing and Carers) and thereby facilitates comparisons with population estimates of the number of informal carers who are also co-resident carers. This is important in the estimation of need for services.

### **Source and reference attributes**

*Submitting organisation:*

Australian Institute of Health and Welfare

*Origin:*

Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

### **Relational attributes**

*Related metadata references:*

Supersedes [Carer co-residency, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.77 KB)

*Implementation in Data Set Specifications:*

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

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## Informal carer existence indicator

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—informal carer existence indicator, code N   |
| <i>Synonymous names:</i>    | Informal carer availability, Informal carer existence flag, Carer arrangements (informal) |
| <i>METeOR identifier:</i>   | 320939  |
| <i>Registration status:</i> | Health, Standard 04/07/2007<br>Community services, Standard 29/04/2006                    |
| <i>Definition:</i>          | Whether a person has an <b>informal carer</b> , as represented by a code.                 |
| Data Element Concept:       | Person—informal carer existence indicator   |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     | 9 Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---|

### Data element attributes

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#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>Informal carers may include those people who receive a pension or benefit for their caring role and people providing care under family care agreements. Excluded from the definition of informal carers are volunteers organised by formal services and paid workers.</p> <p>This metadata item is purely descriptive of a client's circumstances. It is not intended to reflect whether the informal carer is considered by the service provider to be capable of undertaking the caring role. The expressed views of the client and/or their carer should be used as the basis for determining whether the client is recorded as having an informal carer or not.</p> <p>When asking a client whether they have an informal carer, it is important for agencies or establishments to recognise that a carer does not always live with the person for whom they care. That is, a person providing significant care and assistance to the</p> |
|-----------------------|--|

client does not have to live with the client in order to be called an informal carer.

*Collection methods:*

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

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

Examples of questions used for data collection include:

Home and Community Care NMDS

*'Do you have someone who helps look after you?'*

Commonwealth State/Territory Disability Agreement NMDS

*'Does the service user have an informal carer, such as **family** member, friend or neighbour, who provides care and assistance on a regular and sustained basis?'*

*Comments:*

Recent years have witnessed a growing recognition of the critical role that informal support networks play in caring for frail older people and people with disabilities within the community. Not only are informal carers responsible for maintaining people with often high levels of functional dependence within the community, but the absence of an informal carer is a significant risk factor contributing to institutionalisation. Increasing interest in the needs of carers and the role they play has prompted greater interest in collecting more reliable and detailed information about carers and the relationship between informal care and the provision of and need for formal services.

This definition of informal carer is not the same as the Australian Bureau of Statistics (ABS) definition of principal carer, 1993 Disability, Ageing and Carers Survey and primary carer used in the 1998 survey. The ABS definitions require that the carer has or will provide care for a certain amount of time and that they provide certain types of care.

The ABS defines a primary carer as a person of any age who provides the most informal assistance, in terms of help or supervision, to a person with one or more disabilities. The assistance has to be ongoing, or likely to be ongoing, for at least six months and be provided for one or more of the core activities (communication, mobility and self care). This may not be appropriate for community services agencies wishing to obtain information about a person's carer regardless of the amount of time that care is for, or the types of care provided.

Information such as the amount of time for which care is provided can of course be collected separately but, if it were not needed, it would place a burden on service providers.

## **Source and reference attributes**

*Origin:*

Australian Institute of Health and Welfare

National Health Data Committee

National Community Services Data Committee

*Reference documents:*

Australian Bureau of Statistics (ABS) 1993 Disability, Ageing and Carers Survey and 1998 survey.

Australian Institute of Health and Welfare (2005)

Commonwealth State/Territory Disability Agreement National Minimum Data Set collection (CSTDA NMDS) Data Guide: 2005-06.

National HACC Minimum Data Set User Guide Version 2 July 2005. Home and Community Care (HACC) Program.

## Relational attributes

*Related metadata references:*

Supersedes [Person \(requiring care\)—carer availability status, code N](#) Health, Superseded 04/07/2007, Community services, Superseded 29/04/2006

*Implementation in Data Set Specifications:*

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007



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## Informal carer primary status

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Informal carer—primary status, code N  |
| <i>Synonymous names:</i>    | Carer primary status   |
| <i>METeOR identifier:</i>   | 323760   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | Whether the informal carer provides assistance with one or more core activities (communication, mobility and self-care), as represented by a code. |
| Data Element Concept:       | Informal carer—primary status  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---|

### Data element attributes

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#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>This data element should only be reported in relation to service users that have a carer.</p> <p><b>Self-care</b> includes activities such as bathing, dressing, eating and/or toileting.</p> <p><b>Mobility</b> includes moving around the home and/or moving around away from home (including the ability to use transport or drive a motor vehicle) and getting in or out of bed or a chair. If the only support provided to a service user is in the area of public transport or driving a motor vehicle and this support is not required every time the service user uses these modes of transport, then a person is not generally considered to be a primary carer. For example, if a person drives the service user to the shops every second Wednesday to go shopping, and the service user can normally move/get around on their own using public transport or a motor vehicle, then the person would not be considered a 'primary carer'.</p> <p><b>Communication</b> includes making oneself understood by</p> |
|-----------------------|--|

strangers/family/friends/staff, in own native language if applicable, and understanding others.

*Comments:*

This data element can be used to identify whether the carer is a primary carer (as per the Australian Bureau of Statistics Survey of Disability, Ageing and Carers) and thereby facilitates comparisons with population estimates of the number of informal carers who are also primary carers. This is important in the estimation of need for services.

### **Source and reference attributes**

*Submitting organisation:*

CSTDA NMDS Network.

*Origin:*

Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

### **Relational attributes**

*Implementation in Data Set Specifications:*

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

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# Interpreter service type

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—type of interpreter service required, code N   |
| <i>Synonymous names:</i>    | Type of interpreter service   |
| <i>METeOR identifier:</i>   | 323185  |
| <i>Registration status:</i> | Community services, Standard 27/04/2007   |
| <i>Definition:</i>          | Whether an interpreter service required by a person is for spoken language or non-spoken communication, as represented by a code. |
| Data Element Concept:       | Person—type of interpreter services required  |

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## Value domain attributes

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### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |                                    |   |                          |   |                                   |
|----------------------------------|---|-------|---------|---|------------------------------------|---|--------------------------|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |                                    |   |                          |   |                                   |
| <i>Format:</i>                   | N   |       |         |   |                                    |   |                          |   |                                   |
| <i>Maximum character length:</i> | 1   |       |         |   |                                    |   |                          |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Spoken language other than English</td></tr><tr><td>2</td><td>Non-spoken communication</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Spoken language other than English | 2 | Non-spoken communication | 9 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |   |                                    |   |                          |   |                                   |
| 1                                | Spoken language other than English  |       |         |   |                                    |   |                          |   |                                   |
| 2                                | Non-spoken communication  |       |         |   |                                    |   |                          |   |                                   |
| 9                                | Not stated/inadequately described   |       |         |   |                                    |   |                          |   |                                   |
| <i>Supplementary values:</i>     |   |       |         |   |                                    |   |                          |   |                                   |

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## Data element attributes

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### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | CODE 2 Non-spoken communication<br>If a person communicated with the assistance of a signer (i.e. not necessarily arranged by the agency/service provider) this code should be used. |
|-----------------------|--|

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.  |
| <i>Origin:</i>                  | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07. |

### Relational attributes

|   |   |
|---|---|
| <i>Related metadata references:</i>               | See also <a href="#">Person—interpreter service required, yes/no code N</a> Health, Standard 08/02/2006, Community services, Standard 10/04/2006<br>See also <a href="#">Person—interpreter service required</a> Health, Standard 08/02/2006, Community services, Standard 10/04/2006 |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006</a> Community services, Standard 27/04/2007  |

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## Interpreter services required

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—interpreter service required, yes/no code N   |
| <i>Synonymous names:</i>    | Need for interpreter service   |
| <i>METeOR identifier:</i>   | 304294   |
| <i>Registration status:</i> | Health, Standard 08/02/2006<br>Community services, Standard 10/04/2006                     |
| <i>Definition:</i>          | Whether an interpreter service is required by or for the person, as represented by a code. |
| Data Element Concept:       | Person—interpreter service required  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |     |   |    |
|----------------------------------|---|-------|---------|---|-----|---|----|
| <i>Data type:</i>                | Number  |       |         |   |     |   |    |
| <i>Format:</i>                   | N   |       |         |   |     |   |    |
| <i>Maximum character length:</i> | 1   |       |         |   |     |   |    |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No |
| Value                            | Meaning   |       |         |   |     |   |    |
| 1                                | Yes   |       |         |   |     |   |    |
| 2                                | No  |       |         |   |     |   |    |

#### Data element attributes

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#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | Includes verbal language, non verbal language and languages other than English.<br>CODE 1 Yes<br>Use this code where interpreter services are required.<br>CODE 2 No<br>Use this code where interpreter services are not required.<br>Persons requiring interpreter services for any form of sign language should be coded as Interpreter required. |
| <i>Collection methods:</i> | Recommended question:<br>Do you [does the person] require an interpreter?<br>Yes<br>No  |

#### Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>               | See also <a href="#">Person—type of interpreter service required, code N</a><br>Community services, Standard 27/04/2007<br>Supersedes <a href="#">Person—interpreter service required (community services), code N</a> Community services, Superseded 01/05/2006 |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006</a> Community services, Standard 27/04/2007   |

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## Labour force status

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—labour force status, code N  |
| <i>METeOR identifier:</i>   | 270112  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 01/03/2005   |
| <i>Definition:</i>          | The self reported status the person currently has in being either in the labour force (employed/unemployed) or not in the labour force, as represented by a code. |
| Data Element Concept:       | Person—labour force status  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |          |   |            |   |                         |   |                                   |
|----------------------------------|--|-------|---------|---|----------|---|------------|---|-------------------------|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |          |   |            |   |                         |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |          |   |            |   |                         |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |          |   |            |   |                         |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Employed</td></tr><tr><td>2</td><td>Unemployed</td></tr><tr><td>3</td><td>Not in the labour force</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Employed | 2 | Unemployed | 3 | Not in the labour force | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |          |   |            |   |                         |   |                                   |
| 1                                | Employed   |       |         |   |          |   |            |   |                         |   |                                   |
| 2                                | Unemployed   |       |         |   |          |   |            |   |                         |   |                                   |
| 3                                | Not in the labour force  |       |         |   |          |   |            |   |                         |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |          |   |            |   |                         |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |          |   |            |   |                         |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>CODE 1 Employed:<br/>Persons aged 15 years and over who, during the reference week:<br/>(a) worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (comprising 'Employees', 'Employers' and 'Own Account Workers'); or<br/>(b) worked for one hour or more without pay in a family business or on a farm (i.e. 'Contributing Family Worker'); or<br/>(c) were 'Employees' who had a job but were not at work and were:</p> <ul style="list-style-type: none"><li>• on paid leave</li><li>• on leave without pay, for less than four weeks, up to the end of the reference week</li><li>• stood down without pay because of bad weather or plant breakdown at their place of employment, for less than four weeks up to the end of the reference week</li><li>• on strike or locked out</li><li>• on workers' compensation and expected to be returning to their job, or</li><li>• receiving wages or salary while undertaking full-time study; or</li></ul> <p>(d) were 'Employers', 'Own Account Workers' or 'Contributing</p> |
|-----------------------|---|

Family Workers' who had a job, business or farm, but were not at work.

#### CODE 2 Unemployed:

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

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

(b) were waiting to be called back to a full-time or part-time job from which they had been stood down without pay for less than four weeks up to the end of the reference week (including the whole of the reference week) for reasons other than bad weather or plant breakdown. Note: Actively looking for work includes writing, telephoning or applying in person to an employer for work. It also includes answering a newspaper advertisement for a job, checking factory or job placement agency notice boards, being registered with a job placement agency, checking or registering with any other employment agency, advertising or tendering for work or contacting friends or relatives.

#### CODE 3 Not in the Labour Force:

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

#### *Collection methods:*

For information about collection, refer to the ABS website:

<http://www.abs.gov.au/Ausstats/abs@.nsf/0/AEB5AA310D68DF8FCA25697E0018FED8?Open>

### **Source and reference attributes**

#### *Origin:*

Australian Bureau of Statistics 1995. Directory of Concepts and Standards for Social, Labour and Demographic Variables. Australia 1995. Cat. no. 1361.0.30.001. Canberra: AGPS.

<http://www.abs.gov.au/Ausstats/abs@.nsf/0/AEB5AA310D68DF8FCA25697E0018FED8?Open> (last viewed 21 December 2005)

### **Data element attributes**

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#### **Collection and usage attributes**

##### *Comments:*

Labour force status is one indicator of the socio-economic status of a person and is a key element in assessing the circumstances and needs of individuals and families.

#### **Source and reference attributes**

##### *Origin:*

Health Data Standards Committee

## Relational attributes

### *Related metadata references:*

See also [Person—occupation \(main\), code \(ANZSCO 1st edition\) N\[NNN\]{NN}](#) Health, Standard 04/07/2007, Community services, Standard 27/03/2007, Housing assistance, Standard 10/08/2007

See also [Person—occupation \(main\), code \(ASCO 2nd edn\) N\[NNN\]{-NN}](#) Health, Superseded 04/07/2007, Community services, Superseded 27/03/2007, Housing assistance, Superseded 10/08/2007

Supersedes [Labour force status, version 3, DE, Int. NCSDD & NHDD, NCSIMG & NHIMG, Superseded 01/03/2005.pdf](#) (19.53 KB)

### *Implementation in Data Set Specifications:*

[Children's Services NMDS](#) Community services, Standard 18/12/2007

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

[SAAP Client Collection National Minimum Data Set](#) Community services, Standard 30/11/2007

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## Last service provision date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service event—last service provision date, DDMMYYYY   |
| <i>Synonymous names:</i>    | Last service contact date, Date service last received |
| <i>METeOR identifier:</i>   | 323253  |
| <i>Registration status:</i> | Community services, Standard 29/04/2006               |
| <i>Definition:</i>          | The date on which a service was last provided.        |
| Data Element Concept:       | Service event—last service provision date             |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | Last service contact date must be related to a particular service event. |
|----------------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

#### Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>               | Supersedes <a href="#">Last service contact date, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (14.58 KB)     |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006</a> Community services, Standard 27/04/2007 |



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## Legal order

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—legal order/arrangement type, code N   |
| <i>METeOR identifier:</i>   | 324835  |
| <i>Registration status:</i> | Community services, Standard 29/04/2006   |
| <i>Definition:</i>          | The type of legal order or legal arrangement, to which a person is a subject of, or party to, as represented by a code. |
| Data Element Concept:       | Person—legal order/arrangement type   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |                |   |                           |   |                        |   |   |   |                   |   |                   |   |                                   |
|----------------------------------|---|-------|---------|---|----------------|---|---------------------------|---|------------------------|---|---|---|-------------------|---|-------------------|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |                |   |                           |   |                        |   |   |   |                   |   |                   |   |                                   |
| <i>Format:</i>                   | N   |       |         |   |                |   |                           |   |                        |   |   |   |                   |   |                   |   |                                   |
| <i>Maximum character length:</i> | 1   |       |         |   |                |   |                           |   |                        |   |   |   |                   |   |                   |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>0</td><td>Not applicable</td></tr><tr><td>1</td><td>Care and protection order</td></tr><tr><td>2</td><td>Juvenile justice order</td></tr><tr><td>3</td><td>Involuntary mental health patient (under mental health legislation)</td></tr><tr><td>4</td><td>Restraining order</td></tr><tr><td>5</td><td>Other legal order</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 0 | Not applicable | 1 | Care and protection order | 2 | Juvenile justice order | 3 | Involuntary mental health patient (under mental health legislation) | 4 | Restraining order | 5 | Other legal order | 9 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |   |                |   |                           |   |                        |   |   |   |                   |   |                   |   |                                   |
| 0                                | Not applicable  |       |         |   |                |   |                           |   |                        |   |   |   |                   |   |                   |   |                                   |
| 1                                | Care and protection order   |       |         |   |                |   |                           |   |                        |   |   |   |                   |   |                   |   |                                   |
| 2                                | Juvenile justice order  |       |         |   |                |   |                           |   |                        |   |   |   |                   |   |                   |   |                                   |
| 3                                | Involuntary mental health patient (under mental health legislation)   |       |         |   |                |   |                           |   |                        |   |   |   |                   |   |                   |   |                                   |
| 4                                | Restraining order   |       |         |   |                |   |                           |   |                        |   |   |   |                   |   |                   |   |                                   |
| 5                                | Other legal order   |       |         |   |                |   |                           |   |                        |   |   |   |                   |   |                   |   |                                   |
| 9                                | Not stated/inadequately described   |       |         |   |                |   |                           |   |                        |   |   |   |                   |   |                   |   |                                   |
| <i>Supplementary values:</i>     |   |       |         |   |                |   |                           |   |                        |   |   |   |                   |   |                   |   |                                   |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>The legal orders and arrangements listed above are a state responsibility and may vary across jurisdictions (for example, the number and type of care and protection orders vary quite considerably). As a result care should be taken in interpreting data differences across jurisdictions.</p> <p>CODE 0 Not applicable<br/>To be used where there is no legal order/arrangement in effect.</p> <p>CODE 1 Care and protection orders:<br/>A legal order for the care and protection of a child under 18 years of age. Care and protection orders comprise the following:</p> <ul style="list-style-type: none"><li>finalised guardianship or finalised custody orders sought through a court, or administrative arrangements that have the impact of transferring custody or guardianship;</li><li>finalised supervisory and other finalised court orders which give the department some responsibility for the child's welfare; and</li><li>interim and temporary orders and care applications.</li></ul> <p>Care and protection orders exclude administrative and voluntary arrangements with the community services</p> |
|-----------------------|--|

departments that do not have the effect of transferring custody or guardianship.

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

CODE 2 Juvenile Justice orders:

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

CODE 3 Involuntary mental health patient:

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

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

## Data element attributes

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### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | A person may be the subject of, or party to, more than one of the legal orders or legal arrangements at the same time (and may therefore have multiple codes).   |
| <i>Collection methods:</i> | This metadata item will be collected at different times depending on the requirements of the data collection. For some it may be at the time a person is seeking a service while for others it may be at regular or irregular intervals. |

### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare  |
| <i>Origin:</i>                  | National Health Data Dictionary Version 8.0 Children of care and protection orders, Australia: data collection standards, tables and counting rules, 1998-99 Supported Accommodation Assistance Program (SAPP) National Data Collection Data Dictionary Version 1.1, 1999 |

## Relational attributes

*Related metadata references:*

Supersedes [Legal order, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (20.45 KB)

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## Length of employment in current service

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (employed)—length of employment in current service, total years code N[NN]    |
| <i>METeOR identifier:</i>   | 315084   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | The number of years a person is employed in the service they are currently employed. |
| Data Element Concept:       | Person (employed)—length of employment in current service                            |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Total  |       |         |     |                    |
|----------------------------------|--|-------|---------|-----|--------------------|
| <i>Data type:</i>                | Number   |       |         |     |                    |
| <i>Format:</i>                   | N[NN]  |       |         |     |                    |
| <i>Maximum character length:</i> | 3  |       |         |     |                    |
| <i>Supplementary values:</i>     | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>999</td><td>Unknown/not stated</td></tr></tbody></table> | Value | Meaning | 999 | Unknown/not stated |
| Value                            | Meaning  |       |         |     |                    |
| 999                              | Unknown/not stated   |       |         |     |                    |
| <i>Unit of measure:</i>          | Year   |       |         |     |                    |

#### Data element attributes

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#### Source and reference attributes

|                                 |      |
|---------------------------------|------|
| <i>Submitting organisation:</i> | AIHW |
|---------------------------------|------|

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

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## Length of experience in industry sector

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (employed)—length of experience in industry sector, total years code N[NN]                           |
| <i>METeOR identifier:</i>   | 315089  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | The length of experience in years that a person has acquired in a particular industry sector of employment. |
| Data Element Concept:       | Person (employed)—length of experience in industry sector   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Total  |       |         |     |                    |
|----------------------------------|--|-------|---------|-----|--------------------|
| <i>Data type:</i>                | Number   |       |         |     |                    |
| <i>Format:</i>                   | N[NN]  |       |         |     |                    |
| <i>Maximum character length:</i> | 3  |       |         |     |                    |
| <i>Supplementary values:</i>     | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>999</td><td>Unknown/not stated</td></tr></tbody></table> | Value | Meaning | 999 | Unknown/not stated |
| Value                            | Meaning  |       |         |     |                    |
| 999                              | Unknown/not stated   |       |         |     |                    |
| <i>Unit of measure:</i>          | Year   |       |         |     |                    |

#### Data element attributes

---

#### Source and reference attributes

|                                 |      |
|---------------------------------|------|
| <i>Submitting organisation:</i> | AIHW |
|---------------------------------|------|

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

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## Letters of family name

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—letters of family name, text XXX                                |
| <i>METeOR identifier:</i>   | 349481   |
| <i>Registration status:</i> | Community services, Standard 27/03/2007                                |
| <i>Definition:</i>          | The combination of 2nd, 3rd and 5th letters of a person's family name. |
| Data Element Concept:       | Person—letters of family name  |

### Value domain attributes

---

#### Representational attributes

|                                  |        |
|----------------------------------|--------|
| <i>Representation class:</i>     | Text   |
| <i>Data type:</i>                | String |
| <i>Format:</i>                   | XXX    |
| <i>Maximum character length:</i> | 3      |

### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>In the three spaces, the agency should record the 2nd, 3rd and 5th letters of the client's family name.</p> <p>For example: If the client's family name is Brown, the reported value should be RON. If the client's family name is Thompson, the reported value should be HOP.</p> <p>If the client's family name includes non-alphabetic characters—for example hyphens (as in Lee-Archer), apostrophes (as in O'Mara) or blank spaces (as in De Vries)—these non-alphabetic characters should be ignored when counting the position of each character.</p> <p>Regardless of the length of a person's name, the reported value should always be three characters long. If the legal family name is not long enough to supply the requested letters (i.e. a legal family name of less than five letters) then agencies should substitute the number '2' to reflect the missing letters. The placement of a number '2' should always correspond to the same space that the missing letter would have within the 3-digit field. A number (rather than a letter) is used for such a substitution in order to clearly indicate that an appropriate corresponding letter from the person's name is not available.</p> <p>For example: If a person's family name is Farr, then value reported would be AR2 because the 2 is substituting for a missing 5th letter of the family name. Similarly, if the person's family name was Hua, then the value reported would be UA2 because the 2 is substituting for the missing 5th letter of the family name.</p> <p>If a client's family name is missing altogether the agency should record the number 999 for all three spaces associated with the family name, (not the number 2). In some cultures it is</p> |
|-----------------------|--|

traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies should always ask the person to specify their legal first given name and their legal family name separately. These should then be recorded as first given name and family name as appropriate, regardless of the order in which they may be traditionally given.

*Comments:*

The selected *Letters of family name* can be used in combination with *Letters of given name*, *Date of birth* and *Sex* to develop a statistical linkage key to facilitate the linkage of records for statistical purposes only. This key will also enable linkage to other related databases that either have the same linkage key or the fundamental information to form the same key. The linkage is to assist research and analysis of the data, not for tracking of individuals through the system for case management.

The provision of letters of a person's name can be a sensitive issue because of privacy and confidentiality concerns. The use of this information will be in accordance with privacy principles.

## Relational attributes

*Related metadata references:*

Is formed using [Person \(name\)—family name, text X\[X\(39\)\]](#) Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 20/06/2005

*Implementation in Data Set Specifications:*

[Child protection and support services \(CPSS\) client cluster](#) Community services, Standard 30/04/2008

*Implementation start date:* 22/06/2007

[Children's Services NMDS](#) Community services, Standard 18/12/2007

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

[Juvenile Justice NMDS](#) Community services, Standard 27/03/2007

*Implementation start date:* 01/07/2005

[SAAP Client Collection National Minimum Data Set](#) Community services, Standard 30/11/2007

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## Letters of given name

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—letters of given name, text XX                                |
| <i>METeOR identifier:</i>   | 349483   |
| <i>Registration status:</i> | Community services, Standard 27/03/2007                              |
| <i>Definition:</i>          | The combination of the 2nd and 3rd letters of a person's given name. |
| Data Element Concept:       | Person—letters of given name   |

### Value domain attributes

---

#### Representational attributes

|                                  |        |
|----------------------------------|--------|
| <i>Representation class:</i>     | Text   |
| <i>Data type:</i>                | String |
| <i>Format:</i>                   | XX     |
| <i>Maximum character length:</i> | 2      |

### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>In the two spaces the agency should record the 2nd and 3rd letters of the client's given name.</p> <p>For example: If the client's given name is Elizabeth the reported value should be LI. If the client's given name is Robert the reported value should be OB.</p> <p>If the client's given name includes non-alphabetic characters—for example hyphens (as in Jo-Anne) or apostrophes (as in D'Arcy), these non-alphabetic characters should be ignored when counting the position of each character.</p> <p>Regardless of the length of a person's given name, the reported value should always be two characters long. If the given name of the person is not long enough to supply the requested letters (i.e. a name of less than three letters) then agencies should substitute the number '2' to reflect the missing letters. The placement of a number '2' should always correspond to the same space that the missing letter would have within the 2-digit field. A number (rather than a letter) is used for such substitutions in order to clearly indicate that an appropriate corresponding letter from the person's name is not available.</p> <p>For example: If the person's legal name was Jo then the value reported would be O2 because the 2 is substituting for the missing 3rd letter of the given name.</p> <p>If the person's given name is missing altogether the agency should record 99 for the two spaces associated with the given name. In some cultures it is traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies should always ask the person to specify their given name and their family name separately. These should then be recorded as first given name</p> |
|-----------------------|--|



and family name as appropriate, regardless of the order in which they may be traditionally given.

*Comments:*

The selected *Letters of given name* can be used in combination with *Letters of family name*, *Date of birth* and *Sex* to develop a statistical linkage key to facilitate the linkage of records for statistical purposes only. This key will also enable linkage to other related databases that either have the same linkage key or the fundamental information to form the same key. The linkage is to assist research and analysis of the data, not for tracking of individuals through the system for case management.

The provision of letters of a person's name can be a sensitive issue because of privacy and confidentiality concerns. The use of this information will be in accordance with privacy principles.

## Relational attributes

*Related metadata references:*

Is formed using [Person \(name\)—given name, text \[X\(40\)\]](#) Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 20/06/2005

Is formed using [Person \(name\)—family name, text X\[X\(39\)\]](#) Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 20/06/2005

*Implementation in Data Set Specifications:*

[Child protection and support services \(CPSS\) client cluster](#) Community services, Standard 30/04/2008

*Implementation start date:* 22/06/2007

[Children's Services NMDS](#) Community services, Standard 18/12/2007

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

[Juvenile Justice NMDS](#) Community services, Standard 27/03/2007

*Implementation start date:* 01/07/2005

[SAAP Client Collection National Minimum Data Set](#) Community services, Standard 30/11/2007

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## Level of government

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—level of government, code N  |
| <i>Synonymous names:</i>    | Funding jurisdiction, funding agency, funding source   |
| <i>METeOR identifier:</i>   | 322239   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | The level of government associated with a service provider organisation, as represented by a code. |
| Data Element Concept:       | Service provider organisation—level of government  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |                                  |   |                            |   |                  |
|----------------------------------|--|-------|---------|---|----------------------------------|---|----------------------------|---|------------------|
| <i>Data type:</i>                | Number   |       |         |   |                                  |   |                            |   |                  |
| <i>Format:</i>                   | N  |       |         |   |                                  |   |                            |   |                  |
| <i>Maximum character length:</i> | 1  |       |         |   |                                  |   |                            |   |                  |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>National (Australian government)</td></tr><tr><td>2</td><td>State/Territory government</td></tr><tr><td>3</td><td>Local government</td></tr></tbody></table> | Value | Meaning | 1 | National (Australian government) | 2 | State/Territory government | 3 | Local government |
| Value                            | Meaning  |       |         |   |                                  |   |                            |   |                  |
| 1                                | National (Australian government)   |       |         |   |                                  |   |                            |   |                  |
| 2                                | State/Territory government   |       |         |   |                                  |   |                            |   |                  |
| 3                                | Local government   |       |         |   |                                  |   |                            |   |                  |

#### Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Reference documents:</i> | Australian Bureau of Statistics 2002. Standard Economic Sector Classifications of Australia (SESCA), Cat No. 1218.0. |
|-----------------------------|--|

### Data element attributes

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#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | Level of government is relevant to agencies that are defined as belonging to the government or public sector only. |
|-----------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare.<br>CSTDA NMDS Network.   |
| <i>Origin:</i>                  | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07. |

#### Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>               | See also <a href="#">Service provider organisation—sector type, code N</a><br>Community services, Standard 27/04/2007        |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006</a> Community services, Standard 27/04/2007 |

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## Level of highest educational attainment

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—level of highest educational attainment, code NN   |
| <i>METeOR identifier:</i>   | 321069  |
| <i>Registration status:</i> | Community services, Standard 29/04/2006   |
| <i>Definition:</i>          | The highest level of education achieved by a person in relation to completed education, as represented by a code. |
| Data Element Concept:       | Person—level of highest educational attainment  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
|----------------------------------|---|-------|---------|----|---------------------------|----|---|----|-----------------------|----|------------------------------------|----|-------------------|----|--|----|---|----|-------------------|----|-----------------------|----|-----------------|----|--------------|
| <i>Data type:</i>                | Number  |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| <i>Format:</i>                   | NN  |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| <i>Maximum character length:</i> | 2   |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>01</td><td>Postgraduate Degree Level</td></tr><tr><td>02</td><td>Graduate Diploma and Graduate Certificate Level</td></tr><tr><td>03</td><td>Bachelor Degree Level</td></tr><tr><td>04</td><td>Advanced Diploma and Diploma Level</td></tr><tr><td>05</td><td>Certificate Level</td></tr><tr><td>06</td><td>Senior Secondary Education (e.g. Year 12, Senior Secondary Certificate of Education)</td></tr><tr><td>07</td><td>Junior Secondary Education (e.g. Year 10)</td></tr><tr><td>08</td><td>Primary Education</td></tr><tr><td>09</td><td>Pre-primary Education</td></tr><tr><td>10</td><td>Other education</td></tr><tr><td>88</td><td>No Education</td></tr></tbody></table> | Value | Meaning | 01 | Postgraduate Degree Level | 02 | Graduate Diploma and Graduate Certificate Level | 03 | Bachelor Degree Level | 04 | Advanced Diploma and Diploma Level | 05 | Certificate Level | 06 | Senior Secondary Education (e.g. Year 12, Senior Secondary Certificate of Education) | 07 | Junior Secondary Education (e.g. Year 10) | 08 | Primary Education | 09 | Pre-primary Education | 10 | Other education | 88 | No Education |
| Value                            | Meaning   |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| 01                               | Postgraduate Degree Level   |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| 02                               | Graduate Diploma and Graduate Certificate Level   |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| 03                               | Bachelor Degree Level   |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| 04                               | Advanced Diploma and Diploma Level  |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| 05                               | Certificate Level   |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| 06                               | Senior Secondary Education (e.g. Year 12, Senior Secondary Certificate of Education)  |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| 07                               | Junior Secondary Education (e.g. Year 10)   |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| 08                               | Primary Education   |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| 09                               | Pre-primary Education   |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| 10                               | Other education   |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| 88                               | No Education  |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |
| <i>Supplementary values:</i>     | 99 Not stated/inadequately described  |       |         |    |                           |    |   |    |                       |    |                                    |    |                   |    |  |    |   |    |                   |    |                       |    |                 |    |              |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | CODE 01 Postgraduate Degree Level  |
|                       | Includes Higher Doctorate, Doctorate by Research, Doctorate by Coursework, Professional Specialist Qualification at Doctoral Degree Level, Statement of Attainment at Doctoral Degree Level, Bridging and Enabling Course at Doctoral Degree Level, Master Degree by Research, Master Degree by Coursework, Professional Specialist Qualification at Master Degree Level, Statement of Attainment at Master Degree Level, Bridging and Enabling Course at Master Degree Level. |
|                       | CODE 02 Graduate Diploma and Graduate Certificate Level  |

Includes Graduate Diploma, Graduate Qualifying or Preliminary, Professional Specialist Qualification at Graduate Diploma Level, Statement of Attainment at Graduate Diploma Level, Bridging and Enabling Course at Graduate Diploma Level, Graduate Certificate, Professional Specialist Qualification at Graduate Certificate Level, Statement of Attainment at Graduate Certificate Level, and Bridging and Enabling Course at Graduate Certificate Level.

CODE 03 Bachelor Degree Level

Includes Bachelor (Honours) Degree, Bachelor (Pass) Degree, Statement of Attainment at Bachelor Degree Level, and Bridging and Enabling Course at Bachelor Degree Level.

CODE 04 Advanced Diploma and Diploma Level

Includes Advanced Diploma, Statement of Attainment at Advanced Diploma Level, Associate Degree, Statement of Attainment at Associate Degree Level, Bridging and Enabling Course at Advanced Diploma and Associate Degree Level, Diploma, Statement of Attainment at Diploma Level, and Bridging and Enabling Course at Diploma Level.

CODE 05 Certificate Level

Includes Certificate IV, Statement of Attainment at Certificate IV Level, Bridging and Enabling Course at Certificate IV Level, Certificate III, Statement of Attainment at Certificate III Level, Bridging and Enabling Course at Certificate III Level, Certificate II, Statement of Attainment at Certificate II Level, Bridging and Enabling Course at Certificate II Level, Certificate, and Statement of Attainment at Certificate I Level.

CODE 06 Senior Secondary Education

Includes Year 12, Bridging and Enabling Course at Senior Secondary Level, and Year 11.

CODE 07 Junior Secondary Education

Includes Year 7 (NSW, Vic., Tas., ACT), and year 8 to 10.

CODE 08 Primary Education

Includes Pre-Year 1, Years 1 to 6, and year 7 (QLD, SA, WA, NT).

CODE 09 Pre-primary Education

Includes Pre-primary Education.

CODE 10 Other education

Includes Non-award Courses in Higher Education, Non-award Courses in Higher Education, Statements of Attainment not

Identifiable by Level, Bridging and Enabling Courses not  
Identifiable by Level and Education, n.e.c.

CODE 88 No education

Applies only when the person reports that they have not  
completed any level of education whatsoever.

CODE 99 Not stated/inadequately described

This code is not for use on primary collection forms. It is  
primarily for use in administrative collections when  
transferring data from data sets where the item has not been  
collected.

*Comments:*

This codeset allows for data on Junior secondary education and  
Senior secondary education to be collected at the first level of  
detail along with the other first level detail data in the ASCED.  
The ASCED allows for collection of the junior and senior  
secondary education data at the second level of the  
classification.

## Source and reference attributes

*Reference documents:*

Australian Bureau of Statistics 2001. Australian Standard  
Classification of Education (ASCED) 2001. Cat. no. 1272.0.  
Canberra: ABS.

Online reference through:

[Level of Education Structure - Australian Standard  
Classification of Education \(ASCED\)](#)

## Data element attributes

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### Collection and usage attributes

*Guide for use:*

The highest level of educational attainment is the highest  
qualification reported by a person in any field of study, or the  
highest year of school completed, whichever is the higher.  
This value domain allows for mapping of data to data obtained  
using the Australian Standard Classification of Education  
(ASCED) 2001 from the Australian Bureau of Statistics.

There are two exceptions to this:

1. Data using this codeset cannot be mapped to the ASCED for  
codes 06 and 07 unless the data from both is combined. When  
combined this data maps to ASCED code 6.
2. The ASCED does not collect information about a person  
having no educational qualifications whatsoever.

*Collection methods:*

The recommended question wording for this metadata item is  
as follows:

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

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

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare

## **Relational attributes**

*Related metadata references:*

Supersedes [Person—level of highest educational attainment, code N](#) Community services, Superseded 29/04/2006

Supersedes [Level of highest educational attainment, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.39 KB)

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## Living arrangement

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—living arrangement, code N  |
| <i>METeOR identifier:</i>   | 270385   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | Whether a person usually resides alone or with others, as represented by a code. |
| Data Element Concept:       | Person—living arrangement  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |             |   |                   |   |                   |
|----------------------------------|---|-------|---------|---|-------------|---|-------------------|---|-------------------|
| <i>Data type:</i>                | Number  |       |         |   |             |   |                   |   |                   |
| <i>Format:</i>                   | N   |       |         |   |             |   |                   |   |                   |
| <i>Maximum character length:</i> | 1   |       |         |   |             |   |                   |   |                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Lives alone</td></tr><tr><td>2</td><td>Lives with family</td></tr><tr><td>3</td><td>Lives with others</td></tr></tbody></table> | Value | Meaning | 1 | Lives alone | 2 | Lives with family | 3 | Lives with others |
| Value                            | Meaning   |       |         |   |             |   |                   |   |                   |
| 1                                | Lives alone   |       |         |   |             |   |                   |   |                   |
| 2                                | Lives with family   |       |         |   |             |   |                   |   |                   |
| 3                                | Lives with others   |       |         |   |             |   |                   |   |                   |
| <i>Supplementary values:</i>     | 9 Not stated/inadequately described   |       |         |   |             |   |                   |   |                   |

#### Collection and usage attributes

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

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Data element attributes

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#### Collection and usage attributes

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

*Comments:* It is important to record the type of living arrangement for a person in order to develop a sense of the level of support, both physically and emotionally, to which a person may have access.

### **Source and reference attributes**

*Submitting organisation:* Commonwealth and State/Territory Home and Community Care Officials

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

### **Relational attributes**

*Related metadata references:* Supersedes [Living arrangement, version 3, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.63 KB)

*Implementation in Data Set Specifications:* [Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007



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## Local Government Area

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—geographic location (LGA), code (ASGC 2007) NNNNN   |
| <i>METeOR identifier:</i>   | 336658  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | The geographical location of an agency using a five-digit numerical code which indicates the <b>Local Government Area (LGA)</b> . |
| Data Element Concept:       | Service provider organisation—geographic location   |

### Value domain attributes

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#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Classification scheme:</i>    | Australian Standard Geographical Classification 2007 |
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | Number   |
| <i>Format:</i>                   | NNNNN  |
| <i>Maximum character length:</i> | 5  |

### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | <p>The Australian Standard Geographical Classification (ASGC) is a hierarchical classification system of geographical areas and consists of a number of interrelated structures. It provides a common framework of statistical geography and enables the production of statistics which are comparable.</p> <p>The product ASGC contains four comma delimited files showing the levels and hierarchy of those ASGC structures current for the edition: the Local Government Area Structure, the Main Structure, the Statistical District Structure and the Statistical Region Structure.</p> <p>The LGA Structure covers only incorporated areas of Australia. The major areas of Australia not administered by incorporated bodies are the northern parts of South Australia, most of the Northern Territory and all of the Australian Capital Territory and the Other Territories.</p> |
| <i>Collection methods:</i> | <p>In population Census years the LGA Structure has four levels of hierarchy, in ascending order these are: CDs-SLAs-LGAs-S/Ts (Incorporated areas). Codes are unique only within a S/T. For unique Australia-wide LGA code identification, the four digit code must be preceded by the S/T code. All LGA codes end with the digit 0.</p>  |
| <i>Comments:</i>           |  |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information |
|---------------------------------|--|

*Reference documents:*

Sub-Committee (SAAP-ISC).

SAAP National Data Collection Data Dictionary, Version 2,  
November 2001.

## **Relational attributes**

*Implementation in Data Set  
Specifications:*

[SAAP Administrative National Minimum Data Set](#) Community  
services, Standard 30/11/2007

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## Location of impairment

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—location of impairment of body structure, code (ICF 2001) N                             |
| <i>METeOR identifier:</i>   | 320177   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006                         |
| <i>Definition:</i>          | The location of a person's impairment in a specified body structure, as represented by a code. |
| <i>Context:</i>             | Human functioning and disability   |
| Data Element Concept:       | Person—location of impairment of body structure  |

### Value domain attributes

---

#### Representational attributes

|                                  |   |                      |
|----------------------------------|---|----------------------|
| <i>Classification scheme:</i>    | International Classification of Functioning, Disability and Health 2001 |                      |
| <i>Representation class:</i>     | Code  |                      |
| <i>Data type:</i>                | Number  |                      |
| <i>Format:</i>                   | N   |                      |
| <i>Maximum character length:</i> | 1   |                      |
| <i>Permissible values:</i>       | Value   | Meaning              |
|                                  | 0   | More than one region |
|                                  | 1   | Right                |
|                                  | 2   | Left                 |
|                                  | 3   | Both sides           |
|                                  | 4   | Front                |
|                                  | 5   | Back                 |
|                                  | 6   | Proximal             |
|                                  | 7   | Distal               |
| <i>Supplementary values:</i>     | 8   | Not specified        |
|                                  | 9   | Not applicable       |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>This metadata item contributes to the definition of the concept '<b>Disability</b>' and gives an indication of the experience of disability for a person.</p> <p><i>Impairments of body structure</i> are problems in body structure such as a loss or significant departure from population standards or averages.</p> <p>Use only one code. Select the one that best describes the situation with this structure. Combinations are not possible.</p> <p>CODE 0 More than one region (except both sides)</p> <p>Used when the impairment is present in more than one body location (but not bilaterally see code 3); for example when burn scars affect many areas of skin.</p> |
|-----------------------|---|

- CODE 1 Right**  
Used when the impairment is present to the right of the midline of the person's body.
- CODE 2 Left**  
Used when the impairment is present to the left of the midline of the person's body.
- CODE 3 Both sides (bilateral)**  
Used when the impairment is two-sided and disposed on opposite sides of the midline axis of the body, for example bilateral joint deformities.
- CODE 4 Front**  
Used when the impairment is present in front of a line passing through the midline of the body when viewed from the side.
- CODE 5 Back**  
Used when the impairment is present behind a line passing through the midline of the body when viewed from the side.
- CODE 6 Proximal**  
Used when the impairment is situated towards the point of origin or attachment, as of a limb or bone (opposed to distal), for example the end of the structure that is closer to the centre of the body.
- CODE 7 Distal**  
Used when the impairment is situated away from the point of origin or attachment, as of a limb or bone (opposed to proximal), for example the end of structure that is further away from the centre of the body.
- CODE 8 Not specified**  
Used when there is an impairment of body structure but the location of the impairment is not recorded.
- CODE 9 Not applicable**  
Used when it is not appropriate to code the location of an impairment of body structure.

## Source and reference attributes

- Submitting organisation:* Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.
- Origin:* WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO  
AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW
- Reference documents:* Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:
- WHO ICF website  
<http://www.who.int/classifications/icf/en/>
  - Australian Collaborating Centre ICF website  
<http://www.aihw.gov.au/disability/icf/index.cfm>

## Data element attributes

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## Collection and usage attributes

*Guide for use:*

This data element is to be used in conjunction with specified body structures, for example, 'impairment of proximal structures related to movement'. This data element may also be used in conjunction with Person—extent of impairment of body structure, code (ICF 2001) N and Person—nature of impairment of body structure, code (ICF 2001).

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

## Relational attributes

*Related metadata references:*

See also [Person—nature of impairment of body structure, code \(ICF 2001\) N](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

See also [Person—extent of impairment of body structure, code \(ICF 2001\) N](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

*Implementation in Data Set Specifications:*

[Body structures cluster](#) Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

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## Lot/section number (person)

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (address)—lot/section identifier, N[X(14)]                                 |
| <i>METeOR identifier:</i>   | 270031  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005            |
| <i>Definition:</i>          | The unique identifier for the lot/section of the location where a person resides. |
| Data Element Concept:       | Person (address)—lot/section identifier   |

### Value domain attributes

---

#### Representational attributes

|                                  |            |
|----------------------------------|------------|
| <i>Representation class:</i>     | Identifier |
| <i>Data type:</i>                | String     |
| <i>Format:</i>                   | N[X(14)]   |
| <i>Maximum character length:</i> | 15         |

### Data element attributes

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#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | This standard is suitable for postal purposes as well as the physical identification of addresses.<br>A lot number shall be used only when a street number has not been specifically allocated or is not readily identifiable with the property.<br>For identification purposes, the word 'Lot' or 'Section' should precede the lot number and be separated by a space.<br>Examples are as follows:<br>Section 123456<br>Lot 716<br>Lot 534A<br>Lot 17 Jones Street |
| <i>Collection methods:</i> | The lot/section number is positioned before the Street name and type, located in the same line containing the Street name.  |
| <i>Comments:</i>           | Lot/section numbers are generally used only until an area has been developed.   |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare   |
| <i>Origin:</i>                  | AS 4590 Interchange of client information, Australia Post<br>Address Presentation Standard |

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Supersedes <a href="#">Lot/section number, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf</a> (14.34 KB)<br>Is used in the formation of <a href="#">Person (address)—address line, text</a> |
|-------------------------------------|--|

[\[X\(180\)\]](#) Health, Standard 04/05/2005, Community services,  
Standard 30/09/2005

Is used in the formation of [Person \(address\)—health address  
line, text \[X\(180\)\]](#) Health, Superseded 04/05/2005

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## Lot/section number (service provider organisation)

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (address)—lot/section identifier, N[X(14)]      |
| <i>METeOR identifier:</i>   | 290230  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005        |
| <i>Definition:</i>          | The unique identifier for the lot/section of the location of an organisation. |
| Data Element Concept:       | Service provider organisation (address)—lot/section identifier                |

### Value domain attributes

---

#### Representational attributes

|                                  |            |
|----------------------------------|------------|
| <i>Representation class:</i>     | Identifier |
| <i>Data type:</i>                | String     |
| <i>Format:</i>                   | N[X(14)]   |
| <i>Maximum character length:</i> | 15         |

### Data element attributes

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#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | <p>This standard is suitable for postal purposes as well as the physical identification of addresses.</p> <p>A lot number shall be used only when a street number has not been specifically allocated or is not readily identifiable with the property.</p> <p>For identification purposes, the word 'Lot' or 'Section' should precede the lot number and be separated by a space.</p> <p>Examples are as follows:</p> <p>Section 123456<br/>Lot 716<br/>Lot 534A<br/>Lot 17 Jones Street</p> |
| <i>Collection methods:</i> | The lot/section number is positioned before the Street name and type, located in the same line containing the Street name.  |
| <i>Comments:</i>           | Lot/section numbers are generally used only until an area has been developed.   |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare   |
| <i>Origin:</i>                  | AS 4590 Interchange of client information, Australia Post<br>Address Presentation Standard |

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Is used in the formation of <a href="#">Service provider organisation (address)—address line, text [X(180)]</a> Health, Standard |
|-------------------------------------|--|





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## Main language other than English spoken at home

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—main language other than English spoken at home, code (ASCL 2005) NN{NN}  |
| <i>METeOR identifier:</i>   | 304133   |
| <i>Registration status:</i> | Health, Standard 08/02/2006<br>Community services, Standard 29/04/2006<br>Housing assistance, Standard 10/02/2006  |
| <i>Definition:</i>          | The language reported by a person as the main language other than English spoken by that person in his/her home (or most recent private residential setting occupied by the person) to communicate with other residents of the home or setting and regular visitors, as represented by a code. |
| Data Element Concept:       | Person—main language other than English spoken at home   |

### Value domain attributes

---

#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Classification scheme:</i>    | Australian Standard Classification of Languages 2005 |
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | Number   |
| <i>Format:</i>                   | NN{NN}   |
| <i>Maximum character length:</i> | 4  |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>The Australian Standard Classification of Languages (ASCL) has a three-level hierarchical structure. The most detailed level of the classification consists of base units (languages) which are represented by four-digit codes. The second level of the classification comprises narrow groups of languages (the Narrow Group level), identified by the first two digits. The most general level of the classification consists of broad groups of languages (the Broad Group level) and is identified by the first digit. The classification includes Australian Indigenous languages and sign languages.</p> <p>For example, the Lithuanian language has a code of 3102. In this case 3 denote that it is an Eastern European language, while 31 denote that it is a Baltic language. The Pintupi Aboriginal language is coded as 8713. In this case 8 denote that it is an Australian Indigenous language and 87 denote that the language is Western Desert language.</p> <p>Language data may be output at the Broad Group level, Narrow Group level or base level of the classification. If necessary significant Languages within a Narrow Group can be presented separately while the remaining Languages in the Narrow Group are aggregated. The same principle can be adopted to highlight significant Narrow Groups within a Broad Group.</p> |
|-----------------------|---|

## Data element attributes

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### Collection and usage attributes

*Collection methods:*

Recommended question:

Do you/Does the person/Does (name) speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

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

Yes, Italian \_\_\_\_

Yes, Greek \_\_\_\_

Yes, Cantonese \_\_\_\_

Yes, Mandarin \_\_\_\_

Yes, Arabic \_\_\_\_

Yes, Vietnamese \_\_\_\_

Yes, German \_\_\_\_

Yes, Spanish

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

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

This list reflects the nine most common languages other than English spoken in Australia.

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

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

*Comments:*

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

This data element is important in identifying those people most likely to suffer disadvantage in terms of their ability to access services due to language and/or cultural difficulties. In conjunction with Indigenous status, Proficiency in spoken English and Country of birth this data element forms the minimum core set of cultural and language indicators recommended by the Australian Bureau of Statistics (ABS).

Data on main language other than English spoken at home are regarded as an indicator of 'active' ethnicity and also as useful for the study of inter-generational language retention. The availability of such data may help providers of health and community services to effectively target the geographic areas or population groups that need those services. It may be used for the investigation and development of language services such as interpreter/ translation services.

### Source and reference attributes

*Origin:*

Health Data Standards Committee

National Community Services Data Committee

Australian Bureau of Statistics 2005. [Australian Standard Classification of Languages \(ASCL\) 2005. Cat. no. 1267.0. 2nd Edition](#), Canberra: ABS. Viewed 29 July 2005.

## Relational attributes

### *Related metadata references:*

See also [Person—proficiency in spoken English, code N](#) Health, Standard 01/03/2005, Community services, Standard 01/03/2005, Housing assistance, Standard 10/02/2006

See also [Person—preferred language, code \(ASCL 2005\) NN{NN}](#) Health, Standard 08/02/2006, Community services, Standard 29/04/2006

See also [Person—first language spoken, code \(ASCL 2005\) NN{NN}](#) Community services, Standard 29/04/2006, Housing assistance, Standard 10/02/2006

Supersedes [Person—main language other than English spoken at home, code \(ASCL 1997\) NN{NN}](#) Health, Superseded 08/02/2006, Community services, Superseded 29/04/2006, Housing assistance, Not progressed 13/10/2005

### *Implementation in Data Set Specifications:*

[Child protection and support services \(CPSS\) client cluster](#) Community services, Standard 30/04/2008

*Implementation start date: 22/06/2007*

[Children's Services NMDS](#) Community services, Standard 18/12/2007

---

## Main occupation of person

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—occupation (main), code (ANZSCO 1st edition)<br>N[NNN]{NN}   |
| <i>METeOR identifier:</i>   | 350899  |
| <i>Registration status:</i> | Health, Standard 04/07/2007<br>Community services, Standard 27/03/2007<br>Housing assistance, Standard 10/08/2007 |
| <i>Definition:</i>          | The job in which the person is principally engaged, as represented by a code.                                     |
| Data Element Concept:       | Person—occupation (main)  |

### Value domain attributes

---

#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Classification scheme:</i>    | Australian and New Zealand Standard Classification of Occupations, First edition, 2006 |
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | Number   |
| <i>Format:</i>                   | N[NNN]{NN}   |
| <i>Maximum character length:</i> | 6  |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | <p>A job in any given establishment is a set of tasks designed to be performed by one individual in return for a wage or salary. For persons with more than one job, the main job is the one in which the person works the most hours.</p> <p>Caution is advised in its use with regard to service providers as their activity as a service provider may not be their main occupation.</p>   |
| <i>Collection methods:</i> | <p>This metadata item should only be collected from people whose Labour force status is employed.</p> <p>Occupation is too complex and diverse an issue to fit neatly into any useable small group of categories. Therefore ABS recommend that this metadata item be collected by using the following two open-ended questions:</p> <p>Q1. In the main job held last week (or other recent reference period), what was your/the person's occupation?</p> <p>Q2. What are the main tasks that you/the person usually perform in that occupation? The information gained from these two questions can then be used to select an appropriate code from the ANZSCO at any of the available levels (see Guide for use section).</p> <p>If only one question is asked, question one should be used. The use of question one only, however, sometimes elicits responses which do not provide a clear occupation title and specification</p> |

of tasks performed. As a result accurate coding at unit group or occupation level may not be possible.

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

*Comments:*

This metadata item may be useful in gaining an understanding of a client's situation and needs. For example, the occupation of a person with a disability may be directly relevant to the type of aids that they require.

National Health Data Dictionary (NHDD) specific:

Injury surveillance - There is considerable user demand for data on occupation-related injury and illness, including from WorkSafe Australia and from industry, where unnecessary production costs are known in some areas and suspected to be related to others in work-related illness, injury and disability.

## Source and reference attributes

*Origin:*

Australian Bureau of Statistics 2006. Australian New Zealand Standard Classification of Occupations (ANZSCO) (Cat. no. 1220.0) (First edition), Viewed 13 March 2007.

## Relational attributes

*Related metadata references:*

Supersedes [Person—occupation \(main\), code \(ASCO 2nd edn\) N\[NNN\]{-NN}](#) Health, Superseded 04/07/2007, Community services, Superseded 27/03/2007, Housing assistance, Superseded 10/08/2007

See also [Person—labour force status, code N](#) Health, Standard 01/03/2005, Community services, Standard 01/03/2005, Housing assistance, Standard 01/03/2005

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## Main service activity type indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—main service activity type indicator, code N                          |
| <i>METeOR identifier:</i>   | 355174  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | Whether a service provider organisation has a main service activity type, as represented by a code. |
| Data Element Concept:       | Service provider organisation—main service activity type indicator                                  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |     |   |    |
|----------------------------------|---|-------|---------|---|-----|---|----|
| <i>Data type:</i>                | Number  |       |         |   |     |   |    |
| <i>Format:</i>                   | N   |       |         |   |     |   |    |
| <i>Maximum character length:</i> | 1   |       |         |   |     |   |    |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No |
| Value                            | Meaning   |       |         |   |     |   |    |
| 1                                | Yes   |       |         |   |     |   |    |
| 2                                | No  |       |         |   |     |   |    |

#### Data element attributes

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#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | A main service activity type is one that is more commonly provided than other services provided. |
|-----------------------|--|

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

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## Marital status

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—marital status, code N  |
| <i>METeOR identifier:</i>   | 291045   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005<br>Housing assistance, Standard 10/02/2006  |
| <i>Definition:</i>          | A person's current relationship status in terms of a couple relationship or, for those not in a couple relationship, the existence of a current or previous registered marriage, as represented by a code. |
| Data Element Concept:       | Person—marital status  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |               |   |         |   |          |   |           |   |                                   |   |                                   |
|----------------------------------|---|-------|---------|---|---------------|---|---------|---|----------|---|-----------|---|-----------------------------------|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |               |   |         |   |          |   |           |   |                                   |   |                                   |
| <i>Format:</i>                   | N   |       |         |   |               |   |         |   |          |   |           |   |                                   |   |                                   |
| <i>Maximum character length:</i> | 1   |       |         |   |               |   |         |   |          |   |           |   |                                   |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Never married</td></tr><tr><td>2</td><td>Widowed</td></tr><tr><td>3</td><td>Divorced</td></tr><tr><td>4</td><td>Separated</td></tr><tr><td>5</td><td>Married (registered and de facto)</td></tr><tr><td>6</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Never married | 2 | Widowed | 3 | Divorced | 4 | Separated | 5 | Married (registered and de facto) | 6 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |   |               |   |         |   |          |   |           |   |                                   |   |                                   |
| 1                                | Never married   |       |         |   |               |   |         |   |          |   |           |   |                                   |   |                                   |
| 2                                | Widowed   |       |         |   |               |   |         |   |          |   |           |   |                                   |   |                                   |
| 3                                | Divorced  |       |         |   |               |   |         |   |          |   |           |   |                                   |   |                                   |
| 4                                | Separated   |       |         |   |               |   |         |   |          |   |           |   |                                   |   |                                   |
| 5                                | Married (registered and de facto)   |       |         |   |               |   |         |   |          |   |           |   |                                   |   |                                   |
| 6                                | Not stated/inadequately described   |       |         |   |               |   |         |   |          |   |           |   |                                   |   |                                   |
| <i>Supplementary values:</i>     |   |       |         |   |               |   |         |   |          |   |           |   |                                   |   |                                   |

#### Collection and usage attributes

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

#### Source and reference attributes



*Origin:* The ABS standards for the collection of Social and Registered marital status appear on the ABS Website. Australian Bureau of Statistics. [Family, household and income unit variables. Cat. no. 1286.0](#). Canberra: ABS.

## Data element attributes

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### Collection and usage attributes

*Collection methods:* This metadata item collects information on social marital status. The recommended question module is:  
Do you/Does the person usually live with a partner in a registered or de facto marriage?  
Yes, in a registered marriage  
Yes, in a de facto marriage  
No, never married  
No, separated  
No, divorced  
No, widowed

It should be noted that information on marital status is collected differently by the ABS, using a set of questions. However, the question outlined above is suitable and mostly sufficient for use within the health and community services fields. See Source document for information on how to access the ABS standards. While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, the recommended question should be used wherever practically possible.

*Comments:* The ABS standards identify two concepts of marital status:

- Registered marital status - defined as whether a person has, or has had, a registered marriage;
- Social marital status - based on a person's living arrangement (including de facto marriages), as reported by the person.

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

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

### Source and reference attributes

*Origin:* National Health Data Standards Committee  
National Community Services Data Committee

### Relational attributes

*Related metadata references:*

Supersedes [Person—marital status, code N](#) Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005

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## Mobile service indicator

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation (service type)—mobile service indicator, yes/no code N |
| <i>METeOR identifier:</i>   | 315166   |
| <i>Registration status:</i> | Community services, Standard 19/12/2007  |
| <i>Definition:</i>          | Whether the service is provided by a mobile service, as represented by a code.       |
| Data Element Concept:       | Service provider organisation (service type)—mobile service indicator                |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---|

### Data element attributes

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#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | NCSIMG Children's Services Data Working Group<br>Australian Institute of Health and Welfare |
|---------------------------------|---|

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

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## Mother's original family name

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—mother's original family name, text [X(40)]   |
| <i>METeOR identifier:</i>   | 270262   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005                             |
| <i>Definition:</i>          | The original family name of the person's mother as reported by the person, as represented by text. |
| Data Element Concept:       | Person—mother's original family name   |

### Value domain attributes

---

#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [X(40)] |
| <i>Maximum character length:</i> | 40      |

### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | Mixed case should be used (rather than upper case only).   |
| <i>Collection methods:</i> | See relevant paragraphs in the collection methods section of the metadata item Person (name)—family name, text X[X(39)]. |

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Standards Australia   |
| <i>Origin:</i>                  | National Health Data Committee<br>National Community Services Data Committee<br>Standards Australia 2002. Australian Standard AS5017-2002<br>Health Care Client Identification. Sydney: Standards Australia |

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Supersedes <a href="#">Mother's original family name, version 2, DE, Int. NCSDD &amp; NHDD, NCSIMG &amp; NHIMG, Superseded 01/03/2005.pdf</a> (14.07 KB) |
|-------------------------------------|--|

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## Name context flag

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (name)—name conditional use flag, code N  |
| <i>Synonymous names:</i>    | Name conditional use flag  |
| <i>METeOR identifier:</i>   | 287101   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005                                     |
| <i>Definition:</i>          | An indicator of specific conditions that may be applied to an individual's name, as represented by a code. |
| Data Element Concept:       | Person (name)—name conditional use flag  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |                        |   |                            |   |                                      |
|----------------------------------|--|-------|---------|---|------------------------|---|----------------------------|---|--------------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |                        |   |                            |   |                                      |
| <i>Format:</i>                   | N  |       |         |   |                        |   |                            |   |                                      |
| <i>Maximum character length:</i> | 1  |       |         |   |                        |   |                            |   |                                      |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Unreliable information</td></tr><tr><td>2</td><td>Name not for continued use</td></tr><tr><td>3</td><td>Special privacy/security requirement</td></tr></tbody></table> | Value | Meaning | 1 | Unreliable information | 2 | Name not for continued use | 3 | Special privacy/security requirement |
| Value                            | Meaning  |       |         |   |                        |   |                            |   |                                      |
| 1                                | Unreliable information   |       |         |   |                        |   |                            |   |                                      |
| 2                                | Name not for continued use   |       |         |   |                        |   |                            |   |                                      |
| 3                                | Special privacy/security requirement   |       |         |   |                        |   |                            |   |                                      |

#### Data element attributes

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#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>A single Person name may have multiple Name conditional use flags associated with it. Record as many as applicable.</p> <p>CODE 1 Unreliable information: should be used where it is known that the name recorded is a fictitious or partial name. These names should not be used for matching client data.</p> <p>CODE 2 Name not for continued use, indicates that this name should NOT be used when referring to this person. The name is retained for identification purposes only. For Aboriginal and Torres Strait Islanders, certain tribal names may become 'not for continued use' due to the death of a relative.</p> <p>CODE 3 Special privacy/security requirements- may apply to names for which episodes are attached that should only be accessible to specified authorised persons. There must be a specific need to implement this additional security level. Local policy should provide guidance to the use of this code.</p> |
|-----------------------|---|

#### Source and reference attributes

|                                 |                                |
|---------------------------------|--------------------------------|
| <i>Submitting organisation:</i> | Standards Australia            |
| <i>Origin:</i>                  | National Health Data Committee |

*Reference documents:*

National Community Services Data Committee  
Standards Australia 2002. Australian Standard AS5017-2002  
Health Care Client Identification. Sydney: Standards Australia  
AS4846 Health Care Provider Identification, 2004, Sydney:  
Standards Australia

### **Relational attributes**

*Related metadata references:*

Supersedes [Person \(name\)—name context flag, code N](#) Health,  
Superseded 04/05/2005, Community services, Superseded  
25/08/2005

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## Name suffix

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (name)—name suffix, text [A(12)]  |
| <i>METeOR identifier:</i>   | 287164   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005   |
| <i>Definition:</i>          | Additional term following a person's name used to identify a person when addressing them by name, whether by mail, by phone, or in person, as represented by text. |
| Data Element Concept:       | Person (name)—name suffix  |

### Value domain attributes

---

#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [A(12)] |
| <i>Maximum character length:</i> | 12      |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Valid abbreviations from the Australian Standard AS4590-1999 Interchange of client information. |
|-----------------------|---|

#### Source and reference attributes

|                |  |
|----------------|--|
| <i>Origin:</i> | Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia<br>Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia |
|----------------|--|

### Data element attributes

---

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | Mixed case should be used (rather than upper case only).<br>Examples of name suffixes are 'Jr' for Junior and 'MP' for Member of Parliament.  |
| <i>Collection methods:</i> | A person's name may have multiple Name suffixes. For the purpose of positive identification of a person, each Name suffix must have an associated Name suffix sequence number recorded. |

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Standards Australia   |
| <i>Origin:</i>                  | National Health Data Committee<br>National Community Services Data Committee  |
| <i>Reference documents:</i>     | AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia |

## Relational attributes

*Related metadata references:*

Supersedes [Person \(name\)—name suffix, text \[A\(12\)\]](#) Health,  
Superseded 04/05/2005, Community services, Superseded  
25/08/2005



---

## Name suffix sequence number

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (name)—name suffix sequence number, code N   |
| <i>METeOR identifier:</i>   | 288226  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                                |
| <i>Definition:</i>          | The numeric order of any additional terms used at the conclusion of a name, as represented by a code. |
| Data Element Concept:       | Person (name)—name suffix sequence number   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |                   |   |                    |   |                   |   |                    |   |                   |   |                   |   |                     |   |                    |   |                                  |
|----------------------------------|---|-------|---------|---|-------------------|---|--------------------|---|-------------------|---|--------------------|---|-------------------|---|-------------------|---|---------------------|---|--------------------|---|----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |                   |   |                    |   |                   |   |                    |   |                   |   |                   |   |                     |   |                    |   |                                  |
| <i>Format:</i>                   | N   |       |         |   |                   |   |                    |   |                   |   |                    |   |                   |   |                   |   |                     |   |                    |   |                                  |
| <i>Maximum character length:</i> | 1   |       |         |   |                   |   |                    |   |                   |   |                    |   |                   |   |                   |   |                     |   |                    |   |                                  |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>First name suffix</td></tr><tr><td>2</td><td>Second name suffix</td></tr><tr><td>3</td><td>Third name suffix</td></tr><tr><td>4</td><td>Fourth name suffix</td></tr><tr><td>5</td><td>Fifth name suffix</td></tr><tr><td>6</td><td>Sixth name suffix</td></tr><tr><td>7</td><td>Seventh name suffix</td></tr><tr><td>8</td><td>Eighth name suffix</td></tr><tr><td>9</td><td>Ninth and subsequent name suffix</td></tr></tbody></table> | Value | Meaning | 1 | First name suffix | 2 | Second name suffix | 3 | Third name suffix | 4 | Fourth name suffix | 5 | Fifth name suffix | 6 | Sixth name suffix | 7 | Seventh name suffix | 8 | Eighth name suffix | 9 | Ninth and subsequent name suffix |
| Value                            | Meaning   |       |         |   |                   |   |                    |   |                   |   |                    |   |                   |   |                   |   |                     |   |                    |   |                                  |
| 1                                | First name suffix   |       |         |   |                   |   |                    |   |                   |   |                    |   |                   |   |                   |   |                     |   |                    |   |                                  |
| 2                                | Second name suffix  |       |         |   |                   |   |                    |   |                   |   |                    |   |                   |   |                   |   |                     |   |                    |   |                                  |
| 3                                | Third name suffix   |       |         |   |                   |   |                    |   |                   |   |                    |   |                   |   |                   |   |                     |   |                    |   |                                  |
| 4                                | Fourth name suffix  |       |         |   |                   |   |                    |   |                   |   |                    |   |                   |   |                   |   |                     |   |                    |   |                                  |
| 5                                | Fifth name suffix   |       |         |   |                   |   |                    |   |                   |   |                    |   |                   |   |                   |   |                     |   |                    |   |                                  |
| 6                                | Sixth name suffix   |       |         |   |                   |   |                    |   |                   |   |                    |   |                   |   |                   |   |                     |   |                    |   |                                  |
| 7                                | Seventh name suffix   |       |         |   |                   |   |                    |   |                   |   |                    |   |                   |   |                   |   |                     |   |                    |   |                                  |
| 8                                | Eighth name suffix  |       |         |   |                   |   |                    |   |                   |   |                    |   |                   |   |                   |   |                     |   |                    |   |                                  |
| 9                                | Ninth and subsequent name suffix  |       |         |   |                   |   |                    |   |                   |   |                    |   |                   |   |                   |   |                     |   |                    |   |                                  |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | Multiple Name suffixes may be recorded. A Name suffix sequence number must be recorded for each Name suffix.<br>Example: For the name 'John Markham Jr MP', 'Jr' would have a name suffix sequence number of 1 and 'MP' would have a name suffix sequence number of 2. |
|----------------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Standards Australia  |
| <i>Origin:</i>                  | AS4846 Health Care Provider Identification, 2004, Sydney:<br>Standards Australia |

---

## Name title

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (name)—name title, text [A(12)]   |
| <i>METeOR identifier:</i>   | 287166   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005   |
| <i>Definition:</i>          | An honorific form of address, commencing a name, used when addressing a person by name, whether by mail, by phone, or in person, as represented by text. |
| Data Element Concept:       | Person (name)—name title   |

### Value domain attributes

---

#### Representational attributes

|                                  |        |
|----------------------------------|--------|
| <i>Representation class:</i>     | Text   |
| <i>Data type:</i>                | String |
| <i>Format:</i>                   | A(12)  |
| <i>Maximum character length:</i> | 12     |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Valid abbreviations from the Australian Standard AS4590-1999 Interchange of client information. |
|-----------------------|---|

#### Source and reference attributes

|                |  |
|----------------|--|
| <i>Origin:</i> | Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia<br>Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia |
|----------------|--|

### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | Mixed case should be used (rather than upper case only).<br>The Name title for Master should only be used for persons less than 15 years of age.<br>Name titles for Doctor and Professor should only be applicable to persons of greater than 20 years of age.<br>More than one Name title may be recorded e.g. Prof Sir John Markham. |
|-----------------------|--|

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Standards Australia   |
| <i>Origin:</i>                  | National Health Data Committee<br>National Community Services Data Committee<br>Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia<br>Standards Australia 2002. Australian Standard AS5017-2002 |

*Reference documents:*

Health Care Client Identification. Sydney: Standards Australia  
AS4846 Health Care Provider Identification, 2004, Sydney:  
Standards Australia

## **Relational attributes**

*Related metadata references:*

Supersedes [Person \(name\)—name title, text \[A\(12\)\]](#) Health,  
Superseded 04/05/2005, Community services, Superseded  
25/08/2005

*Implementation in Data Set  
Specifications:*

[SAAP Administrative National Minimum Data Set](#) Community  
services, Standard 30/11/2007

---

## Name title sequence number

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (name)—name title sequence number, code N  |
| <i>METeOR identifier:</i>   | 288263  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                                  |
| <i>Definition:</i>          | The numeric order of an honorific form of address commencing a person's name, as represented by a code. |
| Data Element Concept:       | Person (name)—name title sequence number  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
|----------------------------------|--|-------|---------|---|------------------|---|-------------------|---|------------------|---|-------------------|---|------------------|---|------------------|---|--------------------|---|-------------------|---|---------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| <i>Format:</i>                   | N  |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| <i>Maximum character length:</i> | 1  |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>First name title</td></tr><tr><td>2</td><td>Second name title</td></tr><tr><td>3</td><td>Third name title</td></tr><tr><td>4</td><td>Fourth name title</td></tr><tr><td>5</td><td>Fifth name title</td></tr><tr><td>6</td><td>Sixth name title</td></tr><tr><td>7</td><td>Seventh name title</td></tr><tr><td>8</td><td>Eighth name title</td></tr><tr><td>9</td><td>Ninth and subsequent name title</td></tr></tbody></table> | Value | Meaning | 1 | First name title | 2 | Second name title | 3 | Third name title | 4 | Fourth name title | 5 | Fifth name title | 6 | Sixth name title | 7 | Seventh name title | 8 | Eighth name title | 9 | Ninth and subsequent name title |
| Value                            | Meaning  |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 1                                | First name title   |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 2                                | Second name title  |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 3                                | Third name title   |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 4                                | Fourth name title  |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 5                                | Fifth name title   |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 6                                | Sixth name title   |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 7                                | Seventh name title   |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 8                                | Eighth name title  |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |
| 9                                | Ninth and subsequent name title  |       |         |   |                  |   |                   |   |                  |   |                   |   |                  |   |                  |   |                    |   |                   |   |                                 |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | Multiple Name titles may be recorded. For the purpose of positive identification of a person, each Name title must have a Name title sequence number recorded.<br>Example: Professor Sir John Markham<br>In the example above 'Professor' would have a name title sequence number of 1 and 'Sir' would have a name title sequence number of 2. |
|----------------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Standards Australia  |
| <i>Origin:</i>                  | AS4846 Health Care Provider Identification, 2004, Sydney:<br>Standards Australia |

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## Name type

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (name)—name type, code N  |
| <i>METeOR identifier:</i>   | 287203   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                                       |
| <i>Definition:</i>          | A classification that enables differentiation between recorded names for a person, as represented by a code. |
| Data Element Concept:       | Person (name)—name type  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |                |   |               |   |              |   |            |
|----------------------------------|---|-------|---------|---|----------------|---|---------------|---|--------------|---|------------|
| <i>Data type:</i>                | Number  |       |         |   |                |   |               |   |              |   |            |
| <i>Format:</i>                   | N   |       |         |   |                |   |               |   |              |   |            |
| <i>Maximum character length:</i> | 1   |       |         |   |                |   |               |   |              |   |            |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Preferred name</td></tr><tr><td>2</td><td>Medicare name</td></tr><tr><td>3</td><td>Newborn name</td></tr><tr><td>4</td><td>Alias name</td></tr></tbody></table> | Value | Meaning | 1 | Preferred name | 2 | Medicare name | 3 | Newborn name | 4 | Alias name |
| Value                            | Meaning   |       |         |   |                |   |               |   |              |   |            |
| 1                                | Preferred name  |       |         |   |                |   |               |   |              |   |            |
| 2                                | Medicare name   |       |         |   |                |   |               |   |              |   |            |
| 3                                | Newborn name  |       |         |   |                |   |               |   |              |   |            |
| 4                                | Alias name  |       |         |   |                |   |               |   |              |   |            |

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>A person may have more than one name that they use. At least one name must be recorded for each person. Each name recorded must have one or more appropriate Person name type associated with it. Record all that are required.</p> <p>One name is sufficient; however, where the person offers more than one name, clarification should be obtained from the person to ensure accurate identification of the person and recording of the various names. The currently used name, as well as names by which the person has previously been known, should be recorded if these are known.</p> <p>Field value definitions for Person name type codes are:<br/>CODE 1 Preferred name is the name by which the person chooses to be identified.</p> <p>There should only be one preferred name recorded for a person. Where the person changes their preferred name, record the previously recorded preferred name as an Alias name. Preferred name is the default name type (i.e. if only one name is recorded it should be the person's preferred name). There must be a preferred name recorded except for unnamed newborns where the newborn name is the only name recorded.</p> <p>Also, if the person is a health care client, record his/her Medicare card name if different to the preferred name, and any known alias</p> |
|-----------------------|---|

names.

CODE 2 Medicare name for a health care client, this is the person's name as it appears on their Medicare card. The name stated on the Medicare card is required for all electronic Medicare claim lodgement. If the preferred name of the person is different to the name on the Medicare card, the Medicare card name should also be recorded. For an individual health care provider, this is the person's name registered by Medicare (Health Insurance Commission).

CODE 3 Newborn name: type is reserved for the identification of unnamed newborn babies.

CODE 4 Alias name is any other name that a person is also known by, or has been known by in the past; that is, all alias names. This includes misspelt names or name variations that are to be retained as they have been used to identify this person. More than one alias name may be recorded for a person.

### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Standards Australia   |
| <i>Origin:</i>                  | National Health Data Committee<br>National Community Services Data Committee<br>AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia                                       |
| <i>Reference documents:</i>     | AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia<br>In AS5017 and AS4846 alternative alphabetic codes are presented. Refer to the current standard for more details. |

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## Name type (service provider organisation)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation (name)—name type, code N   |
| <i>METeOR identifier:</i>   | 288937   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005   |
| <i>Definition:</i>          | A classification that enables differentiation between recorded names for an establishment, agency or organisation, as represented by a code. |
| Data Element Concept:       | Service provider organisation (name)—name type   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |                                    |   |                       |   |               |   |                   |   |                  |   |                 |   |       |   |         |
|----------------------------------|--|-------|---------|---|------------------------------------|---|-----------------------|---|---------------|---|-------------------|---|------------------|---|-----------------|---|-------|---|---------|
| <i>Data type:</i>                | Number   |       |         |   |                                    |   |                       |   |               |   |                   |   |                  |   |                 |   |       |   |         |
| <i>Format:</i>                   | N  |       |         |   |                                    |   |                       |   |               |   |                   |   |                  |   |                 |   |       |   |         |
| <i>Maximum character length:</i> | 1  |       |         |   |                                    |   |                       |   |               |   |                   |   |                  |   |                 |   |       |   |         |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Organisation unit/section/division</td></tr><tr><td>2</td><td>Service location name</td></tr><tr><td>3</td><td>Business name</td></tr><tr><td>4</td><td>Locally used name</td></tr><tr><td>5</td><td>Abbreviated name</td></tr><tr><td>6</td><td>Enterprise name</td></tr><tr><td>8</td><td>Other</td></tr><tr><td>9</td><td>Unknown</td></tr></tbody></table> | Value | Meaning | 1 | Organisation unit/section/division | 2 | Service location name | 3 | Business name | 4 | Locally used name | 5 | Abbreviated name | 6 | Enterprise name | 8 | Other | 9 | Unknown |
| Value                            | Meaning  |       |         |   |                                    |   |                       |   |               |   |                   |   |                  |   |                 |   |       |   |         |
| 1                                | Organisation unit/section/division   |       |         |   |                                    |   |                       |   |               |   |                   |   |                  |   |                 |   |       |   |         |
| 2                                | Service location name  |       |         |   |                                    |   |                       |   |               |   |                   |   |                  |   |                 |   |       |   |         |
| 3                                | Business name  |       |         |   |                                    |   |                       |   |               |   |                   |   |                  |   |                 |   |       |   |         |
| 4                                | Locally used name  |       |         |   |                                    |   |                       |   |               |   |                   |   |                  |   |                 |   |       |   |         |
| 5                                | Abbreviated name   |       |         |   |                                    |   |                       |   |               |   |                   |   |                  |   |                 |   |       |   |         |
| 6                                | Enterprise name  |       |         |   |                                    |   |                       |   |               |   |                   |   |                  |   |                 |   |       |   |         |
| 8                                | Other  |       |         |   |                                    |   |                       |   |               |   |                   |   |                  |   |                 |   |       |   |         |
| 9                                | Unknown  |       |         |   |                                    |   |                       |   |               |   |                   |   |                  |   |                 |   |       |   |         |
| <i>Supplementary values:</i>     |  |       |         |   |                                    |   |                       |   |               |   |                   |   |                  |   |                 |   |       |   |         |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>CODE 1 Organisation unit/section/division<br/>This code is used where a business unit, section or division within an organisation may have its own separate identity.</p> <p>CODE 2 Service location name<br/>This code is used where the service location name is an important part of the organisation name and is used for identification purposes, e.g. Mobile Immunisation Unit at Bankstown.</p> <p>CODE 3 Business name<br/>Business name used only for trading purposes.</p> <p>CODE 4 Locally used name<br/>This code is used where a local name is used, e.g. where a medical practice is known by a name that is different to the company registration name or business name.</p> <p>CODE 5 Abbreviated name<br/>A short name or an abbreviated name by which the organisation is known, e.g. HIC.</p> <p>CODE 6 Enterprise name</p> |
|-----------------------|--|

Generally, the complete organisation name should be used to avoid any ambiguity in identification. This should usually be the same as company registration name.

**CODE 8 Other**

This code is used when the organisation name does not fit into any one of the categories listed above.

**CODE 9 Unknown**

This code is used when the organisation name type is unknown.

## **Data element attributes**

---

### **Collection and usage attributes**

*Guide for use:*

At least one organisation name must be recorded for each organisation and each name must have an appropriate Organisation name type.



---

## Non-Australian state/province (person)

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (address)—non-Australian state/province, text [X(40)]  |
| <i>METeOR identifier:</i>   | 288648  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005  |
| <i>Definition:</i>          | The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of a person, as represented by text. |
| Data Element Concept:       | Person (address)—non-Australian state/province  |

### Value domain attributes

---

#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [X(40)] |
| <i>Maximum character length:</i> | 40      |

### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | The name of the state or territory or province should be recorded using the standard ASCII character set and should be done so in accordance with the official conventions of the country. |
|-----------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare<br>Standard Australia                 |
| <i>Origin:</i>                  | AS4846 Health Care Provider Identification, 2004, Sydney:<br>Standards Australia |

---

# Non-Australian state/province (service provider organisation)

---

## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (address)—non-Australian state/province, text [X(40)]   |
| <i>METeOR identifier:</i>   | 288636  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005  |
| <i>Definition:</i>          | The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of an establishment, as represented by text. |
| Data Element Concept:       | Service provider organisation (address)—non-Australian state/province   |

---

## Value domain attributes

### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [X(40)] |
| <i>Maximum character length:</i> | 40      |

---

## Data element attributes

### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | The name of the state or territory or province should be recorded using the standard ASCII character set and should be done so in accordance with the official conventions of the country. |
|-----------------------|--|

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Standards Australia  |
| <i>Origin:</i>                  | AS4846 Health Care Provider Identification, 2004, Sydney:<br>Standards Australia |

---

## Number of accommodation places

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—accommodation places, N[N(8)]                    |
| <i>METeOR identifier:</i>   | 336730   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | The total number of <b>accommodation places</b> owned or managed by an agency. |
| Data Element Concept:       | Service provider organisation—accommodation places                             |

### Value domain attributes

---

#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Total   |
| <i>Data type:</i>                | Number  |
| <i>Format:</i>                   | N[N(8)] |
| <i>Maximum character length:</i> | 9       |
| <i>Unit of measure:</i>          | Bed     |

### Data element attributes

---

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
|---------------------------------|--|

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Administrative National Minimum Data Set</a> Community services, Standard 30/11/2007 |
|---|---|

---

## Number of available places

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation (service type)—number of available places, total N[NN] |
| <i>Synonymous names:</i>    | Number of places offered   |
| <i>METeOR identifier:</i>   | 315208   |
| <i>Registration status:</i> | Community services, Standard 19/12/2007  |
| <i>Definition:</i>          | The total number of places that can be offered by an agency for a service.           |

|                       |   |
|-----------------------|---|
| Data Element Concept: | Service provider organisation (service type)—number of available places |
|-----------------------|---|

---

### Value domain attributes

#### Representational attributes

|                                  |        |
|----------------------------------|--------|
| <i>Representation class:</i>     | Total  |
| <i>Data type:</i>                | Number |
| <i>Format:</i>                   | N[NN]  |
| <i>Maximum character length:</i> | 3      |

---

### Data element attributes

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | The number of places that can be offered by a service is not necessarily the same as the number of places the agency is permitted to offer by law. |
| <i>Collection methods:</i> | Collected at a point-in-time and may vary for different times of the day or sessions.  |
| <i>Comments:</i>           | This data element helps in gaining a greater understanding of service capacity and use.  |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Children's Services Data Working Group |
|---------------------------------|--|

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

---

## Number of clients

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—number of clients, total people<br>N[NNNN]               |
| <i>Synonymous names:</i>    | Number of service users  |
| <i>METeOR identifier:</i>   | 321271   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | The total number of clients receiving services or care from an agency or organisation. |
| Data Element Concept:       | Service provider organisation—number of clients  |

### Value domain attributes

---

#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Total   |
| <i>Data type:</i>                | Number  |
| <i>Format:</i>                   | N[NNNN] |
| <i>Maximum character length:</i> | 5       |
| <i>Unit of measure:</i>          | Person  |

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Each client receiving a service during the reporting period should be counted only once, regardless of the number of times they accessed the service in that time period.<br>This data item refers to the number of clients receiving services, not those 'on the books', 'on waiting lists', number of 'beds' or 'places'. |
| <i>Comments:</i>      | The information is needed to provide a basic count of people accessing services, and will relate to population data from the Australian Bureau of Statistics (ABS) to help in assessing met and unmet need.   |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare.<br>CSTDA NMDS Network.   |
| <i>Origin:</i>                  | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07. |

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006</a> Community services, Standard 27/04/2007 |
|---|--|

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## Number of licensed places

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (service type)—number of licensed places, N[NN]             |
| <i>METeOR identifier:</i>   | 315200  |
| <i>Registration status:</i> | Community services, Standard 19/12/2007   |
| <i>Definition:</i>          | The total number of places an agency is legally authorised to operate for a service type. |
| Data Element Concept:       | Service provider organisation—number of licensed places                                   |

### Value domain attributes

---

#### Representational attributes

|                                  |        |
|----------------------------------|--------|
| <i>Representation class:</i>     | Total  |
| <i>Data type:</i>                | Number |
| <i>Format:</i>                   | N[NN]  |
| <i>Maximum character length:</i> | 3      |

### Data element attributes

---

#### Collection and usage attributes

|                  |   |
|------------------|---|
| <i>Comments:</i> | This data element helps in gaining a greater understanding of service capacity. |
|------------------|---|

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Children's Services Data Working Group. |
|---------------------------------|---|

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

---

## Number of people accommodated

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—number of people accommodated, total N[N]                  |
| <i>METeOR identifier:</i>   | 352415  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                           |
| <i>Definition:</i>          | The total number of people who will be accommodated by an agency. |
| Data Element Concept:       | Person—number of persons accommodated                             |

### Value domain attributes

---

#### Representational attributes

|                                  |        |
|----------------------------------|--------|
| <i>Representation class:</i>     | Total  |
| <i>Data type:</i>                | Number |
| <i>Format:</i>                   | N[N]   |
| <i>Maximum character length:</i> | 2      |
| <i>Unit of measure:</i>          | Person |

### Data element attributes

---

#### Collection and usage attributes

|                  |   |
|------------------|---|
| <i>Comments:</i> | This information can be cross checked against the number of adults and accompanying children who requested accommodation to estimate unmet versus met need. |
|------------------|---|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
| <i>Origin:</i>                  | SAAP National Data Collection Agency Collectors Manual July 2005.                |

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Demand for Accommodation National Minimum Data Set</a> Community services, Standard 30/11/2007 |
|   | <i>Implementation start date:</i> 21/04/2006  |
|   | <i>Implementation end date:</i> 01/08/2006  |

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## One-off assistance offered indicator

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—one-off assistance offered indicator, code N   |
| <i>METeOR identifier:</i>   | 333880  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | An indicator of whether an agency offered one-off assistance to a person, as represented by a code. |
| Data Element Concept:       | Person—one-off assistance offered   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |     |   |    |
|----------------------------------|---|-------|---------|---|-----|---|----|
| <i>Data type:</i>                | Number  |       |         |   |     |   |    |
| <i>Format:</i>                   | N   |       |         |   |     |   |    |
| <i>Maximum character length:</i> | 1   |       |         |   |     |   |    |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No |
| Value                            | Meaning   |       |         |   |     |   |    |
| 1                                | Yes   |       |         |   |     |   |    |
| 2                                | No  |       |         |   |     |   |    |

### Data element attributes

---

#### Collection and usage attributes

|                  |   |
|------------------|---|
| <i>Comments:</i> | Used to identify the number of services provided to a person, and to help identify gaps in service delivery and to provide important information for services and program planning. |
|------------------|---|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
| <i>Origin:</i>                  | SAAP National Data Collection Agency Collectors Manual July 2005.                |

#### Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>               | See also <a href="#">Person—one-off assistance type offered, SAAP code N[NN]</a> Community services, Standard 15/09/2007 |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Demand for Accommodation National Minimum Data Set</a> Community services, Standard 30/11/2007          |
|   | <i>Implementation start date:</i> 21/04/2006   |
|   | <i>Implementation end date:</i> 01/08/2006   |



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## Organisation end date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—organisation end date, DDMMYYYY   |
| <i>METeOR identifier:</i>   | 288733  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                                  |
| <i>Definition:</i>          | The date on which an establishment, agency or organisation stopped or concluded operations or practice. |
| Data Element Concept:       | Service provider organisation—organisation end date   |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

---

## Organisation name

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (name)—organisation name, text [X(200)]   |
| <i>METeOR identifier:</i>   | 288917  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005  |
| <i>Definition:</i>          | The appellation by which an establishment, agency or organisation is known or called, as represented by text. |
| Data Element Concept:       | Service provider organisation (name)—organisation name  |

### Value domain attributes

---

#### Representational attributes

|                                  |          |
|----------------------------------|----------|
| <i>Representation class:</i>     | Text     |
| <i>Data type:</i>                | String   |
| <i>Format:</i>                   | [X(200)] |
| <i>Maximum character length:</i> | 200      |

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Generally, the complete establishment, agency or organisation name should be used to avoid any ambiguity in identification. This should usually be the same as company registration name. However, in certain circumstances (e.g. internal use), a short name (i.e. an abbreviated name by which the organisation is known) or a locally used name (e.g. where a medical practice is known by a name that is different to the company registration name) can be used. Further, a business unit within an organisation may have its own separate identity; this should be captured (as the unit name – see Organisation name type).<br>More than one name can be recorded for an organisation. That is, this field is a multiple occurring field. At least one organisation name must be recorded for each organisation and each name must have an appropriate Organisation name type. |
|-----------------------|---|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Standards Australia  |
| <i>Origin:</i>                  | AS4846 Health Care Provider Identification, 2004, Sydney:<br>Standards Australia |

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Juvenile Justice NMDS</a> Community services, Standard 27/03/2007<br><i>Implementation start date:</i> 01/07/2005<br><a href="#">SAAP Administrative National Minimum Data Set</a> Community services, Standard 30/11/2007 |
|---|--|

---

## Organisation start date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—organisation start date, DDMMYYYY  |
| <i>METeOR identifier:</i>   | 288963   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                                 |
| <i>Definition:</i>          | The date on which an establishment, agency or organisation started or commenced operations or service. |
| Data Element Concept:       | Service provider organisation—organisation start date  |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | This field must— <ul style="list-style-type: none"><li>• be a valid date;</li><li>• be less than or equal to the Organisation end date.</li></ul> |
|-----------------------|---|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Standards Australia  |
| <i>Origin:</i>                  | AS4846 Health Care Provider Identification, 2004, Sydney:<br>Standards Australia |

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## Paid employment indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (employed)—paid employment indicator, code N                     |
| <i>METeOR identifier:</i>   | 314813  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                                 |
| <i>Definition:</i>          | Whether an employed person is paid or unpaid, as represented by a code. |
| Data Element Concept:       | Person (employed)—paid employment indicator                             |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---|

### Data element attributes

---

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

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## Person identifier

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—person identifier, XXXXXX[X(14)]                                |
| <i>METeOR identifier:</i>   | 290046   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005 |
| <i>Definition:</i>          | Person identifier unique within an establishment or agency.            |
| Data Element Concept:       | Person—person identifier   |

### Value domain attributes

---

#### Representational attributes

|                                  |               |
|----------------------------------|---------------|
| <i>Representation class:</i>     | Identifier    |
| <i>Data type:</i>                | String        |
| <i>Format:</i>                   | XXXXXX[X(14)] |
| <i>Maximum character length:</i> | 20            |

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Individual agencies, establishments or collection authorities may use their own alphabetic, numeric or alphanumeric coding systems.<br>Field cannot be blank. |
|-----------------------|---|

#### Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Reference documents:</i> | AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia<br>AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia |
|-----------------------------|--|

#### Relational attributes

|   |   |
|---|---|
| <i>Related metadata references:</i>               | Supersedes <a href="#">Person—person identifier (within establishment/agency), XXXXXX[X(14)]</a> Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005 |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Juvenile Justice NMDS</a> Community services, Standard 27/03/2007<br><i>Implementation start date:</i> 01/07/2005   |

---

## Postal delivery point identifier (person)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (address)—postal delivery point identifier, {N(8)}  |
| <i>METeOR identifier:</i>   | 287220   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005   |
| <i>Definition:</i>          | A unique number assigned to a person's postal address as recorded on the Australia Post Postal Address File (PAF). |
| Data Element Concept:       | Person (address)—postal delivery point identifier  |

### Value domain attributes

---

#### Representational attributes

|                                  |            |
|----------------------------------|------------|
| <i>Representation class:</i>     | Identifier |
| <i>Data type:</i>                | Number     |
| <i>Format:</i>                   | {N(8)}     |
| <i>Maximum character length:</i> | 8          |

#### Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Origin:</i>              | Customer Barcoding Technical Specifications, 1998: Australia Post  |
| <i>Reference documents:</i> | AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia<br>AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia |

### Data element attributes

---

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | <p>Australia Post maintains a Postal Address File (PAF) database which contains Australian postal delivery addresses and their corresponding eight (8) character unique identification number known as a Delivery Point Identifier (DPID). While the PAF is concerned with postal address, for many persons' a postal address will be the same as their residential address. The PAF can be used to improve the recording of address data at the time of data collection.</p> <p>The Postal Address File may be used at the time of data collection to confirm that the combined metadata items of address line, suburb/town/locality, Australian state/territory identifier and postcode - Australian are accurately recorded.</p> |
| <i>Collection methods:</i> | The Delivery Point Identifier (DPID) is assigned electronically to recognised Australia Post delivery addresses following reference to the Postal Address File (PAF) database.  |
| <i>Comments:</i>           | In October 1999, Australia Post introduced a bar-coding system for bulk mail lodgements. Agencies or establishments can use software to improve the quality of person address data it   |

collects and records and, at the same time, receive financial benefits by reducing its postage expenses.

The DPID is easily converted to a bar code and can be included on correspondence and address labels. If the bar code is displayed on a standard envelope that passes through a mail-franking machine (e.g. as used by most major hospitals), the postage cost is reduced. Every three months, Australia Post provides updates to the PAF database. For more information, contact Australia Post.

### Source and reference attributes

*Submitting organisation:*

Standards Australia

*Origin:*

National Health Data Standards Committee

National Community Services Data Committee

Standards Australia 2002. Australian Standard AS5017-2002

Health Care Client Identification. Sydney: Standards Australia

### Relational attributes

*Related metadata references:*

Is formed using [Person \(address\)—suburb/town/locality name, text \[A\(50\)\]](#) Health, Standard 04/05/2005, Community services, Standard 25/08/2005

Supersedes [Person \(address\)—postal delivery point identifier, {N\(8\)}](#) Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005

---

## Postal delivery point identifier (service provider organisation)

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (address)—postal delivery point identifier, {N(8)}  |
| <i>METeOR identifier:</i>   | 290141  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 31/08/2005  |
| <i>Definition:</i>          | A unique number assigned to a service provider organisation's postal address as recorded on the Australia Post Postal Address File (PAF). |
| Data Element Concept:       | Service provider organisation (address)—postal delivery point identifier  |

### Value domain attributes

---

#### Representational attributes

|                                  |            |
|----------------------------------|------------|
| <i>Representation class:</i>     | Identifier |
| <i>Data type:</i>                | Number     |
| <i>Format:</i>                   | {N(8)}     |
| <i>Maximum character length:</i> | 8          |

#### Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Origin:</i>              | Customer Barcoding Technical Specifications, 1998: Australia Post  |
| <i>Reference documents:</i> | AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia<br>AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia |

### Data element attributes

---

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Collection methods:</i> | The Delivery Point Identifier (DPID) is assigned electronically to recognised Australia Post delivery addresses following reference to the Postal Address File (PAF) database.  |
| <i>Comments:</i>           | <p>In October 1999, Australia Post introduced a bar-coding system for bulk mail lodgements. Agencies or establishments can use software to improve the quality of person address data it collects and records and, at the same time, receive financial benefits by reducing its postage expenses.</p> <p>The DPID is easily converted to a bar code and can be included on correspondence and address labels. If the bar code is displayed on a standard envelope that passes through a mail-franking machine (e.g. as used by most major hospitals), the postage cost is reduced. Every three months, Australia Post provides updates to the PAF database. For more information,</p> |



contact Australia Post.

### Source and reference attributes

*Submitting organisation:*

Standards Australia

*Origin:*

National Health Data Standards Committee

National Community Services Data Committee

Standards Australia 2002. Australian Standard AS5017-2002

Health Care Client Identification. Sydney: Standards Australia

### Relational attributes

*Related metadata references:*

Is formed using [Service provider organisation \(address\)—  
suburb/town/locality name, text \[A\(50\)\]](#) Health, Standard  
04/05/2005, Community services, Standard 31/08/2005

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## Postcode—Australian (person)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (address)—Australian postcode, code (Postcode datafile)<br>{NNNN}   |
| <i>METeOR identifier:</i>   | 287224   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005<br>Housing assistance, Standard 10/02/2006      |
| <i>Definition:</i>          | The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a person. |
| Data Element Concept:       | Person (address)—Australian postcode   |

### Value domain attributes

---

#### Representational attributes

|                                  |                   |
|----------------------------------|-------------------|
| <i>Classification scheme:</i>    | Postcode datafile |
| <i>Representation class:</i>     | Code              |
| <i>Data type:</i>                | Number            |
| <i>Format:</i>                   | {NNNN}            |
| <i>Maximum character length:</i> | 4                 |

#### Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | <p>Postcode - Australian may be used in the analysis of data on a geographical basis, which involves a conversion from postcodes to the Australian Bureau of Statistics (ABS) postal areas. This conversion results in some inaccuracy of information. However, in some data sets postcode is the only geographic identifier, therefore the use of other more accurate indicators (e.g. Statistical Local Area (SLA)) is not always possible.</p> <p>When dealing with aggregate data, postal areas, converted from postcodes, can be mapped to Australian Standard Geographical Classification codes using an ABS concordance, for example to determine SLAs. It should be noted that such concordances should not be used to determine the SLA of any individual's postcode. Where individual street addresses are available, these can be mapped to ASGC codes (e.g. SLAs) using the ABS National Localities Index (NLI).</p> |
|------------------|--|

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | The postcode book is updated more than once annually; as postcodes are a dynamic entity and are constantly changing.   |
| <i>Collection methods:</i> | Leave Postcode - Australian blank for: <ul style="list-style-type: none"><li>• Any overseas address</li><li>• Unknown address</li><li>• No fixed address.</li></ul> May be collected as part of Address line or separately. Postal |

addresses may be different from where a person actually resides.

## Source and reference attributes

*Submitting organisation:* Standards Australia

*Origin:* National Health Data Committee  
National Community Services Data Committee

*Reference documents:* AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia  
AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia  
Australia Post Postcode book. Reference through:  
<http://www1.auspost.com.au/postcodes/>

## Relational attributes

*Related metadata references:* See also [Person—Australian state/territory identifier, code N](#) Health, Standard 04/05/2005, Community services, Standard 25/08/2005, Housing assistance, Standard 10/02/2006  
Supersedes [Person \(address\)—Australian postcode \(Postcode datafile\), code NNN\[N\]](#) Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005  
Is used in the formation of [Person—geographic location, community services code \(ASGC 2004\) NNNNN](#) Community services, Superseded 02/05/2006  
Is used in the formation of [Dwelling—geographic location, remoteness structure code \(ASGC 2004\) N\[N\]](#) Housing assistance, Retired 10/02/2006

*Implementation in Data Set Specifications:*

[Child protection and support services \(CPSS\) - notifications, investigations, and substantiations NMDS \(July 2007\)](#) Community services, Superseded 01/05/2008

[Child protection and support services \(CPSS\) - notifications, investigations, and substantiations NMDS pilot \(2008\)](#) Community services, Standard 30/04/2008

[Child protection and support services \(CPSS\) - out-of-home care NMDS \(July 2007\)](#) Community services, Superseded 01/05/2008

[Child protection and support services \(CPSS\) - out-of-home care NMDS pilot \(2008\)](#) Community services, Standard 30/04/2008

[Children's Services NMDS](#) Community services, Standard 18/12/2007

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

[Juvenile Justice NMDS](#) Community services, Standard 27/03/2007

*Implementation start date:* 01/07/2005

[SAAP Client Collection National Minimum Data Set](#) Community services, Standard 30/11/2007

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## Postcode—Australian (service provider organisation)

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (address)—Australian postcode, code (Postcode datafile) {NNNN}  |
| <i>METeOR identifier:</i>   | 290064  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 31/08/2005  |
| <i>Definition:</i>          | The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of an organisation, as represented by a code. |
| Data Element Concept:       | Service provider organisation (address)—Australian postcode   |

### Value domain attributes

---

#### Representational attributes

|                                  |                   |
|----------------------------------|-------------------|
| <i>Classification scheme:</i>    | Postcode datafile |
| <i>Representation class:</i>     | Code              |
| <i>Data type:</i>                | Number            |
| <i>Format:</i>                   | {NNNN}            |
| <i>Maximum character length:</i> | 4                 |

#### Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | <p>Postcode - Australian may be used in the analysis of data on a geographical basis, which involves a conversion from postcodes to the Australian Bureau of Statistics (ABS) postal areas. This conversion results in some inaccuracy of information. However, in some data sets postcode is the only geographic identifier, therefore the use of other more accurate indicators (e.g. Statistical Local Area (SLA)) is not always possible.</p> <p>When dealing with aggregate data, postal areas, converted from postcodes, can be mapped to Australian Standard Geographical Classification codes using an ABS concordance, for example to determine SLAs. It should be noted that such concordances should not be used to determine the SLA of any individual's postcode. Where individual street addresses are available, these can be mapped to ASGC codes (e.g. SLAs) using the ABS National Localities Index (NLI).</p> |
|------------------|--|

### Data element attributes

---

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Collection methods:</i> | May be collected as part of Address line or separately. Postal addresses may be different from where a service is actually located. |
|----------------------------|---|

#### Source and reference attributes

|                                 |                                |
|---------------------------------|--------------------------------|
| <i>Submitting organisation:</i> | Standards Australia            |
| <i>Origin:</i>                  | National Health Data Committee |

*Reference documents:*

National Community Services Data Committee  
Australia Post Postcode book. Reference through:  
<http://www1.auspost.com.au/postcodes/>

AS5017 Health Care Client Identification, 2002, Sydney:  
Standards Australia  
AS4846 Health Care Provider Identification, 2004, Sydney:  
Standards Australia

**Relational attributes**

*Implementation in Data Set  
Specifications:*

[Commonwealth State/Territory Disability Agreement NMDS -  
1 July 2006](#) Community services, Standard 27/04/2007  
[Juvenile Justice NMDS](#) Community services, Standard  
27/03/2007

*Implementation start date: 01/07/2005*

[SAAP Administrative National Minimum Data Set](#) Community  
services, Standard 30/11/2007

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## Postcode—international (person)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (address)—international postcode, text [X(10)]  |
| <i>METeOR identifier:</i>   | 288985   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005   |
| <i>Definition:</i>          | The code for a postal delivery area, aligned with locality, suburb or place for the address of a person, as defined by the postal service of a country other than Australia, as represented by text. |
| Data Element Concept:       | Person (address)—international postcode  |

### Value domain attributes

---

#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [X(10)] |
| <i>Maximum character length:</i> | 10      |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | This is a self-reported code from a person and may be non-verifiable without reference to the specific country's coding rules.<br>May be collected as part of Address or separately. Postal addresses may be different from where a person actually resides. |
|----------------------------|--|

#### Source and reference attributes

|                                 |                     |
|---------------------------------|---------------------|
| <i>Submitting organisation:</i> | Standards Australia |
|---------------------------------|---------------------|

---

## Postcode—international (service provider organisation)

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (address)—international postcode, text [X(10)]  |
| <i>METeOR identifier:</i>   | 288987  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005  |
| <i>Definition:</i>          | The code for a postal delivery area, aligned with locality, suburb or place for the address of an organisation, as defined by the postal service of a country other than Australia. |
| Data Element Concept:       | Service provider organisation (address)—international postcode  |

### Value domain attributes

---

#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [X(10)] |
| <i>Maximum character length:</i> | 10      |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | This is a self-reported code from an organisation and may be non-verifiable without reference to the specific country's coding rules. May be collected as part of Address or separately. Postal addresses may be different from where a service is actually located. |
|----------------------------|--|

#### Source and reference attributes

|                                 |                     |
|---------------------------------|---------------------|
| <i>Submitting organisation:</i> | Standards Australia |
|---------------------------------|---------------------|

---

## Preferred language

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—preferred language, code (ASCL 2005) NN{NN}   |
| <i>METeOR identifier:</i>   | 304128   |
| <i>Registration status:</i> | Health, Standard 08/02/2006<br>Community services, Standard 29/04/2006   |
| <i>Definition:</i>          | The language (including sign language) most preferred by the person for communication, as represented by a code. |
| Data Element Concept:       | Person—preferred language  |

### Value domain attributes

---

#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Classification scheme:</i>    | Australian Standard Classification of Languages 2005 |
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | Number   |
| <i>Format:</i>                   | NN{NN}   |
| <i>Maximum character length:</i> | 4  |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>The Australian Standard Classification of Languages (ASCL) has a three-level hierarchical structure. The most detailed level of the classification consists of base units (languages) which are represented by four-digit codes. The second level of the classification comprises narrow groups of languages (the Narrow Group level), identified by the first two digits. The most general level of the classification consists of broad groups of languages (the Broad Group level) and is identified by the first digit. The classification includes Australian Indigenous languages and sign languages.</p> <p>For example, the Lithuanian language has a code of 3102. In this case 3 denote that it is an Eastern European language, while 31 denote that it is a Baltic language. The Pintupi Aboriginal language is coded as 8713. In this case 8 denote that it is an Australian Indigenous language and 87 denote that the language is Western Desert language.</p> <p>Language data may be output at the Broad Group level, Narrow Group level or base level of the classification. If necessary significant Languages within a Narrow Group can be presented separately while the remaining Languages in the Narrow Group are aggregated. The same principle can be adopted to highlight significant Narrow Groups within a Broad Group.</p> |
|-----------------------|---|

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | This may be a language other than English even where the person can speak fluent English. |
|-----------------------|---|



## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare

*Reference documents:*

ABS cat. no. 1267.0. Australian Standard Classification of Languages (ASCL), 2005-06. Canberra: Australian Bureau of Statistics

## Relational attributes

*Related metadata references:*

See also [Person—main language other than English spoken at home, code \(ASCL 2005\) NN{NN}](#) Health, Standard 08/02/2006, Community services, Standard 29/04/2006, Housing assistance, Standard 10/02/2006

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## Preschool service received indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Child—preschool service received indicator, code N                      |
| <i>METeOR identifier:</i>   | 357010  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                                 |
| <i>Definition:</i>          | Whether a child received a preschool service, as represented by a code. |
| Data Element Concept:       | Child—preschool service received indicator                              |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |     |   |    |
|----------------------------------|---|-------|---------|---|-----|---|----|
| <i>Data type:</i>                | Number  |       |         |   |     |   |    |
| <i>Format:</i>                   | N   |       |         |   |     |   |    |
| <i>Maximum character length:</i> | 1   |       |         |   |     |   |    |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No |
| Value                            | Meaning   |       |         |   |     |   |    |
| 1                                | Yes   |       |         |   |     |   |    |
| 2                                | No  |       |         |   |     |   |    |

### Data element attributes

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#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>Preschool comprises a structured educational programme usually provided by a qualified teacher on a sessional basis in dedicated preschools. Similar educational programs or curricula may be provided in long day care and other settings. These are primarily aimed at children in the year or two before they commence full-time schooling.</p> <p>The terms most commonly used to describe preschool services in various states and territories are:</p> <ul style="list-style-type: none"><li>• Kindergarten—Tasmania, WA and Queensland (In Queensland between 2003-07 Kindergarten is being replaced with a year called Preschool);</li><li>• Kindergarten or Preschool—Victoria;</li><li>• Preschool (including Child Parent Centres)—SA;</li><li>• Preschool— NSW, ACT and NT.</li></ul> |
|-----------------------|--|

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

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## Proficiency in spoken English

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—proficiency in spoken English, code N  |
| <i>METeOR identifier:</i>   | 270203  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 10/02/2006 |
| <i>Definition:</i>          | A person's self-assessed level of ability to speak English, as represented by a code.                             |
| Data Element Concept:       | Person—proficiency in spoken English  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |   |   |           |   |      |   |          |   |            |   |                                   |
|----------------------------------|---|-------|---------|---|---|---|-----------|---|------|---|----------|---|------------|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |   |   |           |   |      |   |          |   |            |   |                                   |
| <i>Format:</i>                   | N   |       |         |   |   |   |           |   |      |   |          |   |            |   |                                   |
| <i>Maximum character length:</i> | 1   |       |         |   |   |   |           |   |      |   |          |   |            |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>0</td><td>Not applicable (persons under 5 years of age or who speak only English)</td></tr><tr><td>1</td><td>Very well</td></tr><tr><td>2</td><td>Well</td></tr><tr><td>3</td><td>Not well</td></tr><tr><td>4</td><td>Not at all</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 0 | Not applicable (persons under 5 years of age or who speak only English) | 1 | Very well | 2 | Well | 3 | Not well | 4 | Not at all | 9 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |   |   |   |           |   |      |   |          |   |            |   |                                   |
| 0                                | Not applicable (persons under 5 years of age or who speak only English)   |       |         |   |   |   |           |   |      |   |          |   |            |   |                                   |
| 1                                | Very well   |       |         |   |   |   |           |   |      |   |          |   |            |   |                                   |
| 2                                | Well  |       |         |   |   |   |           |   |      |   |          |   |            |   |                                   |
| 3                                | Not well  |       |         |   |   |   |           |   |      |   |          |   |            |   |                                   |
| 4                                | Not at all  |       |         |   |   |   |           |   |      |   |          |   |            |   |                                   |
| 9                                | Not stated/inadequately described   |       |         |   |   |   |           |   |      |   |          |   |            |   |                                   |
| <i>Supplementary values:</i>     |   |       |         |   |   |   |           |   |      |   |          |   |            |   |                                   |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>CODE 0 Not applicable (persons under 5 years of age or who speak only English)<br/>Not applicable, is to be used for people under 5 year of age and people who speak only English.</p> <p>CODE 9 Not stated/inadequately described<br/>Not stated/inadequately described, is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.</p> |
| <i>Comments:</i>      | The ABS advises that the most useful information provided by this metadata item is in the distinction between the two category groups of Very well/Well and Not well/Not at all.   |

#### Source and reference attributes

|                             |   |
|-----------------------------|---|
| <i>Reference documents:</i> | Standards for Statistics on Cultural and Language Diversity 1999. Cat. no. 1289.0. Canberra: ABS. |
|-----------------------------|---|

### Data element attributes

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## Collection and usage attributes

### *Collection methods:*

This metadata item is only intended to be collected if a person has a main language other than English spoken at home; and/or first language spoken is not English.

Recommended question:

How well do you speak English? (tick one)

1. Very well
2. Well
3. Not well
4. Not at all

Generally this would be a self-reported question, but in some circumstances (particularly where a person does not speak English well) assistance will be required in answering this question. It is important that the person's self-assessed proficiency in spoken English be recorded wherever possible. This metadata item does not purport to be a technical assessment of proficiency but is a self-assessment in the four broad categories outlined above.

This metadata item is not relevant to and should not be collected for persons under the age of five years.

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

### *Comments:*

This metadata item identifies those people who may suffer disadvantage in terms of their ability to access services due to lack of ability in the spoken English language. This information can be used to target the provision of services to people whose lack of ability in spoken English is potentially a barrier to gaining access to government programs and services.

In conjunction with Indigenous status, the main language other than English spoken at home and the country of birth, this metadata item forms the minimum core set of cultural and language indicators recommended by the Australian Bureau of Statistics.

## Source and reference attributes

### *Origin:*

National Health Data Committee

National Community Services Data Committee

## Relational attributes

### *Related metadata references:*

See also [Person—first language spoken, code \(ASCL 2005\) NN{NN}](#) Community services, Standard 29/04/2006, Housing assistance, Standard 10/02/2006

See also [Person—main language other than English spoken at home, code \(ASCL 2005\) NN{NN}](#) Health, Standard 08/02/2006, Community services, Standard 29/04/2006, Housing assistance, Standard 10/02/2006

See also [Person—country of birth, code \(SACC 1998\) NNNN](#) Health, Standard 01/03/2005, Community services, Superseded 02/06/2008, Housing assistance, Standard 20/06/2005

Supersedes [Proficiency in spoken English, version 2, DE, Int. NCSDD & NHDD, NCSIMG & NHIMG, Superseded 01/03/2005.pdf](#) (18.55 KB)

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## Provider occupation category (self-identified) (ANZSCO 1st edition)

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Individual service provider—occupation (self-identified), code (ANZSCO 1st edition) N[NNN]{NN}   |
| <i>METeOR identifier:</i>   | 350896   |
| <i>Registration status:</i> | Health, Standard 04/07/2007<br>Community services, Standard 27/03/2007   |
| <i>Definition:</i>          | A health care occupation that an individual provider identifies as being one in which they provide a significant amount of services, as represented by a code. |
| Data Element Concept:       | Individual service provider—occupation (self-identified)   |

### Value domain attributes

---

#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Classification scheme:</i>    | Australian and New Zealand Standard Classification of Occupations, First edition, 2006 |
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | Number   |
| <i>Format:</i>                   | N[NNN]{NN}   |
| <i>Maximum character length:</i> | 6  |

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>The following is a list of the more common health care occupations, however, it is not intended to represent all the possible health care occupations:</p> <ul style="list-style-type: none"><li>Aboriginal and Torres Strait Islander Health Worker (ANZSCO code 411511)</li><li>Acupuncturist (ANZSCO code 252211)</li><li>Aged or disabled carer (ANZSCO code 423111)</li><li>Ambulance officer (ANZSCO code 411111)</li><li>Anaesthetist (ANZSCO code 253211)</li><li>Audiologist (ANZSCO code 252711)</li><li>Chiropractor (ANZSCO code 252111)</li><li>Clinical psychologist (ANZSCO code 272311)</li><li>Complementary Health Therapists nec (ANZSCO code 252299)</li><li>Dental assistant (ANZSCO code 423211)</li><li>Dental hygienist (ANZSCO code 411211)</li><li>Dental specialist (ANZSCO code 252311)</li><li>Dental technician (ANZSCO code 411213)</li><li>Dental therapist (ANZSCO code 411214)</li><li>Dentist (ANZSCO code 252312)</li><li>Dermatologist (ANZSCO code 253911)</li></ul> |
|-----------------------|---|

Dietician (ANZSCO code 251111)  
 Drug and Alcohol Counsellor (ANZSCO code 272112)  
 Enrolled nurse (ANZSCO code 411411)  
 General medical practitioner (ANZSCO code 253111)  
 Health professionals (ANZSCO code 25)  
 Hospital pharmacist (ANZSCO code 251511)  
 Intensive care ambulance paramedic (AUS) / ambulance paramedic (NZ) (ANZSCO code 411112)  
 Massage therapist (ANZSCO code 411611)  
 Medical diagnostic radiographer (ANZSCO code 251211)  
 Medical practitioners nec (ANZSCO code 253999)  
 Medical radiation therapist (ANZSCO code 251212)  
 Midwife (ANZSCO code 254111)  
 Naturopath (ANZSCO code 252213)  
 Nuclear medicine technologist (ANZSCO code 251213)  
 Nurse educator (ANZSCO code 254211)  
 Nurse manager (ANZSCO code 254311)  
 Nurse practitioner (ANZSCO code 254411)  
 Nurse researcher (ANZSCO code 254212)  
 Nursing assistant support worker (ANZSCO code 423312)  
 Occupational therapist (ANZSCO code 252411)  
 Ophthalmologist (ANZSCO code 253914)  
 Optometrist (ANZSCO code 251411)  
 Orthoptist (ANZSCO code 251412)  
 Orthotist or Prosthetist (ANZSCO code 251912)  
 Osteopath (ANZSCO code 252112)  
 Paediatrician (ANZSCO code 253321)  
 Pathologist (ANZSCO code 253915)  
 Physiotherapist (ANZSCO code 252511)  
 Podiatrist (ANZSCO code 252611)  
 Psychiatrist (ANZSCO code 253411)  
 Psychologists nec (ANZSCO code 272399)  
 Radiologist (ANZSCO code 253916)  
 Registered nurse (developmental disability)(ANZSCO code 254416)  
 Registered nurse (mental health)(ANZSCO code 254422)  
 Registered Nurses nec (ANZSCO code 254499)  
 Rehabilitation counsellor (ANZSCO code 272114)  
 Retail pharmacist (ANZSCO code 251513)  
 Social worker (ANZSCO code 272511)  
 Sonographer (ANZSCO code 251214)  
 Specialist physician(general medicine) (ANZSCO code 253311)  
 Speech pathologist (AUS) / speech language therapist (NZ) (ANZSCO code 252712)  
 Surgeon (general) (ANZSCO code 253511)  
 Therapy aide (ANZSCO code 423314)

*Collection methods:*

Data is collected at the time a health care provider identification record is created.

Multiple instances of health care occupation may be collected where the individual provides a significant amount of services in more than one category. For example, a dentist who is also a

medical practitioner may practice as both.  
Record as many as apply.

Accurate data are best achieved using computer assisted coding. A computer assisted coding system is available from the ABS to assist in coding occupational data to ANZSCO codes.

Data coded at the 4-digit and 6-digit level will provide more detailed information than that collected at the higher levels and may be more useful. However, the level at which data are coded and reported will depend on the purpose of collecting this information.

*Comments:*

ANZSCO defines 'occupation' as 'a set of jobs with similar sets of tasks'. Operationally this is defined as 'a collection of jobs which are sufficiently similar in their main tasks to be grouped together for purposes of the classification'. Job is defined as 'a set of tasks designed to be performed by one individual for a wage or salary'.

### **Source and reference attributes**

*Reference documents:*

In AS4846 this data element is referred to as 'Provider main field of practice'.

### **Relational attributes**

*Related metadata references:*

Supersedes [Individual service provider—occupation \(self-identified\), code \(ASCO 2nd edn\) N\[NNN\]{-NN}](#) Health, Superseded 04/07/2007, Community services, Superseded 27/03/2007



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## Provider occupation end date

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Individual service provider—occupation end date, DDMMYYYY   |
| <i>METeOR identifier:</i>   | 289053  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                              |
| <i>Definition:</i>          | The date on which an individual health care provider ceased practising in an identified occupation. |
| Data Element Concept:       | Individual service provider—occupation end date   |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

---

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Standards Australia  |
| <i>Origin:</i>                  | AS4846 Health Care Provider Identification, 2004, Sydney:<br>Standards Australia |

---

## Provider occupation start date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Individual service provider—occupation start date, DDMMYYYY  |
| <i>METeOR identifier:</i>   | 289059   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                                 |
| <i>Definition:</i>          | The date on which an individual health care provider commenced practising in an identified occupation. |
| Data Element Concept:       | Individual service provider—occupation start date  |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

---

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Standards Australia  |
| <i>Origin:</i>                  | AS4846 Health Care Provider Identification, 2004, Sydney:<br>Standards Australia |

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## Recurrent funding commitments (State/Territory level)

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | State or Territory Government—recurrent funding commitments, total Australian currency N[N(8)]                         |
| <i>METeOR identifier:</i>   | 336821   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | The total amount of recurrent funds that are committed at State/Territory level, as represented in Australian dollars. |
| Data Element Concept:       | State or Territory Government—recurrent funding commitments  |

### Value domain attributes

---

#### Representational attributes

|                                  |                           |
|----------------------------------|---------------------------|
| <i>Representation class:</i>     | Total                     |
| <i>Data type:</i>                | Currency                  |
| <i>Format:</i>                   | N[N(8)]                   |
| <i>Maximum character length:</i> | 9                         |
| <i>Unit of measure:</i>          | Australian currency (AUS) |

### Data element attributes

---

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Administrative National Minimum Data Set</a> Community services, Standard 30/11/2007 |
|---|---|

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## Recurrent funding commitments (agency level)

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—recurrent funding commitments, total Australian currency N[N(8)]    |
| <i>METeOR identifier:</i>   | 336819  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | The total amount of recurrent funds committed to an agency, as represented in Australian dollars. |
| Data Element Concept:       | Service provider organisation—recurrent funding commitments                                       |

### Value domain attributes

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#### Representational attributes

|                                  |                           |
|----------------------------------|---------------------------|
| <i>Representation class:</i>     | Total                     |
| <i>Data type:</i>                | Currency                  |
| <i>Format:</i>                   | N[N(8)]                   |
| <i>Maximum character length:</i> | 9                         |
| <i>Unit of measure:</i>          | Australian currency (AUS) |

### Data element attributes

---

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
| <i>Origin:</i>                  | SAAP National Data Collection Agency Collectors Manual July 2005.                |

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Administrative National Minimum Data Set</a> Community services, Standard 30/11/2007 |
|---|---|

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## Reference person (household),

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—reference person indicator (household), code N   |
| <i>METeOR identifier:</i>   | 351201  |
| <i>Registration status:</i> | Community services, Standard 31/08/2007                 |
| <i>Definition:</i>          | Whether a person is a reference person for a household. |
| Data Element Concept:       | Person—reference person status (household)              |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---|

### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | The household reference person is used as the basis for the identification of income units and families and the classification of the household.<br>Code 1 Yes: Record if a person is a reference person for a household.<br>Code 2 No: Record if a person is not a reference person for a household.  |
| <i>Collection methods:</i> | Housing sector specific<br>Usually referred to as <i>Person 1, Main tenant</i> or <i>Tenant 1</i> on application or tenancy forms. Can also be referred to as the <i>Principal tenant, Household head</i> or where the dwelling is being purchased, referred to as the <i>Mortgagee</i> . Also includes single adults and lone parents. Person must be aged 16 or over.<br>All other persons should be coded to 2. |

#### Source and reference attributes

|                |  |
|----------------|--|
| <i>Origin:</i> | Australian Institute of Health and Welfare. National Housing Assistance Data Dictionary, Version 3. 2006. AIHW Cat. no. HOU 147. |
|----------------|--|

*Reference documents:*

Australian Bureau of Statistics. Census Dictionary 2006. Cat no. 2901.0.

## **Relational attributes**

*Related metadata references:*

See also [Person—relationship to household reference person, code NN](#) Community services, Standard 27/04/2007

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## Referral contact method

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Referral—contact method code N  |
| <i>METeOR identifier:</i>   | 323145  |
| <i>Registration status:</i> | Community services, Standard 29/04/2006   |
| <i>Definition:</i>          | The means by which a person makes contact with an agency at the time of referral, as represented by a code. |
| Data Element Concept:       | Referral—contact method   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |              |   |                    |   |                                   |   |                                  |   |                                   |
|----------------------------------|--|-------|---------|---|--------------|---|--------------------|---|-----------------------------------|---|----------------------------------|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |              |   |                    |   |                                   |   |                                  |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |              |   |                    |   |                                   |   |                                  |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |              |   |                    |   |                                   |   |                                  |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Face to face</td></tr><tr><td>2</td><td>Over the telephone</td></tr><tr><td>3</td><td>In writing (including electronic)</td></tr><tr><td>4</td><td>Other method of referral/contact</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Face to face | 2 | Over the telephone | 3 | In writing (including electronic) | 4 | Other method of referral/contact | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |              |   |                    |   |                                   |   |                                  |   |                                   |
| 1                                | Face to face   |       |         |   |              |   |                    |   |                                   |   |                                  |   |                                   |
| 2                                | Over the telephone   |       |         |   |              |   |                    |   |                                   |   |                                  |   |                                   |
| 3                                | In writing (including electronic)  |       |         |   |              |   |                    |   |                                   |   |                                  |   |                                   |
| 4                                | Other method of referral/contact   |       |         |   |              |   |                    |   |                                   |   |                                  |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |              |   |                    |   |                                   |   |                                  |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |              |   |                    |   |                                   |   |                                  |   |                                   |

### Data element attributes

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#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | This metadata item only describes the way in which contact regarding referral to an agency was made. It can be applied to anyone, including self referral, or any party making referral. Source of referral to a service provider agency provides the information on who is actually making the referral. |
| <i>Collection methods:</i> | This information should be collected at the time initial contact regarding the referral is made.  |

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare  |
| <i>Reference documents:</i>     | Supported Accommodation Assistance Program (SAAP)<br>National Data Collection Agency 2001. National Data Collection Data Dictionary. Version 2. Unpublished |

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Supersedes <a href="#">Referral—referral or contact method, code N</a><br>Community services, Superseded 02/05/2006<br>Supersedes <a href="#">Referral/ contact method, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (14.77 KB) |
|-------------------------------------|--|

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## Referral date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Referral—referral receipt date, DDMMYYYY                                   |
| <i>METeOR identifier:</i>   | 270005   |
| <i>Registration status:</i> | Health, Recorded 13/05/2008<br>Community services, Standard 01/03/2005     |
| <i>Definition:</i>          | The date on which an agency receives a client referral from another party. |
| Data Element Concept:       | Referral—referral receipt date   |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

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#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | This metadata item should always be recorded as an 8 digit valid date comprising day, month and year. Year should always be recorded in its full 4 digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if an agency receives a client referral on July 1 2000 the Referral—referral receipt date, DDMMYYYY should be recorded as 01072000 as specified in the representational layout. |
| <i>Collection methods:</i> | Can be collected at initial referral of a client to an agency or at each referral, although this should be done consistently within a collection. Individual collections will also need to determine what constitutes a referral for their purposes (e.g. Is it only formal referrals that are considered, or are self-referral counted as a referral also etc).  |

#### Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | National Health Data Committee<br>National Health Data Dictionary |
|----------------|---|

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Supersedes <a href="#">Referral date, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (14.85 KB) |
|-------------------------------------|--|



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## Referral for accommodation indicator

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—referral for accommodation indicator, code N   |
| <i>Synonymous names:</i>    | Accommodation referral arranged   |
| <i>METeOR identifier:</i>   | 333660  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | Whether an agency made a referral for accommodation for a person, as represented by a code. |
| Data Element Concept:       | Person—referral for accommodation   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |     |   |    |
|----------------------------------|---|-------|---------|---|-----|---|----|
| <i>Data type:</i>                | Number  |       |         |   |     |   |    |
| <i>Format:</i>                   | N   |       |         |   |     |   |    |
| <i>Maximum character length:</i> | 1   |       |         |   |     |   |    |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No |
| Value                            | Meaning   |       |         |   |     |   |    |
| 1                                | Yes   |       |         |   |     |   |    |
| 2                                | No  |       |         |   |     |   |    |

#### Data element attributes

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#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
| <i>Origin:</i>                  | SAAP National Data Collection Agency Collectors Manual July 2005.                |

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Demand for Accommodation National Minimum Data Set</a> Community services, Standard 30/11/2007 |
|   | <i>Implementation start date:</i> 21/04/2006  |
|   | <i>Implementation end date:</i> 01/08/2006  |

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## Referral source

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Referral—referral source, code N[.N]  |
| <i>METeOR identifier:</i>   | 297469  |
| <i>Registration status:</i> | Community services, Standard 02/06/2005   |
| <i>Definition:</i>          | The person or agency responsible for the referral of a client to a service provider agency, as represented by a code. |
| <i>Context:</i>             | Source of referral is important in assisting in the analyses of inter-service client flow and for service planning.   |
| Data Element Concept:       | Referral—referral source  |

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### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
|----------------------------------|---|-------|---------|---|--------|-----|---------------|-----|---------------------------|-----|--------------------|-----|--------------|-----|----------------------------------|-----|--------------|---|------------|-----|------|-----|--------|-----|---------|-----|------------------------------|-----|-------------|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| <i>Format:</i>                   | N[.N]   |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| <i>Maximum character length:</i> | 2   |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Agency</td></tr><tr><td>1.1</td><td>Health agency</td></tr><tr><td>1.2</td><td>Community services agency</td></tr><tr><td>1.3</td><td>Educational agency</td></tr><tr><td>1.4</td><td>Legal agency</td></tr><tr><td>1.5</td><td>Employment/ job placement agency</td></tr><tr><td>1.6</td><td>Other agency</td></tr><tr><td>2</td><td>Non-agency</td></tr><tr><td>2.1</td><td>Self</td></tr><tr><td>2.2</td><td>Family</td></tr><tr><td>2.3</td><td>Friends</td></tr><tr><td>2.4</td><td>General Medical Practitioner</td></tr><tr><td>2.5</td><td>Other party</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Agency | 1.1 | Health agency | 1.2 | Community services agency | 1.3 | Educational agency | 1.4 | Legal agency | 1.5 | Employment/ job placement agency | 1.6 | Other agency | 2 | Non-agency | 2.1 | Self | 2.2 | Family | 2.3 | Friends | 2.4 | General Medical Practitioner | 2.5 | Other party | 9 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| 1                                | Agency  |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| 1.1                              | Health agency   |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| 1.2                              | Community services agency   |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| 1.3                              | Educational agency  |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| 1.4                              | Legal agency  |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| 1.5                              | Employment/ job placement agency  |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| 1.6                              | Other agency  |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| 2                                | Non-agency  |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| 2.1                              | Self  |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| 2.2                              | Family  |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| 2.3                              | Friends   |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| 2.4                              | General Medical Practitioner  |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| 2.5                              | Other party   |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| 9                                | Not stated/inadequately described   |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |
| <i>Supplementary values:</i>     | 9   |       |         |   |        |     |               |     |                           |     |                    |     |              |     |                                  |     |              |   |            |     |      |     |        |     |         |     |                              |     |             |   |                                   |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>Individual data collections use specific categories relevant to their particular information needs. These categories should be mappable to the above generic domain at the 1-digit or 2-digit level.</p> <p>The separation of agency from non-agency for source of referral is a significant distinction. For instance, it is important to differentiate between a referral from a private practising general medical practitioner and a referral from a health</p> |
|-----------------------|--|

agency, such as a health clinic in a hospital.

Examples:

- Aged care assessment team would map to category 1.1
- Residential aged care factor to category 1.1
- Community nursing service to category 1.1
- School/other education institution to category 1.3
- General Practitioner to category 2.4
- Police/legal unit to category 1.4 etc.

## Data element attributes

---

### Collection and usage attributes

*Collection methods:*

Individual collections may like to expand categories further for example, by distinguishing between immediate family and non-immediate family.

In addition, this item may be collected at the point of initial contact with an agency, or for other contact points as well, for the agency as a whole, or for different services provided by that agency.

### Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare

*Origin:*

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

### Relational attributes

*Related metadata references:*

Supersedes [Referral—referral source \(community services\), code N\[N\]](#) Community services, Superseded 06/06/2005

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## Registered/awaiting government payment indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—registered/awaiting government payment indicator, code N  |
| <i>METeOR identifier:</i>   | 350279   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | Whether a SAAP client has applied for a government benefit, pension or allowance, but is still awaiting their first payment, as represented by a code. |
| Data Element Concept:       | Person—registered/awaiting government payment indicator  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---|

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | This data item is only applicable for those SAAP clients who have no income.<br>In the SAAP NMDS, this data element may be collected twice (for the client): <ol style="list-style-type: none"><li>1. whether a client has applied for a government benefit, pension or allowance, but is still awaiting their first payment before the support period starts; and</li><li>2. whether a client has applied for a government benefit, pension or allowance, but is still awaiting their first payment after the support period ends.</li></ol> |
|-----------------------|---|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

#### Relational attributes

|                                   |  |
|-----------------------------------|--|
| <i>Implementation in Data Set</i> | <a href="#">SAAP Client Collection National Minimum Data Set</a> |
|-----------------------------------|--|

*Specifications:*

Community services, Standard 30/11/2007

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## Relationship in household

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—relationship to household reference person, code NN   |
| <i>METeOR identifier:</i>   | 351307   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | The familial and non-familial relationship of each person in a given household to the reference person in that same household, as represented by a code. |
| Data Element Concept:       | Person—relationship to household reference person  |

### Value domain attributes

---

#### Representational attributes

|                                  |  |  |
|----------------------------------|--|--|
| <i>Classification scheme:</i>    | Family, household and income unit variables (relationship in household) 2005 |  |
| <i>Representation class:</i>     | Code   |  |
| <i>Data type:</i>                | Number   |  |
| <i>Format:</i>                   | NN   |  |
| <i>Maximum character length:</i> | 2  |  |
| <i>Permissible values:</i>       | Value  | Meaning                                  |
|                                  | 11   | In a registered marriage                 |
|                                  | 12   | In a de facto marriage                   |
|                                  | 21   | Lone parent                              |
|                                  | 31   | Natural or adopted child under 15        |
|                                  | 32   | Step-child under 15                      |
|                                  | 33   | Foster child under 15                    |
|                                  | 34   | Grandchild under 15                      |
|                                  | 35   | Otherwise related child under 15         |
|                                  | 36   | Unrelated child under 15                 |
|                                  | 41   | Natural or adopted dependent student     |
|                                  | 42   | Student step-child                       |
|                                  | 43   | Student foster child                     |
|                                  | 51   | Non-dependent natural or adopted child   |
|                                  | 52   | Non-dependent step-child                 |
|                                  | 53   | Non-dependent foster child               |
|                                  | 61   | Brother/Sister                           |
|                                  | 62   | Father/Mother                            |
|                                  | 63   | Non-dependent grandchild                 |
|                                  | 64   | Grandfather/grandmother                  |
|                                  | 65   | Cousin                                   |
|                                  | 66   | Uncle/Aunt                               |
|                                  | 67   | Nephew/Niece                             |
|                                  | 69   | Other related individual (not elsewhere) |

|    |   |
|----|---|
|    | classified)                                       |
| 71 | Unrelated individual living in a family household |
| 72 | Group household member                            |
| 73 | Lone person                                       |
| 99 | Visitor   |

## Collection and usage attributes

### *Guide for use:*

CODE 21 Lone parent:

Should be used where a person has no spouse or partner present in the household but who forms a parent-child relationship with at least one **dependent** or non-dependent child who is usually resident in the household.

CODE 99 Not stated/inadequately described:

Not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected

### *Collection methods:*

A major purpose of this classification is as the basis for identification of **income units** and families, statistical units that are important for further analysis.

Data captured on relationships are allocated to the 'Relationship in household' classification in output processing.

Relationships to the selected Person 1 are coded, enabling the family units existing in the household to be identified.

The first person named is identified as Person 1.

Q1 below is asked of all usual residents of the household, except for Person 1:

Q1. What is (your/the Person's) relationship to (Person 1)?

## Source and reference attributes

### *Reference documents:*

Statistical Concepts Library - Standards for Social, Labour and Demographic Variables - Family, Household and Income Unit Variables - Relationship in household - Classification and coding

Reference online through:

[Family, Household and Income Unit Variables, Relationship in Household](#)

## Data element attributes

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### Collection and usage attributes

#### *Guide for use:*

This metadata item is measured using relationships in respect of a household reference person. Relationships in the household are determined by establishing the relationship between this household reference person and each other member of the household in turn.

The household reference person may be determined in a variety of ways. For example, it could be the person first listed on a form ('Person 1'), or the oldest person in the household, or the client. In measuring the types of relationships that exist between persons in a household, we must recognise that there may not be any familial relationship.

*Collection methods:*

The second level of the ABS classification has been adopted for this metadata item. Individual agencies may wish to classify 'Relationship in household' at the 3-digit level for their own operational purposes.

Collecting these data is quite complex, due to inter-relationships that may exist in a household. Refer to ABS Standards for details of interviewer or self enumerated collection methods.

*Comments:*

For the purposes of this metadata item the term child refers to the relationship to the reference person and not a person under 15 years of age.

The ability to determine familial relationships between persons residing within the same household is essential in a wide range of statistics on household type, family type and income unit. It may also be useful in determining possible levels of need and support available for clients.

## **Relational attributes**

*Related metadata references:*

Supersedes [Person—relationship to household reference person, code NN](#) Community services, Superseded 27/04/2007  
See also [Person—reference person indicator \(household\), code N](#) Community services, Standard 31/08/2007



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## Relationship of carer to care recipient

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Informal carer—relationship to care recipient, code N  |
| <i>METeOR identifier:</i>   | 270012   |
| <i>Registration status:</i> | Health, Recorded 13/05/2008<br>Community services, Standard 01/03/2005                             |
| <i>Definition:</i>          | The relationship of the informal carer to the person for whom they care, as represented by a code. |
| Data Element Concept:       | Informal carer—relationship to care recipient  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |                 |   |        |   |       |   |              |   |                |   |                   |   |                                   |
|----------------------------------|--|-------|---------|---|-----------------|---|--------|---|-------|---|--------------|---|----------------|---|-------------------|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |                 |   |        |   |       |   |              |   |                |   |                   |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |                 |   |        |   |       |   |              |   |                |   |                   |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |                 |   |        |   |       |   |              |   |                |   |                   |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Spouse/ partner</td></tr><tr><td>2</td><td>Parent</td></tr><tr><td>3</td><td>Child</td></tr><tr><td>4</td><td>Child-in-law</td></tr><tr><td>5</td><td>Other relative</td></tr><tr><td>6</td><td>Friend/ neighbour</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Spouse/ partner | 2 | Parent | 3 | Child | 4 | Child-in-law | 5 | Other relative | 6 | Friend/ neighbour | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |                 |   |        |   |       |   |              |   |                |   |                   |   |                                   |
| 1                                | Spouse/ partner  |       |         |   |                 |   |        |   |       |   |              |   |                |   |                   |   |                                   |
| 2                                | Parent   |       |         |   |                 |   |        |   |       |   |              |   |                |   |                   |   |                                   |
| 3                                | Child  |       |         |   |                 |   |        |   |       |   |              |   |                |   |                   |   |                                   |
| 4                                | Child-in-law   |       |         |   |                 |   |        |   |       |   |              |   |                |   |                   |   |                                   |
| 5                                | Other relative   |       |         |   |                 |   |        |   |       |   |              |   |                |   |                   |   |                                   |
| 6                                | Friend/ neighbour  |       |         |   |                 |   |        |   |       |   |              |   |                |   |                   |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |                 |   |        |   |       |   |              |   |                |   |                   |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |                 |   |        |   |       |   |              |   |                |   |                   |   |                                   |

### Data element attributes

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#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>This data element should always be used to record the relationship of the carer to the person for whom they care, regardless of whether the client of the agency is the carer or the person for whom they care.</p> <p>For example, if a woman were caring for her frail aged mother-in-law, the agency would record that the carer is the daughter-in-law of the care recipient (i.e. code 4). Similarly, if a man were caring for his disabled son, then the agency would record that the carer is the father of the care recipient (i.e. code 2).</p> <p>If a person has more than one carer (e.g. a spouse and a son), the coding response to relationship of carer to care recipient should relate to the carer who provides the most significant care and assistance related to the person's capacity to remain living at home. The expressed views of the client and/ or their carer or significant other should be used as the basis for determining which carer should be considered to be the primary or principal carer in this regard.</p> <p>CODE 1 includes de facto and same sex partnerships.</p> |
|-----------------------|--|

*Collection methods:* To obtain greater detailed information about carers data can be collected using other elements such as Person—age (community services), total years N[NN] and Person—sex, code N etc.

*Comments:* There is inconsistency between the definition of informal carer with the ABS definition of principal carer.  
The ABS defines a primary carer as a person of any age who provides the most informal assistance, in terms of help or supervision, to a person with on or more disabilities. The assistance has to be ongoing, or likely to be ongoing, for at least six months and be provided for one or more of the core activities (communication, mobility and self care). This may not be appropriate for community services agencies wishing to obtain information about a person's carer regardless of the amount of time that care is for, or the types of care provided.

### **Source and reference attributes**

*Submitting organisation:* Australian Institute of Health and Welfare

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

### **Relational attributes**

*Related metadata references:* Supersedes [Relationship of carer to care recipient, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.33 KB)

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## Religious affiliation

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—religious affiliation, code (ASCRG 2005) N[NNN]                              |
| <i>METeOR identifier:</i>   | 334326  |
| <i>Registration status:</i> | Community services, Standard 29/04/2006   |
| <i>Definition:</i>          | The religious group to which a person belongs or adheres, as represented by a code. |
| Data Element Concept:       | Person—religious affiliation  |

### Value domain attributes

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#### Representational attributes

|                                  |   |
|----------------------------------|---|
| <i>Classification scheme:</i>    | Australian Standard Classification of Religious Groups 2005 |
| <i>Representation class:</i>     | Code  |
| <i>Data type:</i>                | Number  |
| <i>Format:</i>                   | N[NNN]  |
| <i>Maximum character length:</i> | 4   |

### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | <p>It is essential that where this question is asked, it be clearly marked as optional.</p> <p>The following question is recommended.</p> <p>Q1. What is your / the person's / (name)'s religion?<br/>(Answering this question is OPTIONAL.)</p> <p>For example, Salvation Army, Hinduism, Judaism or Humanism.</p> <p>If no religion, mark last option.</p> <p>Catholic (not Eastern Churches)</p> <p>Anglican (Church of England)</p> <p>Uniting Church</p> <p>Presbyterian</p> <p>Greek Orthodox</p> <p>Baptist</p> <p>Lutheran</p> <p>Islam</p> <p>Buddhism</p> <p>Other - please specify: . . .</p> <p>No religion</p> <p>While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, the recommended question should be used wherever practically possible.</p> |
|----------------------------|--|

## Relational attributes

*Related metadata references:*

Supersedes [Person—religious affiliation, code \(ASCRG 1996\)](#)  
[N\[NNN\]](#) Community services, Superseded 08/05/2006

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## Residential setting

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—residential setting, code N                               |
| <i>METeOR identifier:</i>   | 269979   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005                          |
| <i>Definition:</i>          | The setting in which a person resides, as represented by a code. |
| Data Element Concept:       | Person—residential setting                                       |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |                 |   |                         |   |                       |   |                            |   |                                   |
|----------------------------------|--|-------|---------|---|-----------------|---|-------------------------|---|-----------------------|---|----------------------------|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |                 |   |                         |   |                       |   |                            |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |                 |   |                         |   |                       |   |                            |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |                 |   |                         |   |                       |   |                            |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Private setting</td></tr><tr><td>2</td><td>Community based setting</td></tr><tr><td>3</td><td>Institutional setting</td></tr><tr><td>4</td><td>None/homeless/public place</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Private setting | 2 | Community based setting | 3 | Institutional setting | 4 | None/homeless/public place | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |                 |   |                         |   |                       |   |                            |   |                                   |
| 1                                | Private setting  |       |         |   |                 |   |                         |   |                       |   |                            |   |                                   |
| 2                                | Community based setting  |       |         |   |                 |   |                         |   |                       |   |                            |   |                                   |
| 3                                | Institutional setting  |       |         |   |                 |   |                         |   |                       |   |                            |   |                                   |
| 4                                | None/homeless/public place   |       |         |   |                 |   |                         |   |                       |   |                            |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |                 |   |                         |   |                       |   |                            |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |                 |   |                         |   |                       |   |                            |   |                                   |

#### Collection and usage attributes

*Guide for use:* To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS V2, but they should always be mappable to categories in the NCCS V2. Categories used in individual community services data collections such as the Home and Community Care (HACC), Commonwealth State/Territory Disability Agreement (CSTDA) and the Supported Accommodation Assistance Program (SAAP) have been mapped to the settings classification in the National Classifications of Community Services.

##### CODE 1 Private setting

A largely self contained dwelling intended for occupation by one or more usual residents, or movable, makeshift or improvised dwelling occupied by one or more usual residents, regardless of whether the dwelling is owned, being purchased or being rented privately, publicly or through a community organisation. This includes, owner/purchaser/renter occupied dwellings and Unsupported independent living facilities.

For example houses, flats, units, hotels/motels, caravan, craft in a marina, a houseboat, independent living in a retirement village (where no support services are provided as a package with the accommodation) and makeshift and improvised dwellings (such as humpies).

##### CODE 2 Community based setting

This type of setting includes:

Short-term crisis or emergency accommodation facility, Supported independent residential facility, Transitional accommodation facility, Supported accommodation facility (where support is provided together with the accommodation as a package) and Supported independent living.

The distinguishing features of a community based setting as opposed to private:

- An adult accommodated in a community setting has less control or choice, over when, where and how, they undertake basic personal activities than in a private setting (e.g. shared or scheduled meals, communal laundry, etc.).
- In community based settings some form of service by paid staff is generally provided in association with occupancy of a dwelling.
- The person has more choice or control over such activities in a community based setting than in an institutional setting.
- Persons living in community settings are generally housed in domestic scale sized dwellings.
- Located within the general community, in areas where other people live privately.

#### CODE 3 Institutional setting

This category includes:

Hospital (including psychiatric), Special purpose residential facility (including those that provide 'out of home' placements for children who cannot live with their families), Community care unit and Custodial settings, (prisons, remand centres, corrective institutions for children/youth). It also includes larger institutions for people with disability, larger institutional supported accommodation facilities, convents and monasteries, boarding schools and residential colleges.

The distinguishing features of an institutional setting (as opposed to community):

- Existence of a regulatory or licensing body.
- Accommodation units are usually not self contained.
- Adult residents have little or no control over when, where and how they undertake basic personal activities (e.g. shared or scheduled meals, communal laundry, etc.).
- They are generally situated out of the general community (e.g. gaols, hospitals).
- They are often of a larger scale than community settings.

Should difficulties arise concerning the categorisation of a setting, refer to the features listed below for guidance:

- Level of choice/control
- Scale/size
- Location within/outside of general community
- Existence of a regulatory or licensing body
- Paid staff.

CODE 4 None/**homeless**/public place includes non dwelling living rough and informal housing

CODE 9 Not stated/inadequately described

This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been

collected.

*Collection methods:*

This metadata item could be used to describe the residential setting of individual persons, groups of people or households.

## Data element attributes

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### Collection and usage attributes

*Comments:*

Linking human service outcomes with people's housing situations has been identified as an important step in providing better targeted services. Collecting information about residential setting also gives an indication of the type and variety of settings to which agencies deliver their services when providing assistance. This metadata item assists when making comparisons of data from administrative data collections with data from the five yearly Census of Population and Housing, and to assist in analyses of de-institutionalisation

### Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare

### Relational attributes

*Related metadata references:*

Supersedes [Residential setting, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (20.3 KB)

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## Satisfaction with participation

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—level of satisfaction with participation in a life area, code N   |
| <i>METeOR identifier:</i>   | 320216   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006   |
| <i>Definition:</i>          | The degree to which a person is satisfied with their involvement in a specified life area, as represented by a code. |
| <i>Context:</i>             | Human functioning and disability   |
| Data Element Concept:       | Person—level of satisfaction with participation in a life area   |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |                                      |   |  |   |   |   |   |   |  |   |  |   |               |   |                |
|----------------------------------|---|-------|---------|---|--------------------------------------|---|--|---|---|---|---|---|--|---|--|---|---------------|---|----------------|
| <i>Data type:</i>                | Number  |       |         |   |                                      |   |  |   |   |   |   |   |  |   |  |   |               |   |                |
| <i>Format:</i>                   | N   |       |         |   |                                      |   |  |   |   |   |   |   |  |   |  |   |               |   |                |
| <i>Maximum character length:</i> | 1   |       |         |   |                                      |   |  |   |   |   |   |   |  |   |  |   |               |   |                |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>0</td><td>High satisfaction with participation</td></tr><tr><td>1</td><td>Moderate satisfaction with participation</td></tr><tr><td>2</td><td>Neither satisfied nor dissatisfied with participation</td></tr><tr><td>3</td><td>Moderate dissatisfaction with participation</td></tr><tr><td>4</td><td>Extreme dissatisfaction with participation</td></tr><tr><td>5</td><td>Complete restriction and dissatisfaction</td></tr><tr><td>8</td><td>Not specified</td></tr><tr><td>9</td><td>Not applicable</td></tr></tbody></table> | Value | Meaning | 0 | High satisfaction with participation | 1 | Moderate satisfaction with participation | 2 | Neither satisfied nor dissatisfied with participation | 3 | Moderate dissatisfaction with participation | 4 | Extreme dissatisfaction with participation | 5 | Complete restriction and dissatisfaction | 8 | Not specified | 9 | Not applicable |
| Value                            | Meaning   |       |         |   |                                      |   |  |   |   |   |   |   |  |   |  |   |               |   |                |
| 0                                | High satisfaction with participation  |       |         |   |                                      |   |  |   |   |   |   |   |  |   |  |   |               |   |                |
| 1                                | Moderate satisfaction with participation  |       |         |   |                                      |   |  |   |   |   |   |   |  |   |  |   |               |   |                |
| 2                                | Neither satisfied nor dissatisfied with participation   |       |         |   |                                      |   |  |   |   |   |   |   |  |   |  |   |               |   |                |
| 3                                | Moderate dissatisfaction with participation   |       |         |   |                                      |   |  |   |   |   |   |   |  |   |  |   |               |   |                |
| 4                                | Extreme dissatisfaction with participation  |       |         |   |                                      |   |  |   |   |   |   |   |  |   |  |   |               |   |                |
| 5                                | Complete restriction and dissatisfaction  |       |         |   |                                      |   |  |   |   |   |   |   |  |   |  |   |               |   |                |
| 8                                | Not specified   |       |         |   |                                      |   |  |   |   |   |   |   |  |   |  |   |               |   |                |
| 9                                | Not applicable  |       |         |   |                                      |   |  |   |   |   |   |   |  |   |  |   |               |   |                |
| <i>Supplementary values:</i>     |   |       |         |   |                                      |   |  |   |   |   |   |   |  |   |  |   |               |   |                |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>This metadata item contributes to the definition of the concept '<b>Disability</b>' and gives an indication of the experience of disability for a person.</p> <p>In the context of health, participation is involvement in a life situation. Participation restrictions are problems an individual may experience in involvement in life situations.</p> <p>This metadata item gives a rating of the person's degree of satisfaction with participation in a domain of life, in relation to their current life goals. Satisfaction with participation corresponds to the person's own perspective on their participation, and reflects their attitude to their participation in the various life areas. It is essentially a summary measure in which are embedded the concepts of choice, opportunity and importance.</p> <p>CODE 0 High satisfaction with participation<br/>Used if a person is involved in the specified life situation as he</p> |
|-----------------------|--|



or she wishes to fulfil his or her current life goals in terms of duration, frequency, manner and outcome.

**CODE 1** Moderate satisfaction with participation

Used if the person is reasonably satisfied with their participation in this life situation, in terms of duration, frequency, manner and outcome. This could occur if one of the criteria (duration, frequency, manner or outcome) is not fulfilled and that criterion is not critical to the person's goals. For example, the person does not participate in the specified life situation as frequently as wished, but the other criteria are met and the frequency is not so affected that it is critical to the person's satisfaction.

**CODE 2** Neither satisfied nor dissatisfied with participation

Used if the person is neither satisfied nor dissatisfied with their participation in this life situation, in terms of duration, frequency, manner and outcome.

**CODE 3** Moderate dissatisfaction with participation

Used if two or three criteria (duration, frequency, manner or outcome) are not fulfilled, but are not so badly affected, in relation to the person's goals in that life area, that the person is extremely dissatisfied. For example, a person is able to participate in work, but is placed in supported employment rather than employment in the open labour market. This is not in line with the person's goals, so that the manner and outcome of the participation are not fulfilled.

**CODE 4** Extreme dissatisfaction with participation

Used when all criteria (duration, frequency, manner and outcome) are not fulfilled for the specified life situation, or where any of the criteria are so badly affected in relation to the person's goals that they consider themselves to be extremely dissatisfied with this life area. An example of the latter would arise when a person is extremely dissatisfied with participation in interpersonal activities because his/her goal in terms of duration of social visits is never fulfilled, although other criteria (frequency and manner) may be fulfilled.

**CODE 5** Complete restriction and dissatisfaction

Used when the person does not participate in this life situation in line with his or her own goals, i.e. in an area where they wish to participate and is completely dissatisfied with not participating in this life situation.

**CODE 9** Not applicable

Used when participation in a life situation is not relevant, such as employment of an infant or where there is no participation and the person has no desire to participate in this area. For example, a personal preference not to participate in specific areas of community, social and civic life such as sport or hobbies. The area may not be applicable to the person's current life goals.

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

*Origin:*

WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

*Reference documents:*

Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- WHO ICF website  
<http://www.who.int/classifications/icf/en/>
- Australian Collaborating Centre ICF website  
<http://www.aihw.gov.au/disability/icf/index.cfm>

## Data element attributes

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### Collection and usage attributes

*Guide for use:*

Satisfaction with participation should be coded from the perspective of the person. This data element should be coded in conjunction with the Person—activities and participation life area, code (ICF 2001) AN[NNN] data element. For example, a person's 'moderate satisfaction with participation in exchange of information'.

### Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

### Relational attributes

*Related metadata references:*

See also [Person—activity and participation life area, code \(ICF 2001\) AN\[NNN\]](#) Health, Standard 29/11/2006, Community services, Standard 16/10/2006

*Implementation in Data Set Specifications:*

[Activities and Participation cluster](#) Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

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## School attendance indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—school attendance indicator, code N   |
| <i>METeOR identifier:</i>   | 314952   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | Whether a person attends either primary or secondary school, as represented by a code. |
| Data Element Concept:       | Person—school attendance indicator   |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---|

### Data element attributes

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#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | The first year of primary school is considered to commence in the various States and Territories as follows:<br>Kindergarten in New South Wales and Australian Capital Territory<br>Preparatory in Victoria and Tasmania<br>Year 1 in Queensland<br>Pre-primary in Western Australia<br>Reception in South Australia<br>Transition in Northern Territory.<br>A person should not be counted as attending school if they are attending preschool (even if this preschool operates within a school based environment). |
|-----------------------|--|

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

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## Sector type

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—sector type, code N  |
| <i>Synonymous names:</i>    | Agency sector, Government/non-government sector, public/private sector   |
| <i>METeOR identifier:</i>   | 350937   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | A categorisation of agencies and organisations based on funding and management arrangements, as represented by a code. |
| Data Element Concept:       | Service provider organisation—sector   |

---

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |                     |   |                          |   |                                     |
|----------------------------------|--|-------|---------|---|---------------------|---|--------------------------|---|-------------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |                     |   |                          |   |                                     |
| <i>Format:</i>                   | N  |       |         |   |                     |   |                          |   |                                     |
| <i>Maximum character length:</i> | 1  |       |         |   |                     |   |                          |   |                                     |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Government (public)</td></tr><tr><td>2</td><td>Non-government (private)</td></tr><tr><td>9</td><td>Not stated, /inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Government (public) | 2 | Non-government (private) | 9 | Not stated, /inadequately described |
| Value                            | Meaning  |       |         |   |                     |   |                          |   |                                     |
| 1                                | Government (public)  |       |         |   |                     |   |                          |   |                                     |
| 2                                | Non-government (private)   |       |         |   |                     |   |                          |   |                                     |
| 9                                | Not stated, /inadequately described  |       |         |   |                     |   |                          |   |                                     |
| <i>Supplementary values:</i>     |  |       |         |   |                     |   |                          |   |                                     |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>CODE 1 Government<br/>The government (public) sector comprises all government units and non-market nonprofit institutions (NPIs) that are controlled and mainly financed by government. This includes all public corporations and the general government sector represented by the three levels of government.</p> <p>CODE 2 Non-government<br/>The non-government (private) sector comprises all nonprofit institutions (NPIs) and corporations not controlled by the general government other than non-market NPIs that are controlled and mainly financed by government.</p> |
|-----------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | CSTDA NMDS Network   |
| <i>Reference documents:</i>     | Australian Bureau of Statistics 2002. Standard Economic Sector Classifications of Australia (SESCA), Cat No. 1218.0. |

---

### Data element attributes

---

## Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.  |
| <i>Origin:</i>                  | Australian Institute of Health and Welfare 2004.<br>Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data Dictionary Version 1.1.   |
| <i>Reference documents:</i>     | Australian Bureau of Statistics 2002. Standard Economic Sector Classifications of Australia (SESCA). Cat No. 1218.0.<br>Australian Institute of Health and Welfare 2006.<br>Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: data guide—data items and definitions 2006–07. |

## Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>               | See also <a href="#">Service provider organisation—level of government, code N</a> Community services, Standard 27/04/2007<br>See also <a href="#">Service provider organisation—income tax exempt indicator, code N</a> Community services, Standard 27/04/2007 |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006</a> Community services, Standard 27/04/2007   |

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## Service activity type

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—service activity type, code (NCCS v2.0) ANN{.N{.NN}}                      |
| <i>METeOR identifier:</i>   | 270478  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | The type(s) of services that are usually available to or provided to persons, as represented by a code. |
| Data Element Concept:       | Service provider organisation—service activity type   |

### Value domain attributes

---

#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Classification scheme:</i>    | National Classifications of Community Services version 2.0 |
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | String   |
| <i>Format:</i>                   | ANN{.N{.NN}}   |
| <i>Maximum character length:</i> | 8  |

#### Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | Australian Institute of Health and Welfare (AIHW ) 2003.<br><a href="#">National classifications of community services, Version 2.0.</a><br>AIHW Cat. no. HWI 40. Canberra: AIHW. |
|----------------|---|

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | Service activities should be collected according to the lower level of coding in the National Classifications of Community Services, Version 2.0 (NCCS v2.0)<br>To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the service activities classification of the NCCS v2.0, but they should always be mappable to categories in the NCCS v2.0.  |
| <i>Collection methods:</i> | Can be collected for the main type of service provided or all types on either an individual client event or episode of care or reflect general availability. In some collections this metadata item may be more narrowly defined to include only the services that are relevant to that collection. For example in the Commonwealth/State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS), only the support activity which the service outlet has been funded to provide under the Commonwealth State/Territory Disability Agreement (CSTDA) is collected. There could be instances though where an agency provides other services that are not funded by the CSTDA. |
| <i>Comments:</i>           | Categories used in individual community services data collections such as the Home and Community Care (HACC),  |

CSTDA and the Supported Accommodation Assistance Program (SAAP) have been mapped to the service activities classification in the National Classifications of Community Services.

### **Source and reference attributes**

*Submitting organisation:* Australian Institute of Health and Welfare

### **Relational attributes**

*Related metadata references:* Supersedes [Service activity type, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.7 KB)

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## Service activity type requested

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—service activity type, (requested) code (NCCS v2.0)<br>ANN{.N{.NN}}   |
| <i>METeOR identifier:</i>   | 270406   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | The type(s) of assistance that a person or persons requests from a community service agency, as represented by a code.   |
| <i>Context:</i>             | Service planning:<br>Useful in the analysis of unmet demand where a person asks for assistance but it is not provided. This information can be used by agencies to plan appropriate services for their <b>target group</b> , and by funding departments to help them make better decisions about services. |
| Data Element Concept:       | Person—service activity type   |

### Value domain attributes

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#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Classification scheme:</i>    | National Classifications of Community Services version 2.0 |
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | String   |
| <i>Format:</i>                   | ANN{.N{.NN}}   |
| <i>Maximum character length:</i> | 8  |

#### Source and reference attributes

|                |  |
|----------------|--|
| <i>Origin:</i> | Australian Institute of Health and Welfare (AIHW ) 2003.<br><a href="#">National classifications of community services, Version 2.0</a> .<br>AIHW Cat. no. HWI 40. Canberra: AIHW. |
|----------------|--|

### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | A person or persons may request more than one type of assistance on a single occasion.<br>Categories used in individual community services data collections should be mappable to the service activities classification in the National Classifications of Community Services, version 2.0 (NCCS v2.0). Service activities should be collected according to the lower level of coding in the NCCS v2.0.<br>To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the service activities classification but they should always be mappable to categories in this classification. |
| <i>Collection methods:</i> | This metadata item can be collected for the main service activity type requested or all types.   |



## Source and reference attributes

*Submitting organisation:* Australian Institute of Health and Welfare

## Relational attributes

*Related metadata references:* Supersedes [Service activity type requested, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.29 KB)

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## Service cessation reason

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service episode—service cessation reason, code N   |
| <i>METeOR identifier:</i>   | 270099   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | The reason that the person ceased to receive services from the agency, as represented by a code. |
| Data Element Concept:       | Service episode—service cessation reason   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |   |   |  |   |   |   |                          |   |                           |   |             |   |              |   |                                   |
|----------------------------------|---|-------|---------|---|---|---|--|---|---|---|--------------------------|---|---------------------------|---|-------------|---|--------------|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |   |   |  |   |   |   |                          |   |                           |   |             |   |              |   |                                   |
| <i>Format:</i>                   | N   |       |         |   |   |   |  |   |   |   |                          |   |                           |   |             |   |              |   |                                   |
| <i>Maximum character length:</i> | 1   |       |         |   |   |   |  |   |   |   |                          |   |                           |   |             |   |              |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Client no longer needs assistance from agency</td></tr><tr><td>2</td><td>Client referred or moved to other agency</td></tr><tr><td>3</td><td>Client's needs have not changed but agency can or will no longer provide assistance</td></tr><tr><td>4</td><td>Client moved out of area</td></tr><tr><td>5</td><td>Client terminated service</td></tr><tr><td>6</td><td>Client died</td></tr><tr><td>8</td><td>Other reason</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Client no longer needs assistance from agency | 2 | Client referred or moved to other agency | 3 | Client's needs have not changed but agency can or will no longer provide assistance | 4 | Client moved out of area | 5 | Client terminated service | 6 | Client died | 8 | Other reason | 9 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |   |   |   |  |   |   |   |                          |   |                           |   |             |   |              |   |                                   |
| 1                                | Client no longer needs assistance from agency   |       |         |   |   |   |  |   |   |   |                          |   |                           |   |             |   |              |   |                                   |
| 2                                | Client referred or moved to other agency  |       |         |   |   |   |  |   |   |   |                          |   |                           |   |             |   |              |   |                                   |
| 3                                | Client's needs have not changed but agency can or will no longer provide assistance   |       |         |   |   |   |  |   |   |   |                          |   |                           |   |             |   |              |   |                                   |
| 4                                | Client moved out of area  |       |         |   |   |   |  |   |   |   |                          |   |                           |   |             |   |              |   |                                   |
| 5                                | Client terminated service   |       |         |   |   |   |  |   |   |   |                          |   |                           |   |             |   |              |   |                                   |
| 6                                | Client died   |       |         |   |   |   |  |   |   |   |                          |   |                           |   |             |   |              |   |                                   |
| 8                                | Other reason  |       |         |   |   |   |  |   |   |   |                          |   |                           |   |             |   |              |   |                                   |
| 9                                | Not stated/inadequately described   |       |         |   |   |   |  |   |   |   |                          |   |                           |   |             |   |              |   |                                   |
| <i>Supplementary values:</i>     |   |       |         |   |   |   |  |   |   |   |                          |   |                           |   |             |   |              |   |                                   |

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>CODE 1 Client no longer needs assistance from agency<br/>Where the problem is resolved or no longer exists or client is able to manage without the agency's assistance. Where the client has moved to another agency or form of assistance (either of their own choice or the agency 's) code 2 Client referred or moved to other agency, should be used.</p> <p>Code 2 Client referred or moved to other agency<br/>This code includes situations where the client's changing dependency or need for assistance has reached the point where the agency can no longer provide the necessary assistance and the client is referred to a more appropriate agency. Includes situations where the agency's assistance is no longer provided because the client has moved onto another form of assistance (e.g. from home with a carer to an institutional or residential care setting or a supported accommodation care setting).</p> <p>CODE 3 Client's needs have not changed but agency can or will no longer provide assistance<br/>This code includes situations where the client's need for assistance has not changed but the agency has ceased to</p> |
|-----------------------|--|

provide assistance to the client because of the agency's resource limitations. This would usually be associated with a review of the relative need of all agency clients in order to decide on which clients have priority. Where the main reason the client ceased to receive services from the agency was because the client's increased level of need /dependency led to a referral to another agency or program that provides a higher level of community care, code 2 should be used. Also includes when an agency terminates service to a client for worker (or **volunteer**) occupational health and safety reasons. Safety issues may relate to the physical setting of service delivery (e.g. unsafe or unsanitary dwelling) or to concerns with the physical or emotional wellbeing of the worker (or volunteer) due to the client's behaviour.

**CODE 4** Client moved out of area

The client ceased to receive assistance from the agency because the client moved out of the geographic area of coverage of the agency. That is, the reason the agency ceases to assist the client is primarily because of a change in client's residential location and not because of any change in their need for assistance.

**CODE 5** Client terminated service

The decision to cease receiving assistance from the agency is made by the client. That is, it was the client's choice and not the result of any agency assessment of need or change in the client's external circumstances. If the client had not made this choice they would have continued to receive assistance from the agency.

## Source and reference attributes

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

## Data element attributes

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### Collection and usage attributes

*Guide for use:* Where the client has ceased to receive services for more than one reason, the agency should clearly record the main or primary reason for the cessation of service. Other reasons can also be collected if necessary.

*Collection methods:* This metadata item should be recorded for clients who cease to receive funded assistance from an agency.

*Comments:* Service provision and planning:  
This metadata item provides information about the circumstances surrounding the ending of a client's receipt of services from an agency. This metadata item contributes to a general understanding of the patterns of client movement into and out of the care and support of agencies. Reason for cessation of services also gives some indication of the impact on client turnover of factors relating to the agency's operations and to changes in client needs and circumstances.

## Source and reference attributes

*Submitting organisation:* Australian Institute of Health and Welfare

*Origin:* Home and Community Care (HACC) Data Dictionary Version

1.0, 1998

## Relational attributes

*Related metadata references:*

Supersedes [Service cessation reason, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (19.33 KB)

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## Service delivery setting

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service event—service delivery setting (NCCS v2.0) AN{.N{.NN}}   |
| <i>METeOR identifier:</i>   | 319817   |
| <i>Registration status:</i> | Community services, Standard 29/04/2006  |
| <i>Definition:</i>          | The type of setting in which a service or instance of assistance is received by a client as represented by a code.   |
| <i>Context:</i>             | At the broadest level, this data element should provide a measure of the extent to which services are provided to clients in their own homes, in community settings or centre-based facilities, residential care facilities or other settings. |
| Data Element Concept:       | Service event—service delivery setting   |

---

### Value domain attributes

---

#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Classification scheme:</i>    | National Classifications of Community Services version 2.0 |
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | String   |
| <i>Format:</i>                   | AN{.N{.NN}}  |
| <i>Maximum character length:</i> | 7  |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Service delivery settings should be collected according to the lower level of coding in the National Classifications of Community Services version 2.0 (NCCS v2.0).<br>To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS, but they should always be mappable to categories in the NCCS v2.0. |
|-----------------------|---|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare (AIHW)  |
| <i>Origin:</i>                  | AIHW 2003. National Classifications of Community Services, version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW. Reference through: <a href="http://www.aihw.gov.au/publications/hwi/nccsv2/index.html">http://www.aihw.gov.au/publications/hwi/nccsv2/index.html</a> |

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### Data element attributes

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#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare (AIHW).   |
| <i>Origin:</i>                  | Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW. Reference through:<br><a href="http://www.aihw.gov.au/publications/hwi/nccsv2/index.html">http://www.aihw.gov.au/publications/hwi/nccsv2/index.html</a> |

**Relational attributes**

*Related metadata  
references:*

Supersedes [Service delivery setting, version 3, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.64 KB)

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## Service delivery setting (agency)

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—service delivery setting, code (NCCS v2.0)<br>AN{.N{.NN}}   |
| <i>METeOR identifier:</i>   | 319826  |
| <i>Registration status:</i> | Community services, Standard 29/04/2006   |
| <i>Definition:</i>          | The type of setting in which service activities are provided or could be provided by a service provider as represented by a code.   |
| <i>Context:</i>             | This data element is used, in conjunction with other data elements about service provision, to obtain a more detailed appraisal of service availability and how service are provided. |
| Data Element Concept:       | Service provider organisation—service delivery setting  |

### Value domain attributes

---

#### Representational attributes

|                                  |  |
|----------------------------------|--|
| <i>Classification scheme:</i>    | National Classifications of Community Services version 2.0 |
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | String   |
| <i>Format:</i>                   | AN{.N{.NN}}  |
| <i>Maximum character length:</i> | 7  |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Service delivery settings should be collected according to the lower level of coding in the National Classifications of Community Services version 2.0 (NCCS v2.0).<br><br>To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS, but they should always be mappable to categories in the NCCS v2.0. |
|-----------------------|---|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare (AIHW)  |
| <i>Origin:</i>                  | AIHW 2003. National Classifications of Community Services, version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW. Reference through: <a href="http://www.aihw.gov.au/publications/hwi/nccsv2/index.html">http://www.aihw.gov.au/publications/hwi/nccsv2/index.html</a> |

### Data element attributes

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#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | Service delivery setting can refer to settings in which services are actually provided to clients or could be provided to clients. |
|-----------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare (AIHW). |
|---------------------------------|--|

*Origin:*

AIHW 2003. National Classifications of Community Services, version 2.0.  
AIHW Cat. no. HWI 40. Canberra: AIHW. Reference  
through:<http://www.aihw.gov.au/publications/hwi/nccsv2/index.htm>



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## Service ongoing indicator

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service episode—service ongoing indicator, code N  |
| <i>Synonymous names:</i>    | Support period ongoing   |
| <i>METeOR identifier:</i>   | 338787   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | Whether a client was receiving ongoing assistance or support by the agency at the end of the financial year, as represented by a code. |
| Data Element Concept:       | Service episode—service ongoing indicator  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---|

### Data element attributes

---

#### Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | This information enables an accurate count of clients assisted at the agency to be made at the end of reporting. |
|------------------|--|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
| <i>Origin:</i>                  | SAAP National Data Collection Agency Collectors Manual July 2005.                |

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Client Collection National Minimum Data Set</a><br>Community services, Standard 30/11/2007 |
|---|---|

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## Service operation days

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—number of service operation days (7 day period), total N[N]        |
| <i>Synonymous names:</i>    | Days per week of operation   |
| <i>METeOR identifier:</i>   | 323188   |
| <i>Registration status:</i> | Community services, Standard 29/04/2006  |
| <i>Definition:</i>          | The actual number of days per week that the agency is usually open for the provision of service. |
| Data Element Concept:       | Service provider organisation—number of service operation days                                   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Total   |       |         |    |  |    |                                   |
|----------------------------------|---|-------|---------|----|--|----|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |    |  |    |                                   |
| <i>Format:</i>                   | N[N]  |       |         |    |  |    |                                   |
| <i>Maximum character length:</i> | 2   |       |         |    |  |    |                                   |
| <i>Supplementary values:</i>     | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>90</td><td>No regular pattern of operation through a week</td></tr><tr><td>99</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 90 | No regular pattern of operation through a week | 99 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |    |  |    |                                   |
| 90                               | No regular pattern of operation through a week  |       |         |    |  |    |                                   |
| 99                               | Not stated/inadequately described   |       |         |    |  |    |                                   |
| <i>Unit of measure:</i>          | Day   |       |         |    |  |    |                                   |

#### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>Record whole numbers only rounded up to the nearest whole day, for the total number of days per week on which the agency provides any service to service users.</p> <p>An agency is considered to be operating whenever service is provided to service users (e.g. if an agency is open for 4 days per week for service provision to service users, and 1 day per week for management/administration then the agency should indicate that it operates 4 days per week).</p> <p>The service must be provided by the agency but not necessarily from its physical setting. For example 'own home respite' that is arranged by an agency to occur on a particular day on which the office of that agency is not open still counts as a day of operation for that agency.</p> <p>When an agency is available for service users on a day but does not provide services to service users on that day it should still be counted as a day of operation. For example, an agency may be open for service, such as an advocacy service, but no service users are seen.</p> <p>Services which have no regular weekly pattern of operation should record code 90 'no regular pattern of operation through a week'. This includes, for example, cases where a service will</p> |
|-----------------------|--|

be made available to a service user after hours only upon request (e.g. staff on call).

*Collection methods:*

This data element should be reported by all agencies.

### **Source and reference attributes**

*Submitting organisation:*

Australian Institute of Health and Welfare  
National Community Services Data Committee

*Origin:*

National Community Services Data Dictionary Version 2, 2000.

*Reference documents:*

Australian Institute of Health and Welfare 2005.  
Commonwealth State /Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2005-06.

### **Relational attributes**

*Related metadata references:*

Supersedes [Service provider organisation—number of service operation days \(7 day period\), total N](#) Community services, Superseded 02/05/2006

*Implementation in Data Set Specifications:*

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

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## Service operation hours

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—number of service operation hours (24 hour period), total NN |
| <i>METeOR identifier:</i>   | 270376   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | The actual number of hours per day that the agency is open for the provision of service.   |
| Data Element Concept:       | Service provider organisation—number of service operation hours                            |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Total  |       |         |    |   |    |                                   |
|----------------------------------|--|-------|---------|----|---|----|-----------------------------------|
| <i>Data type:</i>                | String   |       |         |    |   |    |                                   |
| <i>Format:</i>                   | NN   |       |         |    |   |    |                                   |
| <i>Maximum character length:</i> | 2  |       |         |    |   |    |                                   |
| <i>Supplementary values:</i>     | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>90</td><td>No regular pattern of operation through a day</td></tr><tr><td>99</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 90 | No regular pattern of operation through a day | 99 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |    |   |    |                                   |
| 90                               | No regular pattern of operation through a day  |       |         |    |   |    |                                   |
| 99                               | Not stated/inadequately described  |       |         |    |   |    |                                   |
| <i>Unit of measure:</i>          | Hour (h)   |       |         |    |   |    |                                   |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | <p>The actual number of hours is not the number of hours staffed, e.g. a 'group home' would operate 24 hours a day, but might only be staffed a few hours if at all on some days.</p> <p>Round to the nearest whole hour. Valid numbers are 01 to 24. Services that have no regular daily pattern of operation, or which have different weekday and weekend patterns, should tick the 'no regular pattern of operation through a day' box (e.g. Flexible hours, on call, 24 hour sleepover).</p> |
| <i>Collection methods:</i> | It may be necessary to collect the information separately for week-days versus weekend days or, for individual days of the week if there is no consistent pattern.   |
| <i>Comments:</i>           | When collected in conjunction with service operation days, and service operation weeks this metadata items can provide useful information on patterns of service delivery.   |

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare  |
| <i>Origin:</i>                  | Australian Institute of Health and Welfare 2002.<br>Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03 |

*Reference documents:*

Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

## **Relational attributes**

*Related metadata references:*

Supersedes [Service operation hours, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (14.64 KB)

*Implementation in Data Set Specifications:*

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

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## Service operation weeks

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—number of service operation weeks (calendar year), total NN |
| <i>METeOR identifier:</i>   | 270377  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | The actual number of weeks per year that the agency is open for the provision of service. |
| Data Element Concept:       | Service provider organisation—number of service operation weeks                           |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Total   |       |         |    |  |    |                                   |
|----------------------------------|---|-------|---------|----|--|----|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |    |  |    |                                   |
| <i>Format:</i>                   | NN  |       |         |    |  |    |                                   |
| <i>Maximum character length:</i> | 2   |       |         |    |  |    |                                   |
| <i>Supplementary values:</i>     | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>90</td><td>No regular pattern of operation through a year</td></tr><tr><td>99</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 90 | No regular pattern of operation through a year | 99 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |    |  |    |                                   |
| 90                               | No regular pattern of operation through a year  |       |         |    |  |    |                                   |
| 99                               | Not stated/inadequately described   |       |         |    |  |    |                                   |
| <i>Unit of measure:</i>          | Week  |       |         |    |  |    |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | A week is measured from 12:00AM (midnight) Monday morning to 11:59PM the following Sunday. If a service operates within this period then it is counted as having operated during that week. Therefore if an agency operates for only a short time for one of the days within a week, it is counted as operating during that week. |
|-----------------------|---|

### Data element attributes

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#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Valid numbers are 01 to 52.   |
| <i>Comments:</i>      | When collected in conjunction with the number of service operation hours in a day and the service operation days in a week this metadata item can provide useful information on patterns of service delivery. |

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare  |
| <i>Origin:</i>                  | Australian Institute of Health and Welfare 2002.<br>Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03 |
| <i>Reference documents:</i>     | Commonwealth State/Territory Disability Agreement National  |

Minimum Data Set (CSTDA NMDS) collection. Data Guide:  
data items and definitions 2006-07.

## Relational attributes

*Related metadata references:*

Supersedes [Service operation weeks, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (14.96 KB)

*Implementation in Data Set Specifications:*

[Children's Services NMDS](#) Community services, Standard 18/12/2007

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

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## Service received indicator

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—service received indicator, code N                       |
| <i>Synonymous names:</i>    | Snapshot date flag  |
| <i>METeOR identifier:</i>   | 323510  |
| <i>Registration status:</i> | Community services, Standard 27/04/2007                         |
| <i>Definition:</i>          | Whether the person received a service as represented by a code. |
| Data Element Concept:       | Person—service received indicator                               |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |     |   |    |
|----------------------------------|---|-------|---------|---|-----|---|----|
| <i>Data type:</i>                | Number  |       |         |   |     |   |    |
| <i>Format:</i>                   | N   |       |         |   |     |   |    |
| <i>Maximum character length:</i> | 1   |       |         |   |     |   |    |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No |
| Value                            | Meaning   |       |         |   |     |   |    |
| 1                                | Yes   |       |         |   |     |   |    |
| 2                                | No  |       |         |   |     |   |    |

### Data element attributes

---

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.  |
| <i>Reference documents:</i>     | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07. |

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006</a> Community services, Standard 27/04/2007 |
|---|--|



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## Session end time

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (service type)—session end time, hhmm                               |
| <i>METeOR identifier:</i>   | 326560  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | The finish time for a session that a service is available for service users in hours and minutes. |
| Data Element Concept:       | Service provider organisation (service type)—session end time                                     |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Time      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | hhmm      |
| <i>Maximum character length:</i> | 4         |

#### Source and reference attributes

|                             |   |
|-----------------------------|---|
| <i>Reference documents:</i> | ISO 8601:2000 : Data elements and interchange formats - Information interchange - Representation of dates and times |
|-----------------------------|---|

### Data element attributes

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#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Collection methods:</i> | Collected in conjunction with <i>session start time</i> and <i>day of operation</i> . |
|----------------------------|---|

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | NCSIMG Children's Services Data Working Group<br>Australian Institute of Health and Welfare |
|---------------------------------|---|

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Service accessibility cluster</a> Community services, Standard 30/11/2007<br><i>Implementation start date:</i> 31/01/2007 |
|---|---|

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## Session start time

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (service type)—session start time, hhmm                           |
| <i>METeOR identifier:</i>   | 315152  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | The start time of a session that a service is available for service users in hours and minutes. |
| Data Element Concept:       | Service provider organisation (service type)—session start time                                 |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Time      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | hhmm      |
| <i>Maximum character length:</i> | 4         |

#### Source and reference attributes

|                             |   |
|-----------------------------|---|
| <i>Reference documents:</i> | ISO 8601:2000 : Data elements and interchange formats - Information interchange - Representation of dates and times |
|-----------------------------|---|

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | Collected in conjunction with session end time and day of operation. |
|----------------------------|--|

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | NCSIMG Children's Services Data Working Group<br>Australian Institute of Health and Welfare |
|---------------------------------|---|

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Service accessibility cluster</a> Community services, Standard 30/11/2007<br><i>Implementation start date:</i> 31/01/2007 |
|---|---|

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# Sex

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—sex, code N  |
| <i>METeOR identifier:</i>   | 287316  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005<br>Housing assistance, Standard 10/02/2006 |
| <i>Definition:</i>          | The biological distinction between male and female, as represented by a code.                                     |
| Data Element Concept:       | Person—sex  |

## Value domain attributes

---

### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |      |   |        |   |                           |
|----------------------------------|---|-------|---------|---|------|---|--------|---|---------------------------|
| <i>Data type:</i>                | Number  |       |         |   |      |   |        |   |                           |
| <i>Format:</i>                   | N   |       |         |   |      |   |        |   |                           |
| <i>Maximum character length:</i> | 1   |       |         |   |      |   |        |   |                           |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Male</td></tr><tr><td>2</td><td>Female</td></tr><tr><td>3</td><td>Intersex or indeterminate</td></tr></tbody></table> | Value | Meaning | 1 | Male | 2 | Female | 3 | Intersex or indeterminate |
| Value                            | Meaning   |       |         |   |      |   |        |   |                           |
| 1                                | Male  |       |         |   |      |   |        |   |                           |
| 2                                | Female  |       |         |   |      |   |        |   |                           |
| 3                                | Intersex or indeterminate   |       |         |   |      |   |        |   |                           |
| <i>Supplementary values:</i>     | 9 Not stated/inadequately described   |       |         |   |      |   |        |   |                           |

### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | Diagnosis and procedure codes should be checked against the national ICD-10-AM sex edits, unless the person is undergoing, or has undergone a sex change or has a genetic condition resulting in a conflict between sex and ICD-10-AM code.<br>CODE 3 Intersex or indeterminate<br>Intersex or indeterminate, refers to a person, who because of a genetic condition, was born with reproductive organs or sex chromosomes that are not exclusively male or female or whose sex has not yet been determined for whatever reason.<br>Intersex or indeterminate, should be confirmed if reported for people aged 90 days or greater. |
| <i>Comments:</i>      | The definition for Intersex in Guide for use is sourced from the ACT Legislation (Gay, Lesbian and Transgender) Amendment Act 2003.  |

### Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Origin:</i>              | Australian Capital Territory 2003. Legislation (Gay, Lesbian and Transgender) Amendment Act 2003   |
| <i>Reference documents:</i> | Legislation (Gay, Lesbian and Transgender) Amendment Act 2003. See <a href="http://www.legislation.act.gov.au/a/2003-14/20030328-4969/pdf/2003-14.pdf">http://www.legislation.act.gov.au/a/2003-14/20030328-4969/pdf/2003-14.pdf</a> . |

## Data element attributes

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### Collection and usage attributes

*Collection methods:*

Operationally, sex is the distinction between male and female, as reported by a person or as determined by an interviewer. When collecting data on sex by personal interview, asking the sex of the respondent is usually unnecessary and may be inappropriate, or even offensive. It is usually a simple matter to infer the sex of the respondent through observation, or from other cues such as the relationship of the person(s) accompanying the respondent, or first name. The interviewer may ask whether persons not present at the interview are male or female.

A person's sex may change during their lifetime as a result of procedures known alternatively as sex change, gender reassignment, transsexual surgery, transgender reassignment or sexual reassignment. Throughout this process, which may be over a considerable period of time, the person's sex could be recorded as either Male or Female.

In data collections that use the ICD-10-AM classification, where sex change is the reason for admission, diagnoses should include the appropriate ICD-10-AM code(s) that clearly identify that the person is undergoing such a process. This code(s) would also be applicable after the person has completed such a process, if they have a procedure involving an organ(s) specific to their previous sex (e.g. where the patient has prostate or ovarian cancer).

**CODE 3 Intersex or indeterminate**

Is normally used for babies for whom sex has not been determined for whatever reason.

Should not generally be used on data collection forms completed by the respondent.

Should only be used if the person or respondent volunteers that the person is intersex or where it otherwise becomes clear during the collection process that the individual is neither male nor female.

**CODE 9 Not stated/inadequately described**

Is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

### Source and reference attributes

*Origin:*

Australian Institute of Health and Welfare (AIHW) National Mortality Database 1997/98 AIHW 2001 National Diabetes Register, Statistical Profile, December 2000 (Diabetes Series No. 2.)

*Reference documents:*

Australian Bureau of Statistics  
AS4846 Health Care Provider Identification, 2004, Sydney:  
Standards Australia

AS5017 Health Care Client Identification, 2002, Sydney:  
Standards Australia

In AS4846 and AS5017 alternative codes are presented. Refer to the current standard for more details.

## Relational attributes

### *Related metadata references:*

Supersedes [Person—sex, code N](#) Health, Superseded 04/05/2005, Community services, Superseded 31/08/2005  
Is used in the formation of [Episode of admitted patient care—major diagnostic category, code \(AR-DRG v5.1\) NN](#) Health, Standard 01/03/2005  
Is used in the formation of [Episode of admitted patient care—diagnosis related group, code \(AR-DRG v5.1\) ANNA](#) Health, Standard 01/03/2005

### *Implementation in Data Set Specifications:*

[Child protection and support services \(CPSS\) client cluster](#)  
Community services, Standard 30/04/2008

*Implementation start date: 22/06/2007*

[Child protection and support services \(CPSS\) sibling cluster](#)  
Community services, Standard 30/04/2008

*Implementation start date: 22/06/2007*

[Children's Services NMDS](#) Community services, Standard 18/12/2007

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

[Juvenile Justice NMDS](#) Community services, Standard 27/03/2007

*Implementation start date: 01/07/2005*

[SAAP Client Collection National Minimum Data Set](#)  
Community services, Standard 30/11/2007

[SAAP Demand for Accommodation National Minimum Data Set](#) Community services, Standard 30/11/2007

*Implementation start date: 21/04/2006*

*Implementation end date: 01/08/2006*

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## Source of income

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—source of cash income (all) code NN  |
| <i>METeOR identifier:</i>   | 321156  |
| <i>Registration status:</i> | Community services, Standard 29/04/2006   |
| <i>Definition:</i>          | The source from which a person derives any part of his/her income, as represented by a code.  |
| <i>Context:</i>             | The metadata item is an indicator of the needs and circumstances of individuals and sometimes, used in assessment of income equity. |
| Data Element Concept:       | Person—source of cash income (all)  |

---

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
|----------------------------------|--|-------|---------|----|----------------------|----|-------------------------------------|----|--|----|--|----|---|----|----------------------|----|--------------------------|----|--------------------------------------|----|---------------------------------|----|--------------|----|-------------------|----|------------|----|---|
| <i>Data type:</i>                | Number   |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| <i>Format:</i>                   | NN   |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| <i>Maximum character length:</i> | 4  |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>11</td><td>Employee cash income</td></tr><tr><td>21</td><td>Unincorporated business cash income</td></tr><tr><td>31</td><td>Allowances for students and the unemployed</td></tr><tr><td>32</td><td>Centrelink pensions for the aged and persons with a disability</td></tr><tr><td>39</td><td>Other Government cash pensions and allowances</td></tr><tr><td>41</td><td>Property cash income</td></tr><tr><td>42</td><td>Superannuation/annuities</td></tr><tr><td>43</td><td>Transfers from private organisations</td></tr><tr><td>44</td><td>Transfers from other households</td></tr><tr><td>45</td><td>Scholarships</td></tr><tr><td>49</td><td>Other cash income</td></tr><tr><td>88</td><td>Nil income</td></tr><tr><td>99</td><td>Not stated/not known/inadequately described</td></tr></tbody></table> | Value | Meaning | 11 | Employee cash income | 21 | Unincorporated business cash income | 31 | Allowances for students and the unemployed | 32 | Centrelink pensions for the aged and persons with a disability | 39 | Other Government cash pensions and allowances | 41 | Property cash income | 42 | Superannuation/annuities | 43 | Transfers from private organisations | 44 | Transfers from other households | 45 | Scholarships | 49 | Other cash income | 88 | Nil income | 99 | Not stated/not known/inadequately described |
| Value                            | Meaning  |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| 11                               | Employee cash income   |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| 21                               | Unincorporated business cash income  |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| 31                               | Allowances for students and the unemployed   |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| 32                               | Centrelink pensions for the aged and persons with a disability   |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| 39                               | Other Government cash pensions and allowances  |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| 41                               | Property cash income   |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| 42                               | Superannuation/annuities   |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| 43                               | Transfers from private organisations   |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| 44                               | Transfers from other households  |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| 45                               | Scholarships   |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| 49                               | Other cash income  |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| 88                               | Nil income   |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| 99                               | Not stated/not known/inadequately described  |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |
| <i>Supplementary values:</i>     |  |       |         |    |                      |    |                                     |    |  |    |  |    |   |    |                      |    |                          |    |                                      |    |                                 |    |              |    |                   |    |            |    |   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>The value domain categories shown above are directly mappable to the narrow sources of cash income specified in the Statistical Concepts Library of the Australian Bureau of Statistics. This is a three level hierarchical classification and is described at the broad (one-digit), narrow (two-digit) and detailed (four-digit) levels.</p> <p>This value domain uses the two-digit level. Each of the levels may be associated with one or more sub-categories that may be</p> |
|-----------------------|---|

coded at the 4-digit level if desired.

CODE 11 Employee cash income:

Payments from an employer or own limited liability company, including wages or salary, tips, piece rates, penalty rates, loadings, regular bonuses, payment for time not worked (sick leave, recreation leave, public holidays etc.) and director's fees. An employee is classed as receiving cash from an employer or his/her own incorporated enterprise.

CODE 21 **Unincorporated business** cash income:

Unincorporated business cash income is net of operating expenses including: labour costs in the form of wages, salaries and supplements; the value of raw materials and services purchased; the repair and maintenance of equipment (including vehicles); the purchase of fuel; indirect taxes; interest paid in connection with the business; and rent paid for buildings and land used in the business. Unincorporated business cash income is also net of depreciation of capital, such as machinery, vehicles and tools used in the business.

CODE 41 Property cash income:

Includes cash income deriving from the ownership of assets; it comprises returns from financial assets (interest, dividend) from physical assets (rent) and from intellectual assets (royalties).

CODE 43 Transfers from private organisations:

Includes payments from workers compensation, insurance companies etc.

CODE 44 Transfers from other households:

Includes payments from such sources as child support payments, gifts from relatives etc.

*Collection methods:*

Please note the differences between this Value domain and the ABS classification (that is, Codes 41, 42, 43, 44, 45 and 49 are mappable to the classification codes 91, 92, 93, 94, 95 and 99. In this value domain code 88 and 99 are supplementary values.).

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare for the National Community Services Data Committee.

*Reference documents:*

Statistical concepts library, Standards for Social, Labour and Demographic Variables, Cash Income Variables, Framework for Standard Cash Income Variables, Classification and Coding, Canberra: Australian Bureau of Statistics.

Reference online through:

[Ausstats Standards for Social, Labour and Demographic Variables, Cash Income Variables](#)

## Data element attributes

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### Collection and usage attributes

*Guide for use:*

All sources of cash income are included in this concept. Cash income may be received from employment (Employee cash income), as a profit or loss from an unincorporated enterprise (**Unincorporated business** cash income), from the ownership of assets (Property cash income). Income may also be derived from current transfers from government (pensions

and benefits) or from private sources, such as superannuation funds. An individual may receive cash income from more than one source.

Excluded from this concept is income in kind e.g. barter for goods or services.

*Collection methods:*

If the person has multiple sources of income, all sources should be counted.

This question is not asked of person's aged less than 15 years because they are generally dependants.

While this standard requires collection of data at the 2-digit level, some agencies may wish to collect at the 4-digit level for their own purposes. The 4-digit level is detailed below:

Detailed (four-digit) level of sources of cash income

1101 Employee cash income  
2101 Unincorporated business cash income  
3101 Newstart allowance  
3102 Youth allowance  
3103 Mature age allowance  
3104 Sickness allowance  
3105 Austudy payment  
3106 ABSTUDY payment  
3201 Age pension  
3202 Disability support pension  
3901 Family Tax Benefit (Parts A and B)  
3902 Parenting Payment  
3903 Double Orphan Pension  
3904 Carer Allowance  
3905 Wife Pension  
3906 Bereavement Allowance  
3907 Widow Allowance (Widow B Pension)  
3908 Carer Payment  
3911 Service pension (DVA)  
3912 Disability pension (DVA)  
3913 Partner Allowance  
3914 War Widow's Pension (DVA)  
3915 Special Benefit  
3916 Mobility Allowance  
3917 CDEP Participant Supplement  
3918 Pensions and allowances from overseas governments  
3999 Other Government cash pensions and allowances, n.e.c  
4101 Interest  
4102 Dividends  
4103 Rent  
4104 Royalties  
4199 Other property cash income, n.e.c  
4201 Superannuation/annuities  
4301 Workers compensation/sickness/accident insurance  
4399 Other transfers from private organisations, n.e.c  
4401 Child support  
4402 Gifts from relatives  
4499 Other cash transfers from other households, n.e.c  
4501 Scholarships  
4999 Other cash income, n.e.c  
8888 Nil income  
9999 Not stated/not known/inadequately described

**Relational attributes**



*Related metadata references:*

See also [Person—source of cash income \(principal\), code N](#) Community services, Standard 29/04/2006

See also Source of cash income code N Community services, Standard 29/04/2006

Supersedes [Person—income source \(cash\), code N{N}](#) Community services, Superseded 29/04/2006

Supersedes [Sources of cash income, version 1, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (18.67 KB)

See also [Person—source of cash income \(principal\)](#) Community services, Standard 29/04/2006, Housing assistance, Standard 10/02/2006

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## Source of principal income

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—source of cash income (principal), code N  |
| <i>Synonymous names:</i>    | Main income source  |
| <i>METeOR identifier:</i>   | 321063  |
| <i>Registration status:</i> | Community services, Standard 29/04/2006   |
| <i>Definition:</i>          | The source from which a person derives the greatest proportion of his/her income, as represented by a code.   |
| <i>Context:</i>             | An indicator of the needs and circumstances of individuals and sometimes used in assessment of income equity. |
| Data Element Concept:       | Person—source of cash income (principal)  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code   |       |            |   |   |   |                                     |   |   |   |              |
|----------------------------------|--|-------|------------|---|---|---|-------------------------------------|---|---|---|--------------|
| <i>Data type:</i>                | Number   |       |            |   |   |   |                                     |   |   |   |              |
| <i>Format:</i>                   | N  |       |            |   |   |   |                                     |   |   |   |              |
| <i>Maximum character length:</i> | 4  |       |            |   |   |   |                                     |   |   |   |              |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Employee cash income</td></tr><tr><td>2</td><td>Unincorporated business cash income</td></tr><tr><td>3</td><td>Government cash pensions and allowances</td></tr><tr><td>4</td><td>Other income</td></tr></tbody></table> | Value | Meaning    | 1 | Employee cash income                        | 2 | Unincorporated business cash income | 3 | Government cash pensions and allowances | 4 | Other income |
| Value                            | Meaning  |       |            |   |   |   |                                     |   |   |   |              |
| 1                                | Employee cash income   |       |            |   |   |   |                                     |   |   |   |              |
| 2                                | Unincorporated business cash income  |       |            |   |   |   |                                     |   |   |   |              |
| 3                                | Government cash pensions and allowances  |       |            |   |   |   |                                     |   |   |   |              |
| 4                                | Other income   |       |            |   |   |   |                                     |   |   |   |              |
| <i>Supplementary values:</i>     | <table><tbody><tr><td>8</td><td>Nil income</td></tr><tr><td>9</td><td>Not stated/not known/inadequately described</td></tr></tbody></table>  | 8     | Nil income | 9 | Not stated/not known/inadequately described |   |                                     |   |   |   |              |
| 8                                | Nil income   |       |            |   |   |   |                                     |   |   |   |              |
| 9                                | Not stated/not known/inadequately described  |       |            |   |   |   |                                     |   |   |   |              |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>A person with more than one source of income should be categorised only to the value domain category, which best describes their primary source of income.</p> <p>The value domain categories shown above can be linked to broad sources of cash income specified in the Statistical Concepts Library of the Australian Bureau of Statistics. 'Sources of cash income' and 'Principal source of cash income' are classified to the Standard classification of sources of cash income. This is a three level hierarchical classification and is described in detail at the broad (one-digit), narrow (two-digit) and detailed (four-digit) levels.</p> <p><b>CODE 1 Primary cash income:</b></p> <p>Payments from an employer or own limited liability company, including wages or salary, tips, piece rates, penalty rates, loadings, regular bonuses, payment for time not worked (sick leave, recreation leave, public holidays etc.) and director's fees. An employee is classed as receiving cash from an employer or his/her own incorporated enterprise.</p> <p><b>CODE 2 Unincorporated business cash income:</b></p> |
|-----------------------|---|

Unincorporated business cash income is net of operating expenses including: labour costs in the form of wages, salaries and supplements; the value of raw materials and services purchased; the repair and maintenance of equipment (including vehicles); the purchase of fuel; indirect taxes; interest paid in connection with the business; and rent paid for buildings and land used in the business. Unincorporated business cash income is also net of depreciation of capital, such as machinery, vehicles and tools used in the business.

CODE 3 Government cash pensions and allowances

All government cash pensions, benefits and allowances.

CODE 4 Other income:

Includes cash income deriving from the ownership of assets (comprising returns from financial assets, physical assets and from intellectual assets), superannuation/annuities, transfers from private organisations (e.g. workers compensation), transfers from other households (e.g. child support payments) and scholarships.

*Collection methods:*

Please note the difference between the permissible values of this Value domain and the ABS classification (that is, Code 4 of this Value domain maps to code 9 of the classification and Code 9 of this value domain is a supplementary value.).

## Source and reference attributes

*Reference documents:*

Statistical concepts library, Standards for Social, Labour and Demographic Variables, Cash Income Variables, Framework for Standard Cash Income Variables, Classification and Coding, Canberra: Australian Bureau of Statistics.

Reference online through:

[Ausstats Standards for Social, Labour and Demographic Variables, Cash Income Variables](#)

## Data element attributes

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### Collection and usage attributes

*Guide for use:*

If the person has multiple sources of income and none equal to or greater than 50%, the one, which contributes the largest percentage, should be counted.

If there is more than one source and they are exactly equal, list the source of income which the person most identifies as receiving from the primary occupation.

Included is cash income that may be received from employment (Employee cash income), as a profit or loss from an unincorporated enterprise (Unincorporated business cash income), from the ownership of assets (Property cash income). Income may also be derived from current transfers from government (pensions and benefits) or from private sources, such as superannuation funds. An individual may receive cash income from more than one source.

Excluded from this concept is income in kind e.g. barter for goods or services.

*Collection methods:*

This question is not asked of person's aged less than 15 years

because they are generally dependants.

While this standard specifies the collection of data at the 1-digit level, individual community services data collections may use more detailed categories for one or more of the above for program or service-specific purposes. For example, the Commonwealth State Disability Agreement National Minimum Data Set separately identifies disability support pension recipients and other pension/benefit recipients.

It is permissible for agencies to collect at 2- or 4-digit as well, if this suits their purposes.

The 2- and 4-digit levels are described below:

Narrow 2 digit representation

- 11 Employee cash income
- 21 Unincorporated business cash income
- 31 Allowances for students and the unemployed
- 32 Centrelink pensions for the aged and persons with a disability
- 39 Other Government cash pensions and allowances
- 41 Property cash income
- 42 Superannuation/annuities
- 43 Transfers from private organisations
- 44 Transfers from other households
- 43 Scholarships
- 49 Other cash income
- 88 Nil income
- 99 Not stated/not known/inadequately described

Detailed (four-digit) representation

- 1101 Employee cash income
- 2101 **Unincorporated business** cash income
- 3101 Newstart allowance
- 3102 Youth allowance
- 3103 Mature age allowance
- 3104 Sickness allowance
- 3105 Austudy payment
- 3106 ABSTUDY payment
- 3201 Age pension
- 3202 Disability support pension
- 3901 Family Tax Benefit (Parts A and B)
- 3902 Parenting Payment
- 3903 Double Orphan Pension
- 3904 Carer Allowance
- 3905 Wife Pension
- 3906 Bereavement Allowance
- 3907 Widow Allowance (Widow B Pension)
- 3908 Carer Payment
- 3911 Service pension (DVA)
- 3912 Disability pension (DVA)
- 3913 Partner Allowance
- 3914 War Widow's Pension (DVA)
- 3915 Special Benefit
- 3916 Mobility Allowance
- 3917 CDEP Participant Supplement
- 3918 Pensions and allowances from overseas governments
- 3999 Other Government cash pensions and allowances, n.e.c
- 4101 Interest
- 4102 Dividends
- 4103 Rent

4104 Royalties  
4199 Other property cash income, n.e.c  
4201 Superannuation/annuities  
4301 Workers compensation/sickness/accident insurance  
4399 Other transfers from private organisations, n.e.c  
4401 Child support  
4402 Gifts from relatives  
4499 Other cash transfers from other households, n.e.c  
4501 Scholarships  
4999 Other cash income, n.e.c  
8888 Nil income  
9999 Not stated/not known/inadequately described

### Source and reference attributes

*Submitting organisation:* Australian Institute of Health and Welfare for the National Community Services Data Committee.

### Relational attributes

*Related metadata references:* See also [Person—source of cash income \(all\) code NN](#)  
Community services, Standard 29/04/2006  
Supersedes [Person—income source \(principal\), code N\[N\]](#)  
Community services, Superseded 29/04/2006

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## Status in employment

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### Identifying and definitional attributes

*Metadata item* Data Element

*type:*

*Technical name:* Person (employed)—status in employment, code N

*METeOR identifier:* 269951

*Registration status:* Community services, Standard 01/03/2005

*Definition:* The person's position in relation to their employment, as represented by a code.

Data Element Person (employed)—status in employment

Concept:

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### Value domain attributes

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#### Representational attributes

*Representation class:* Code

*Data type:*

Number

*Format:*

N

*Maximum character length:*

1

*Permissible values:*

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

*Supplementary values:*

#### Collection and usage attributes

*Guide for use:* CODE 1 Employee

This code represents a person who works for a public or private employer and receives remuneration in wages, salary, or a retainer fee from their employer while working on a commission basis or for tips, piece-rates or payment in kind. An employee may also be a person who operates his or her own incorporated enterprise with or without hiring employees.

CODE 2 Employer

This code represents a person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires one or more employees.

CODE 3 Own account worker

This code represents a person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires no employees.

CODE 4 Contributing family worker

This code represents a person who works without pay in an economic enterprise operated by a relative.

CODE 9 Not stated/inadequately described

This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

### Source and reference attributes

*Origin:* Australian Bureau of Statistics 2001. Labour Statistics Concepts, Sources and Methods. Cat. no. 6102.0. Canberra: ABS. Reference through:  
<http://www.abs.gov.au/Ausstats/abs@.nsf/66f306f503e529a5ca25697e0017661f/afeef7e2813c764dca25697e0018fed2!OpenDocument>

### Data element attributes

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#### Collection and usage attributes

*Guide for use:* Usually the standard applies to the 'main job' in which the person is employed (that is, the job in which the person usually works the most hours). However, it may also be applied to the person's 'last job', 'second job', etc.'

#### Relational attributes

*Related metadata references:* Supersedes [Status in employment, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (16.31 KB)

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## Street name (person)

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (address)—street name, text [A(30)]  |
| <i>METeOR identifier:</i>   | 270019  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005  |
| <i>Definition:</i>          | The concatenation of a person's street type and street suffix resulting in a name that identifies a public thoroughfare and differentiates it from others in the same suburb/town/locality, as represented by text. |
| Data Element Concept:       | Person (address)—street name  |

### Value domain attributes

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#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [A(30)] |
| <i>Maximum character length:</i> | 30      |

### Data element attributes

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#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | To be used in conjunction with street type. To be used in conjunction with street suffix.  |
| <i>Comments:</i>      | Where suburb/town/locality, state/territory and Postcode - Australian are insufficient to assign a Statistical Local Area (SLA) code from the Australian Standard Geographical Classification (Australian Bureau of Statistics, Cat. No. 1216.0) , the Street name metadata item in conjunction with street type, house/property identifier and street suffix should also be used. |

#### Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | Health Data Standards Committee<br>Australia Post Address Presentation Standard |
|----------------|---|

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Supersedes <a href="#">Street name, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf</a> (14.12 KB)<br>Is used in the formation of <a href="#">Person (address)—address line, text [X(180)]</a> Health, Standard 04/05/2005, Community services, Standard 30/09/2005<br>Is used in the formation of <a href="#">Person (address)—health address line, text [X(180)]</a> Health, Superseded 04/05/2005 |
|-------------------------------------|--|



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## Street name (service provider organisation)

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation (address)—street name, text [A(30)]  |
| <i>METeOR identifier:</i>   | 290218   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005   |
| <i>Definition:</i>          | The concatenation of an organisation's street type and street suffix resulting in a name that identifies a public thoroughfare and differentiates it from others in the same suburb/town/locality, as represented by text. |
| Data Element Concept:       | Service provider organisation (address)—street name  |

### Value domain attributes

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#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [A(30)] |
| <i>Maximum character length:</i> | 30      |

### Data element attributes

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#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | To be used in conjunction with street type. To be used in conjunction with street suffix.  |
| <i>Comments:</i>      | Where suburb/town/locality, state/territory and Postcode - Australian are insufficient to assign a Statistical Local Area (SLA) code from the Australian Standard Geographical Classification (Australian Bureau of Statistics, Cat. No. 1216.0) , the Street name metadata item in conjunction with street type, house/property identifier and street suffix should also be used. |

#### Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | Health Data Standards Committee<br>Australia Post Address Presentation Standard |
|----------------|---|

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Is used in the formation of <a href="#">Service provider organisation (address)—address line, text [X(180)]</a> Health, Standard 04/05/2005, Community services, Standard 30/09/2005 |
|-------------------------------------|--|

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## Street suffix code (person)

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (address)—street suffix, code A[A]   |
| <i>METeOR identifier:</i>   | 270022  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005                                      |
| <i>Definition:</i>          | The abbreviated suffix that identifies the type of street where a person resides, as represented by a code. |
| Data Element Concept:       | Person (address)—street suffix  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
|----------------------------------|--|-------|---------|----|---------|---|------|----|-----------|----|-------|---|-------|----|------------|----|------------|---|-------|----|------------|----|------------|----|-------|---|------|
| <i>Data type:</i>                | String   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| <i>Format:</i>                   | A[A]   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| <i>Maximum character length:</i> | 2  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>CN</td><td>Central</td></tr><tr><td>E</td><td>East</td></tr><tr><td>EX</td><td>Extension</td></tr><tr><td>LR</td><td>Lower</td></tr><tr><td>N</td><td>North</td></tr><tr><td>NE</td><td>North East</td></tr><tr><td>NW</td><td>North West</td></tr><tr><td>S</td><td>South</td></tr><tr><td>SE</td><td>South East</td></tr><tr><td>SW</td><td>South West</td></tr><tr><td>UP</td><td>Upper</td></tr><tr><td>W</td><td>West</td></tr></tbody></table> | Value | Meaning | CN | Central | E | East | EX | Extension | LR | Lower | N | North | NE | North East | NW | North West | S | South | SE | South East | SW | South West | UP | Upper | W | West |
| Value                            | Meaning  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| CN                               | Central  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| E                                | East   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| EX                               | Extension  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| LR                               | Lower  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| N                                | North  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| NE                               | North East   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| NW                               | North West   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| S                                | South  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| SE                               | South East   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| SW                               | South West   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| UP                               | Upper  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| W                                | West   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | To be used in conjunction with street name. To be used in conjunction with street type.<br>For example:<br>Browns Rd W |
|----------------------------|--|

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare  |
| <i>Origin:</i>                  | AS4590 Interchange of client information, Australia Post<br>Address Presentation Standard |

## Relational attributes

*Related metadata references:*

Supersedes [Street suffix code, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf](#) (14.91 KB)

Is used in the formation of [Person \(address\)—address line, text \[X\(180\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

Is used in the formation of [Person \(address\)—health address line, text \[X\(180\)\]](#) Health, Superseded 04/05/2005

---

## Street suffix code (service provider organisation)

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (address)—street suffix, code A[A]  |
| <i>METeOR identifier:</i>   | 290170  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005  |
| <i>Definition:</i>          | The abbreviated suffix that identifies the type of street where an organisation is located, as represented by a code. |
| Data Element Concept:       | Service provider organisation (address)—street suffix   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
|----------------------------------|--|-------|---------|----|---------|---|------|----|-----------|----|-------|---|-------|----|------------|----|------------|---|-------|----|------------|----|------------|----|-------|---|------|
| <i>Data type:</i>                | String   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| <i>Format:</i>                   | A[A]   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| <i>Maximum character length:</i> | 2  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>CN</td><td>Central</td></tr><tr><td>E</td><td>East</td></tr><tr><td>EX</td><td>Extension</td></tr><tr><td>LR</td><td>Lower</td></tr><tr><td>N</td><td>North</td></tr><tr><td>NE</td><td>North East</td></tr><tr><td>NW</td><td>North West</td></tr><tr><td>S</td><td>South</td></tr><tr><td>SE</td><td>South East</td></tr><tr><td>SW</td><td>South West</td></tr><tr><td>UP</td><td>Upper</td></tr><tr><td>W</td><td>West</td></tr></tbody></table> | Value | Meaning | CN | Central | E | East | EX | Extension | LR | Lower | N | North | NE | North East | NW | North West | S | South | SE | South East | SW | South West | UP | Upper | W | West |
| Value                            | Meaning  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| CN                               | Central  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| E                                | East   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| EX                               | Extension  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| LR                               | Lower  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| N                                | North  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| NE                               | North East   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| NW                               | North West   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| S                                | South  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| SE                               | South East   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| SW                               | South West   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| UP                               | Upper  |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |
| W                                | West   |       |         |    |         |   |      |    |           |    |       |   |       |    |            |    |            |   |       |    |            |    |            |    |       |   |      |

### Data element attributes

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#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | To be used in conjunction with street name. To be used in conjunction with street type.<br>For example:<br>Browns Rd W |
|----------------------------|--|

#### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare  |
| <i>Origin:</i>                  | AS4590 Interchange of client information, Australia Post<br>Address Presentation Standard |

## Relational attributes

*Related metadata references:*

Is used in the formation of [Service provider organisation \(address\)—address line, text \[X\(180\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

---

## Street type code (person)

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (address)—street type, code A[AAA]   |
| <i>METeOR identifier:</i>   | 270020  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005            |
| <i>Definition:</i>          | The type of public thoroughfare where a person resides, as represented by a code. |
| Data Element Concept:       | Person (address)—street type  |

### Value domain attributes

---

#### Representational attributes

|                                  |        |
|----------------------------------|--------|
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | String |
| <i>Format:</i>                   | A[AAA] |
| <i>Maximum character length:</i> | 4      |

#### Collection and usage attributes

*Guide for use:* The following is a list of commonly used abbreviations from AS 4590:

| Street type | Abbreviation |
|-------------|--------------|
| Alley       | Ally         |
| Arcade      | Arc          |
| Avenue      | Ave          |
| Boulevard   | Bvd          |
| Bypass      | Bypa         |
| Circuit     | Cct          |
| Close       | Cl           |
| Corner      | Crn          |
| Court       | Ct           |
| Crescent    | Cres         |
| Cul-de-sac  | Cds          |
| Drive       | Dr           |
| Esplanade   | Esp          |
| Green       | Grn          |
| Grove       | Gr           |
| Highway     | Hwy          |
| Junction    | Jnc          |
| Lane        | Lane         |
| Link        | Link         |
| Mews        | Mews         |
| Parade      | Pde          |
| Place       | Pl           |
| Ridge       | Rdge         |
| Road        | Rd           |

|         |     |
|---------|-----|
| Square  | Sq  |
| Street  | St  |
| Terrace | Tce |

## Data element attributes

---

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Standards Australia  |
| <i>Origin:</i>                  | Health Data Standards Committee<br>AS4590 Interchange of client information, Australia Post<br>Address Presentation Standard |

### Relational attributes

|                                     |   |
|-------------------------------------|---|
| <i>Related metadata references:</i> | Supersedes <a href="#">Street type code, version 1, DE, NHDD, NHIMG, Superseded 01/03/2005.pdf</a> (14.75 KB)<br>Is used in the formation of <a href="#">Person (address)—address line, text [X(180)]</a> Health, Standard 04/05/2005, Community services, Standard 30/09/2005<br>Is used in the formation of <a href="#">Person (address)—health address line, text [X(180)]</a> Health, Superseded 04/05/2005 |
|-------------------------------------|---|

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## Street type code (service provider organisation)

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (address)—street type, code A[AAA]                            |
| <i>METeOR identifier:</i>   | 290193  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                      |
| <i>Definition:</i>          | The type of public thoroughfare where an organisation is located, as represented by a code. |
| Data Element Concept:       | Service provider organisation (address)—street type   |

### Value domain attributes

---

#### Representational attributes

|                                  |        |
|----------------------------------|--------|
| <i>Representation class:</i>     | Code   |
| <i>Data type:</i>                | String |
| <i>Format:</i>                   | A[AAA] |
| <i>Maximum character length:</i> | 4      |

#### Collection and usage attributes

*Guide for use:* The following is a list of commonly used abbreviations from AS 4590:

| Street type | Abbreviation |
|-------------|--------------|
| Alley       | Ally         |
| Arcade      | Arc          |
| Avenue      | Ave          |
| Boulevard   | Bvd          |
| Bypass      | Bypa         |
| Circuit     | Cct          |
| Close       | Cl           |
| Corner      | Crn          |
| Court       | Ct           |
| Crescent    | Cres         |
| Cul-de-sac  | Cds          |
| Drive       | Dr           |
| Esplanade   | Esp          |
| Green       | Grn          |
| Grove       | Gr           |
| Highway     | Hwy          |
| Junction    | Jnc          |
| Lane        | Lane         |
| Link        | Link         |
| Mews        | Mews         |
| Parade      | Pde          |
| Place       | Pl           |
| Ridge       | Rdge         |



|         |     |
|---------|-----|
| Road    | Rd  |
| Square  | Sq  |
| Street  | St  |
| Terrace | Tce |

## Data element attributes

---

### Collection and usage attributes

*Collection methods:* To be collected in conjunction with street name. To be collected in conjunction with street suffix.

### Source and reference attributes

*Origin:* AS4590 Interchange of client information, Australia Post Address Presentation Standard

### Relational attributes

*Related metadata references:* Is used in the formation of [Service provider organisation \(address\)—address line, text \[X\(180\)\]](#) Health, Standard 04/05/2005, Community services, Standard 30/09/2005

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## Student indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—student/employment training indicator, code N   |
| <i>METeOR identifier:</i>   | 349588   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | Whether a person is undertaking formal study or employment training, as represented by a code. |
| Data Element Concept:       | Person—student/employment training indicator   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---|

### Data element attributes

---

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | The person must be formally enrolled in an academic institution or technical college, or other accredited teaching institution, and or engaged in employment related formal training. This can include migrant English classes. |
|-----------------------|---|

#### Relational attributes

|   |   |
|---|---|
| <i>Related metadata references:</i>               | See also <a href="#">Person—student type, SAAP code N[N]</a> Community services, Standard 15/09/2007        |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Client Collection National Minimum Data Set</a><br>Community services, Standard 30/11/2007 |

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## Suburb/town/locality name (person)

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person (address)—suburb/town/locality name, text [A(50)]   |
| <i>METeOR identifier:</i>   | 287326   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005                                   |
| <i>Definition:</i>          | The full name of the locality contained within the specific address of a person, as represented by text. |
| Data Element Concept:       | Person (address)—suburb/town/locality name   |

### Value domain attributes

---

#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [A(50)] |
| <i>Maximum character length:</i> | 50      |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | The suburb/town/locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.<br>This metadata item may be used to describe the location of person. It can be a component of a street or postal address.<br>The Australian Bureau of Statistics has suggested that a maximum field length of 50 characters should be sufficient to record the vast majority of locality names. |
| <i>Collection methods:</i> | Enter 'Unknown' when the locality name or geographic area for a person or event is not known. Enter 'No fixed address' when a person has no fixed address or is <b>homeless</b> .  |

#### Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Origin:</i>              | National Health Data Committee<br>National Community Services Data Committee   |
| <i>Reference documents:</i> | AS5017 Health Care Client Identification, 2002, Sydney:<br>Standards Australia<br>AS4846 Health Care Provider Identification, 2004, Sydney:<br>Standards Australia<br>Australia Post 2005. Australia Postcode File.<br>Viewed 12 April, <a href="http://www.auspost.com.au/postcodes">www.auspost.com.au/postcodes</a> |

#### Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Supersedes <a href="#">Person (address)—suburb/town/locality name, text [A(50)]</a> Health, Superseded 04/05/2005, Community services, Superseded 25/08/2005 |
|-------------------------------------|--|

*Implementation in Data Set Specifications:*

Is used in the formation of [Person \(address\)—postal delivery point identifier, {N\(8\)}](#) Health, Standard 04/05/2005, Community services, Standard 25/08/2005

Is used in the formation of [Dwelling—geographic location, remoteness structure code \(ASGC 2004\) N\[N\]](#) Housing assistance, Retired 10/02/2006

[Child protection and support services \(CPSS\) - notifications, investigations, and substantiations NMDS \(July 2007\)](#)

Community services, Superseded 01/05/2008

[Child protection and support services \(CPSS\) - notifications, investigations, and substantiations NMDS pilot \(2008\)](#)

Community services, Standard 30/04/2008

[Child protection and support services \(CPSS\) - out-of-home care NMDS \(July 2007\)](#) Community services, Superseded

01/05/2008

[Child protection and support services \(CPSS\) - out-of-home care NMDS pilot \(2008\)](#) Community services, Standard

30/04/2008

[Children's Services NMDS](#) Community services, Standard 18/12/2007

[Juvenile Justice NMDS](#) Community services, Standard 27/03/2007

*Implementation start date: 01/07/2005*

[SAAP Client Collection National Minimum Data Set](#)

Community services, Standard 30/11/2007

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## Suburb/town/locality name (service provider organisation)

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation (address)—suburb/town/locality name, text [A(50)]                                   |
| <i>METeOR identifier:</i>   | 290059  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 31/08/2005  |
| <i>Definition:</i>          | The full name of the general locality containing the specific address of an organisation, as represented by text. |
| Data Element Concept:       | Service provider organisation (address)—suburb/town/locality name   |

### Value domain attributes

---

#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [A(50)] |
| <i>Maximum character length:</i> | 50      |

### Data element attributes

---

#### Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Guide for use:</i>      | <p>The suburb/town/locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.</p> <p>The Australian Bureau of Statistics has suggested that a maximum field length of 50 characters should be sufficient to record the vast majority of locality names.</p> <p>This metadata item may be used to describe the location of an organisation. It can be a component of a street or postal address.</p> |
| <i>Collection methods:</i> | Enter 'Unknown' when the locality name or geographic area for an organisation is not known.  |

#### Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Origin:</i>              | National Health Data Committee<br>National Community Services Data Committee<br>Australia Post 2005. Australia Postcode File. Viewed 12 April <a href="http://www.auspost.com.au/postcodes">www.auspost.com.au/postcodes</a> |
| <i>Reference documents:</i> | AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia<br>AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia   |

#### Relational attributes

*Related metadata references:*

Is used in the formation of [Service provider organisation \(address\)—postal delivery point identifier, {N\(8\)}](#) Health, Standard 04/05/2005, Community services, Standard 31/08/2005

*Implementation in Data Set Specifications:*

[SAAP Administrative National Minimum Data Set](#) Community services, Standard 30/11/2007

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## Supported accommodation type

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service event—supported accommodation type, code N  |
| <i>Synonymous names:</i>    | Accommodation type  |
| <i>METeOR identifier:</i>   | 338690  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | The type of supported accommodation that is provided to a client, based on length of stay and level of service, as represented by a code. |
| Data Element Concept:       | Service event—supported accommodation type  |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |                                 |   |                                |   |                               |
|----------------------------------|--|-------|---------|---|---------------------------------|---|--------------------------------|---|-------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |                                 |   |                                |   |                               |
| <i>Format:</i>                   | N  |       |         |   |                                 |   |                                |   |                               |
| <i>Maximum character length:</i> | 1  |       |         |   |                                 |   |                                |   |                               |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Crisis/short-term accommodation</td></tr><tr><td>2</td><td>Medium/long-term accommodation</td></tr><tr><td>8</td><td>Other supported accommodation</td></tr></tbody></table> | Value | Meaning | 1 | Crisis/short-term accommodation | 2 | Medium/long-term accommodation | 8 | Other supported accommodation |
| Value                            | Meaning  |       |         |   |                                 |   |                                |   |                               |
| 1                                | Crisis/short-term accommodation  |       |         |   |                                 |   |                                |   |                               |
| 2                                | Medium/long-term accommodation   |       |         |   |                                 |   |                                |   |                               |
| 8                                | Other supported accommodation  |       |         |   |                                 |   |                                |   |                               |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>CODE 1 Crisis/short-term accommodation<br/>This option refers to accommodation that is generally provided for up to three months. Crisis accommodation generally involves a more intensive staff/client relationship, which may include 24 hour on-site or on-call access to staff support, usually required in the early stages of homelessness.</p> <p>CODE 2 Medium/long-term accommodation<br/>This option refers to accommodation that is generally provided for three months or longer and support provided is generally less intensive than that provided in crisis accommodation.</p> <p>CODE 8 Other SAAP supported accommodation<br/>Accommodation that has not been demarcated as being either crisis/short-term or medium/long-term accommodation.</p> |
|-----------------------|---|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Data element attributes

---

#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | This data element refers to a discrete accommodation period within a service episode. There may be a number of accommodation periods within a service episode. |
|-----------------------|--|

*Collection methods:*

This data element is collected in conjunction with the *Accommodation period start date* and *Accommodation period end date*.

### **Source and reference attributes**

*Submitting organisation:*

Australian Institute of Health and Welfare

### **Relational attributes**

*Implementation in Data Set*

[SAAP Client Collection National Minimum Data Set](#)

*Specifications:*

Community services, Standard 30/11/2007



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## Tax exempt indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Service provider organisation—income tax exempt indicator, code N                                  |
| <i>Synonymous names:</i>    | Agency sector type   |
| <i>METeOR identifier:</i>   | 321004   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | Whether an organisation or agency has been assessed as income tax exempt as represented by a code. |
| Data Element Concept:       | Service provider organisation—tax exempt indicator   |

---

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |                   |   |                       |   |                                   |
|----------------------------------|---|-------|---------|---|-------------------|---|-----------------------|---|-----------------------------------|
| <i>Data type:</i>                | Number  |       |         |   |                   |   |                       |   |                                   |
| <i>Format:</i>                   | N   |       |         |   |                   |   |                       |   |                                   |
| <i>Maximum character length:</i> | 1   |       |         |   |                   |   |                       |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Income tax exempt</td></tr><tr><td>2</td><td>Non-income tax exempt</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Income tax exempt | 2 | Non-income tax exempt | 9 | Not stated/inadequately described |
| Value                            | Meaning   |       |         |   |                   |   |                       |   |                                   |
| 1                                | Income tax exempt   |       |         |   |                   |   |                       |   |                                   |
| 2                                | Non-income tax exempt   |       |         |   |                   |   |                       |   |                                   |
| 9                                | Not stated/inadequately described   |       |         |   |                   |   |                       |   |                                   |
| <i>Supplementary values:</i>     |   |       |         |   |                   |   |                       |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>CODE 1 Income tax exempt<br/>Income Tax Exempt organisation has been endorsed by the Australian Taxation Office as exempt from income tax. As well as being exempt from paying income tax, an Income Tax Exempt organisation does not have to lodge income tax returns unless specifically requested to do so by the Australian Taxation Office (<a href="http://www.ato.gov.au">www.ato.gov.au</a>).</p> <p>CODE 2 Non-income tax exempt<br/>Organisation that are not endorsed by the Australian Taxation Office as being exempt from paying income tax are classified as non-income tax exempt.</p> |
|-----------------------|---|

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### Data element attributes

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#### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | Charities are not automatically exempt from income tax. There is an endorsement system under which they should apply to the Australian Tax Office to be endorsed as income tax exempt. |
|-----------------------|--|

#### Source and reference attributes

|                                 |                     |
|---------------------------------|---------------------|
| <i>Submitting organisation:</i> | CSTDA NMDS Network. |
|---------------------------------|---------------------|

*Origin:*

Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

## **Relational attributes**

*Related metadata references:*

See also [Service provider organisation—sector type, code N](#)  
Community services, Standard 27/04/2007

*Implementation in Data Set Specifications:*

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#) Community services, Standard 27/04/2007

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## Telephone number

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Element   |
| <i>Technical name:</i>      | Person—telephone number, text [X(40)]                                  |
| <i>METeOR identifier:</i>   | 270266   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005 |
| <i>Definition:</i>          | The person's contact telephone number, as represented by text.         |
| Data Element Concept:       | Person—telephone number  |

### Value domain attributes

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#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Text    |
| <i>Data type:</i>                | String  |
| <i>Format:</i>                   | [X(40)] |
| <i>Maximum character length:</i> | 40      |

### Data element attributes

---

#### Collection and usage attributes

|                            |   |
|----------------------------|---|
| <i>Guide for use:</i>      | More than one phone number may be recorded as required. Each phone number should have an appropriate telephone number type code assigned. Record the full phone number (including any prefixes) with no punctuation (hyphens or brackets).  |
| <i>Collection methods:</i> | Prefix plus telephone number:<br>Record the prefix plus telephone number. The default should be the local prefix with an ability to overtype with a different prefix.<br>For example, 08 8226 6000 or 0417 123456.<br>Punctuation:<br>Do not record punctuation.<br>For example, (08) 8226 6000 or 08-8226 6000 would not be correct.<br>Unknown:<br>Leave the field blank.   |
| <i>Comments:</i>           | Concerned with the use of person identification data. For organisations that create, use or maintain records on people. Organisations should use this standard, where appropriate, for collecting data when registering people. The positive and unique identification of people is a critical event in service delivery, with direct implications for the safety and quality of care delivered by health and community services. |

#### Source and reference attributes

|                                 |                                |
|---------------------------------|--------------------------------|
| <i>Submitting organisation:</i> | Standards Australia            |
| <i>Origin:</i>                  | National Health Data Committee |

National Community Services Data Committee  
Standards Australia 2002. Australian Standard AS5017-2002  
Health Care Client Identification. Sydney: Standards Australia

## **Relational attributes**

*Related metadata references:*

Supersedes [Telephone number, version 2, DE, Int. NCSDD & NHDD, NCSIMG & NHIMG, Superseded 01/03/2005.pdf](#)  
(15.42 KB)

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## Telephone number type

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (telephone)—telephone number type, code A                              |
| <i>METeOR identifier:</i>   | 270299  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005        |
| <i>Definition:</i>          | The type of telephone number recorded for a person, as represented by a code. |
| Data Element Concept:       | Person (telephone)—telephone number type                                      |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |                  |   |      |   |                 |   |                          |   |                         |   |           |
|----------------------------------|---|-------|---------|---|------------------|---|------|---|-----------------|---|--------------------------|---|-------------------------|---|-----------|
| <i>Data type:</i>                | String  |       |         |   |                  |   |      |   |                 |   |                          |   |                         |   |           |
| <i>Format:</i>                   | A   |       |         |   |                  |   |      |   |                 |   |                          |   |                         |   |           |
| <i>Maximum character length:</i> | 1   |       |         |   |                  |   |      |   |                 |   |                          |   |                         |   |           |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>B</td><td>Business or work</td></tr><tr><td>H</td><td>Home</td></tr><tr><td>M</td><td>Personal mobile</td></tr><tr><td>N</td><td>Contact number (not own)</td></tr><tr><td>O</td><td>Business or work mobile</td></tr><tr><td>T</td><td>Temporary</td></tr></tbody></table> | Value | Meaning | B | Business or work | H | Home | M | Personal mobile | N | Contact number (not own) | O | Business or work mobile | T | Temporary |
| Value                            | Meaning   |       |         |   |                  |   |      |   |                 |   |                          |   |                         |   |           |
| B                                | Business or work  |       |         |   |                  |   |      |   |                 |   |                          |   |                         |   |           |
| H                                | Home  |       |         |   |                  |   |      |   |                 |   |                          |   |                         |   |           |
| M                                | Personal mobile   |       |         |   |                  |   |      |   |                 |   |                          |   |                         |   |           |
| N                                | Contact number (not own)  |       |         |   |                  |   |      |   |                 |   |                          |   |                         |   |           |
| O                                | Business or work mobile   |       |         |   |                  |   |      |   |                 |   |                          |   |                         |   |           |
| T                                | Temporary   |       |         |   |                  |   |      |   |                 |   |                          |   |                         |   |           |

### Data element attributes

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#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Where more than one telephone number has been recorded, then each telephone number should have the appropriate telephone number type code assigned.   |
| <i>Comments:</i>      | Concerned with the use of person identification data. For organisations that create, use or maintain records on people. Organisations should use this standard, where appropriate, for collecting data when registering people. The positive and unique identification of people is a critical event in service delivery, with direct implications for the safety and quality of care delivered by health and community services. |

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Standards Australia  |
| <i>Origin:</i>                  | National Health Data Committee<br>National Community Services Data Committee   |
| <i>Reference documents:</i>     | Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia |

## Relational attributes

*Related metadata references:*

Supersedes [Telephone number type, version 2, DE, Int. NCSDD & NHDD, NCSIMG & NHIMG, Superseded 01/03/2005.pdf](#)  
(15.45 KB)

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## Temporary closure end date

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—temporary closure end date, DDMMYYYY                              |
| <i>Synonymous names:</i>    | Re-open date  |
| <i>METeOR identifier:</i>   | 336876  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | The date on which a service provider organisation re-opens after a period of temporary closure. |
| Data Element Concept:       | Service provider organisation—temporary closure end date  |

### Value domain attributes

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#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

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#### Relational attributes

|   |   |
|---|---|
| <i>Related metadata references:</i>               | See also <a href="#">Service provider organisation—temporary closure start date, DDMMYYYY</a> Community services, Standard 30/11/2007 |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Administrative National Minimum Data Set</a> Community services, Standard 30/11/2007                                 |

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## Temporary closure start date

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Service provider organisation—temporary closure start date, DDMMYYYY  |
| <i>METeOR identifier:</i>   | 336869  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                               |
| <i>Definition:</i>          | The date on which a service provider organisation temporarily closes. |
| Data Element Concept:       | Service provider organisation—temporary closure start date            |

### Value domain attributes

---

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Date      |
| <i>Data type:</i>                | Date/Time |
| <i>Format:</i>                   | DDMMYYYY  |
| <i>Maximum character length:</i> | 8         |

### Data element attributes

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#### Relational attributes

|   |   |
|---|---|
| <i>Related metadata references:</i>               | See also <a href="#">Service provider organisation—temporary closure end date, DDMMYYYY</a> Community services, Standard 30/11/2007 |
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Administrative National Minimum Data Set</a> Community services, Standard 30/11/2007                               |



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## Tertiary qualification related to industry indicator

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person (employed)—tertiary qualification related to industry indicator, code N  |
| <i>METeOR identifier:</i>   | 314893  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | An indicator of whether an employed person has qualifications in a field related to their employment, as represented by a code. |
| Data Element Concept:       | Person (employed)—tertiary qualification related to industry indicator  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code   |       |         |   |     |   |    |   |                                   |
|----------------------------------|--|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number   |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N  |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1  |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning  |       |         |   |     |   |    |   |                                   |
| 1                                | Yes  |       |         |   |     |   |    |   |                                   |
| 2                                | No   |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described  |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     |  |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---|

### Data element attributes

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#### Source and reference attributes

|                                 |      |
|---------------------------------|------|
| <i>Submitting organisation:</i> | AIHW |
|---------------------------------|------|

#### Relational attributes

|   |  |
|---|--|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">Children's Services NMDS</a> Community services, Standard 18/12/2007 |
|---|--|

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## Urgency of accommodation assistance

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Element  |
| <i>Technical name:</i>      | Person—accommodation assistance urgency status, code N  |
| <i>Synonymous names:</i>    | Accommodation assistance urgency  |
| <i>METeOR identifier:</i>   | 352360  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | The time period in which accommodation assistance is needed by a person requesting accommodation, as represented by a code. |
| Data Element Concept:       | Person—accommodation assistance urgency status  |

### Value domain attributes

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#### Representational attributes

| <i>Representation class:</i>     | Code  |       |         |   |                           |   |  |   |             |   |             |   |              |   |                      |
|----------------------------------|---|-------|---------|---|---------------------------|---|--|---|-------------|---|-------------|---|--------------|---|----------------------|
| <i>Data type:</i>                | Number  |       |         |   |                           |   |  |   |             |   |             |   |              |   |                      |
| <i>Format:</i>                   | N   |       |         |   |                           |   |  |   |             |   |             |   |              |   |                      |
| <i>Maximum character length:</i> | 1   |       |         |   |                           |   |  |   |             |   |             |   |              |   |                      |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Tonight (within 24 hours)</td></tr><tr><td>2</td><td>Tomorrow night (between 24 and 48 hours)</td></tr><tr><td>6</td><td>In 3—4 days</td></tr><tr><td>7</td><td>In 5—6 days</td></tr><tr><td>4</td><td>In 7—14 days</td></tr><tr><td>5</td><td>In more than 14 days</td></tr></tbody></table> | Value | Meaning | 1 | Tonight (within 24 hours) | 2 | Tomorrow night (between 24 and 48 hours) | 6 | In 3—4 days | 7 | In 5—6 days | 4 | In 7—14 days | 5 | In more than 14 days |
| Value                            | Meaning   |       |         |   |                           |   |  |   |             |   |             |   |              |   |                      |
| 1                                | Tonight (within 24 hours)   |       |         |   |                           |   |  |   |             |   |             |   |              |   |                      |
| 2                                | Tomorrow night (between 24 and 48 hours)  |       |         |   |                           |   |  |   |             |   |             |   |              |   |                      |
| 6                                | In 3—4 days   |       |         |   |                           |   |  |   |             |   |             |   |              |   |                      |
| 7                                | In 5—6 days   |       |         |   |                           |   |  |   |             |   |             |   |              |   |                      |
| 4                                | In 7—14 days  |       |         |   |                           |   |  |   |             |   |             |   |              |   |                      |
| 5                                | In more than 14 days  |       |         |   |                           |   |  |   |             |   |             |   |              |   |                      |

### Data element attributes

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#### Collection and usage attributes

|                  |   |
|------------------|---|
| <i>Comments:</i> | Provides an indication of the immediacy of need for people requesting accommodation assistance. |
|------------------|---|

#### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
| <i>Origin:</i>                  | SAAP National Data Collection Agency Collectors Manual July 2005.                |

#### Relational attributes

|   |   |
|---|---|
| <i>Implementation in Data Set Specifications:</i> | <a href="#">SAAP Demand for Accommodation National Minimum Data Set</a> Community services, Standard 30/11/2007 |
|   | <i>Implementation start date:</i> 21/04/2006  |
|   | <i>Implementation end date:</i> 01/08/2006  |



Variable.

### **Relational attributes**

*Related  
metadata  
references:*

Supersedes [Year of arrival in Australia, version 2, DE, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#)

## National Minimum Data Sets

A National minimum data set (NMDS) is a minimum set of data elements agreed for mandatory collection and reporting at a national level. It may include data elements that are also included in other National minimum data sets. An NMDS is contingent upon a national agreement to collect uniform data and to supply it as part of the national collection, but does not preclude agencies and service providers from collecting additional data to meet their own specific needs.

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# Child protection and support services (CPSS) - care and protection order episode NMDS pilot (2008)

---

## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Set Specification   |
| <i>METeOR identifier:</i>   | 367277   |
| <i>Registration status:</i> | Community services, Standard 30/04/2008  |
| <i>DSS type:</i>            | National Minimum Data Set (NMDS)   |
| <i>Scope:</i>               | <p>The Child Protection and Support Services National Minimum Data Set (CPSS NDMS) is designed to capture information on all children and young people involved in the child protection systems throughout Australia.</p> <p>There are three collections within the CPSS NMDS, all of which are unit record data. The first is the child protection specific data, which includes contacts, notifications, substantiations and services provided. The second is data on children who are on care and protection orders. The third is data on children in out-of-home care.</p> <p>Care and protection orders data set</p> <p>All children or young people who are under a care and protection order at 1 July of the collection year should be included, provided that there is a break of no more than 2 weeks between orders. All children who were placed on a care and protection order during the collection period should also be included.</p> <p>An episode is the period of time in which a child is under a care and protection order.</p> <p>The concept of an episode is crucial to the collection of information regarding a child on care and protection orders. It provides information on the length of time children are on care and protection orders and also the type of orders children are subject to.</p> <p>Each order type is considered a discrete care and protection order episode, delineated by an entry date and exit date.</p> |

## Collection and usage attributes

|                          |   |
|--------------------------|---|
| <i>Statistical unit:</i> | Unit record data.   |
| <i>Comments:</i>         | The implementation of the unit record data collections across all jurisdictions has not been finalised. Further results from the pilot testing and current aggregate data collections will be investigated prior to completion of a revised NMDS. |

## Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | National Child Protection and Support Services data working group (NCPASS).                                   |
| <i>Steward:</i>                 | National Community Services Information Management Group (NCSIMG)   |
| <i>Origin:</i>                  | Child Protection and Support Services National Minimum Data Set, Data Collection Manual, AIHW September 2005. |

## Relational attributes

|                                     |  |
|-------------------------------------|--|
| <i>Related metadata references:</i> | Supersedes <a href="#">Child protection and support services (CPSS) - care</a> |
|-------------------------------------|--|

## Metadata items in this Data Set Specification

| <i>Seq No.</i> | <i>Metadata item</i>  | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|---|-------------------|-------------------|
| -              | <a href="#">Child protection and support services (CPSS) client cluster</a> | Conditional       | 1                 |
| -              | <a href="#">Care and protection order episode expiry reason</a>             | Conditional       | 1                 |
| -              | <a href="#">Care and protection order type</a>                              | Mandatory         | 1                 |
| -              | <a href="#">Care arrangements (care and protection order)</a>               | Mandatory         | 2                 |
| -              | <a href="#">Case plan review date</a>                                       | Conditional       | 1                 |
| -              | <a href="#">Date of initial case plan</a>                                   | Mandatory         | 1                 |
| -              | <a href="#">Episode end date</a>  | Conditional       | 1                 |
| -              | <a href="#">Episode start date</a>  | Mandatory         | 1                 |
| -              | <a href="#">First order indicator</a>                                       | Mandatory         | 1                 |

---

# Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS pilot (2008)

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Set Specification  |
| <i>METeOR identifier:</i>   | 367251  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008   |
| <i>DSS type:</i>            | National Minimum Data Set (NMDS)  |
| <i>Scope:</i>               | <p>The Child Protection and Support Services National Minimum Data Set (CPSS NDMS), is designed to capture information on all children and young people involved in the child protection systems throughout Australia.</p> <p>There are three collections within the pilot CPSS NMDS, all of which are unit record data. The first is the child protection specific data, which includes notifications, substantiations and investigation and services provided. The second is data on children who are on care and protection orders. The third is data on children in out-of-home care.</p> <p><i>Child protection notifications, investigations and substantiation data collection.</i></p> <p>All notifications made to the child protection authorities during the collection period should be included. Also, any notification that was made during a previous reporting period that was finalised in the collection period should also be included.</p> <p>A notification consists of reports made to an authorised department by persons or other bodies making allegations of child abuse or neglect, child maltreatment or harm to a child. Notification should not include reports regarding wider concerns about children or families which are classified as child concern reports.</p> <p>Notifications are relevant to persons who are aged 0–17 years, and to unborn children in jurisdictions where they are covered under the child protection legislation.</p> |

## Collection and usage attributes

|                  |   |
|------------------|---|
| <i>Comments:</i> | The implementation of the unit record data collections across all jurisdictions has not been finalised. Further results from the pilot testing and current aggregate data collections will be investigated prior to completion of a revised NMDS. |
|------------------|---|

## Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | National Child Protection and Support Services data group   |
| <i>Origin:</i>                  | Child protection and support services data dictionary. AIHW Version 1.0 Oct 2005.                       |
| <i>Reference documents:</i>     | Child Protection and Support Services National Minimum Data Set Data Collection manual. AIHW Sept 2005. |

## Relational attributes

|                                     |   |
|-------------------------------------|---|
| <i>Related metadata references:</i> | Supersedes <a href="#">Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS (July</a> |
|-------------------------------------|---|



**Metadata items in this Data Set Specification**

| <i>Seq<br/>No.</i> | <i>Metadata item</i>  | <i>Obligation</i> | <i>Max<br/>occurs</i> |
|--------------------|---|-------------------|-----------------------|
| -                  | <a href="#">Child protection and support services (CPSS) client cluster</a>                     | Mandatory         | 1                     |
| -                  | <a href="#">Assessment decision date</a>  | Mandatory         | 1                     |
| -                  | <a href="#">Assessment decision type</a>  | Mandatory         | 1                     |
| -                  | <a href="#">Assistance type (child protection)</a>  | Conditional       | 6                     |
| -                  | <a href="#">Care and protection order flag (child protection contact)</a>                       | Optional          | 1                     |
| -                  | <a href="#">Child abuse and neglect type</a>  | Mandatory         | 1                     |
| -                  | <a href="#">Contact date (child protection contact)</a>   | Mandatory         | 1                     |
| -                  | <a href="#">Employment service type (child protection notification)</a>                         | Mandatory         | 1                     |
| -                  | <a href="#">Finalised investigation outcome indicator (Child protection notification)</a>       | Conditional       | 1                     |
| -                  | <a href="#">Household parental care type (child protection)</a>                                 | Optional          | 1                     |
| -                  | <a href="#">Investigation commencement date (child protection)</a>                              | Conditional       | 1                     |
| -                  | <a href="#">Investigation conclusion date (child protection notification)</a>                   | Conditional       | 1                     |
| -                  | <a href="#">Investigation outcome (child protection notification)</a>                           | Conditional       | 1                     |
| -                  | <a href="#">Out-of-home care flag (child protection notification)</a>                           | Optional          | 1                     |
| -                  | <a href="#">Person identifier-child protection and support services</a>                         | Mandatory         | 1                     |
| -                  | <a href="#">Postcode—Australian (person)</a>  | Mandatory         | 1                     |
| -                  | <a href="#">Relationship to child of source of notification (child protection notification)</a> | Mandatory         | 1                     |
| -                  | <a href="#">Suburb/town/locality name (person)</a>  | Mandatory         | 1                     |
| -                  | <a href="#">Unborn child status (child protection notification)</a>                             | Mandatory         | 1                     |

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# Child protection and support services (CPSS) - out-of-home care NMDS pilot (2008)

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## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Set Specification   |
| <i>METeOR identifier:</i>   | 367283   |
| <i>Registration status:</i> | Community services, Standard 30/04/2008  |
| <i>DSS type:</i>            | National Minimum Data Set (NMDS)   |
| <i>Scope:</i>               | <p>The Child Protection and Support Services National Minimum Data Set (CPSS NMDS) is designed to capture information on all children and young people involved in the child protection systems throughout Australia.</p> <p>There are three collections within the CPSS NMDS, all of which are unit record data. The first is the child protection specific data, which includes contacts, notifications, substantiations and services provided. The second is data on children who are on care and protection orders. The third is data on children in out-of-home care.</p> <p>Out-of-home care data collection</p> <p>All children or young people who were in out-of-home care at 1 July of the collection year should be included. The child's history in out-of-home care should be included, provided that there is a break of no more than 2 months between placements. All children who were placed in out-of-home care during the collection period should also be included.</p> <p>An episode is the period of time that a child is in an out-of-home care placement organised by the child protection authority (or their delegate) and/or where the child is being case managed by the authority, and the placement was made for child protection reasons. The child may or may not be on an order.</p> <p>The concept of an episode or placement is crucial to the collection of information about children in out-of-home care. It provides information about the flows into and out of out-of-home care, and it also provides for the calculation of length of time a child spends in out-of-home care. It is also essential to determine the number of different placements and carers that a child has throughout their time spent in out-of-home care.</p> |

## Collection and usage attributes

|                          |  |
|--------------------------|--|
| <i>Statistical unit:</i> | Unit record data.  |
| <i>Guide for use:</i>    | <p>In this collection, only placements where the State makes a financial payment are counted. This includes placements with relatives other than parents, foster care, other home-based care, residential care and independent living. It does not include placements made in disability services, psychiatric services, juvenile justice facilities, SAAP services or overnight child care services.</p> <p>It includes all children in both legal and voluntary placements, i.e. children who are on a legal order and children who are not on a legal order.</p> <p>An episode/placement is always defined by an entry date and an exit date. Each placement the child has is counted. This</p> |

includes when a child moves from one type of care to another e.g. foster care to residential care, and within types of care e.g. from one relative to another relative.

*Comments:* The implementation of the unit record data collections across all jurisdictions has not been finalised. Further results from the pilot testing and current aggregate data collections will be investigated prior to completion of a revised NMDS.

## Source and reference attributes

*Submitting organisation:* National Child Protection and Support Services data group.  
*Steward:* National Community Services Information Management Group (NCSIMG)  
*Origin:* Child protection and support services out-of-home care data dictionary. AIHW Version 1.0 Oct 2005.  
*Reference documents:* Child Protection and Support Services National Minimum Data Set Data Collection manual. AIHW Sept 2005.

## Relational attributes

*Related metadata references:* Supersedes [Child protection and support services \(CPSS\) - out-of-home care NMDS \(July 2007\)](#) Community services, Superseded 01/05/2008

## Metadata items in this Data Set Specification

| <i>Seq No.</i> | <i>Metadata item</i>   | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|--|-------------------|-------------------|
| -              | <a href="#">Child protection and support services (CPSS) case worker cluster</a> | Mandatory         | 99                |
| -              | <a href="#">Child protection and support services (CPSS) client cluster</a>      | Mandatory         | 1                 |
| -              | <a href="#">Child protection and support services (CPSS) sibling cluster</a>     | Optional          | 99                |
| -              | <a href="#">Agency/carer identifier (out-of-home care)</a>                       | Mandatory         | 1                 |
| -              | <a href="#">Care and protection order status (out-of-home care)</a>              | Conditional       | 1                 |
| -              | <a href="#">Case plan review date</a>  | Conditional       | 1                 |
| -              | <a href="#">Date of initial case plan</a>  | Mandatory         | 1                 |
| -              | <a href="#">Episode end date</a>   | Conditional       | 1                 |
| -              | <a href="#">Episode start date</a>   | Mandatory         | 1                 |
| -              | <a href="#">Financial payment indicator—out-of-home placement</a>                | Mandatory         | 1                 |
| -              | <a href="#">Indigenous status</a>  | Mandatory         | 1                 |
| -              | <a href="#">Juvenile Justice/adult correctional order indicator</a>              | Mandatory         | 1                 |
| -              | <a href="#">Legal order indicator (out-of-home care)</a>                         | Mandatory         | 1                 |
| -              | <a href="#">Person identifier-child protection and support services</a>          | Mandatory         | 1                 |
| -              | <a href="#">Place of residence—out-of-home care placement</a>                    | Conditional       | 1                 |
| -              | <a href="#">Placement type (out-of-home care)</a>                                | Mandatory         | 1                 |
| -              | <a href="#">Postcode—Australian (person)</a>                                     | Mandatory         | 1                 |
| -              | <a href="#">Service cessation reason (out-of-home care placement)</a>            | Conditional       | 1                 |
| -              | <a href="#">Suburb/town/locality name (person)</a>                               | Mandatory         | 1                 |

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# Children's Services NMDS

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Set Specification  |
| <i>METeOR identifier:</i>   | 308217  |
| <i>Registration status:</i> | Community services, Standard 18/12/2007   |
| <i>DSS type:</i>            | National Minimum Data Set (NMDS)  |
| <i>Scope:</i>               | The CS NMDS collects information about child care and preschool activities that are provided at services which are licensed and/or funded by Australian, state or territory governments to provide child care or preschool. |

### **Children's services aim to:**

- meet the care, educational and developmental needs of children in a safe and nurturing environment;
- provide support for families in caring for their children;
- and provide these services in an equitable and efficient manner.

In this collection, children's services cover formal child care and preschools. The scope of the collection excludes activities meeting the aims above where they deliver compulsory primary education. However some children's services within scope are delivered at primary schools. These include outside school hours care, vacation care and preschool activities.

### **Child care and preschool services are defined as:**

- a range of appropriate care and development activities for children; that
- promote the social, emotional, physical and intellectual development of children; which are
- provided by a person other than the child's parent or guardian; and
- allow parents to participate in employment, education and training, community activities and personal activities, including family support.

Playgroups, toy libraries and other activities that require the attendance of the parent/guardian and the child are excluded from the scope of the CS NMDS.

Hence the CS NMDS covers a major portion of children's services—those licensed as child care or preschool services or those that receive Australian or state/territory government funding to provide child care or preschool services. It does not cover 'full-time primary education services' for children, playgroups, toy libraries or other services or activities within services that require the attendance of the parent/guardian and the child.

In the CS NMDS, a service is defined as the organisational unit which delivers a child care or preschool service at a particular location. In terms of the CS NMDS, 'service' is considered as the main counting unit for the data collection. Information is collected on agencies, the children who use these services and the workers that deliver these services.

### **Services included in the CS NMDS:**

- Services licensed and/or funded by Australian, state or territory governments to deliver child care and preschool services at a particular location. Services receiving government

funding are those that:

- receive capital grants, operational funding or per capita funding from the Australian or state/territory governments;
- receive funding as part of an approved educational establishment;
- receive funding to reduce the cost of charges to parents (e.g. are 'approved' for the Child Care Benefit);
- or a combination of the above.

**Services excluded from the CS NMDS:**

- Services that are neither licensed by, or in receipt of funding from, Australian or state or territory governments.
- Primary education: Full-time education that typically commences at around age 5 and lasts for 7–8 years. In New South Wales, Victoria, Tasmania and the Australian Capital Territory, primary education extends from the year prior to Year 1 to Year 6 (or equivalent). In South Australia, Western Australia, and the Northern Territory it extends from the year prior to Year 1 to Year 7 (or equivalent). In Queensland it extends from Year 1 to Year 7 (or equivalent).
- Services such as, playgroups, toy libraries and other services or activities that require the attendance of both the parent/guardian and the child.

**Children**

**Children included in the CS NMDS:**

- All children attending or 'usually attending' child care and preschool activities within services during the collection week, which are within the scope of the CS NMDS. Children are classed as 'usually attending' if they have attended the service within the last month and either have a place that has been paid for, or who are enrolled in a service with a standing arrangement that they attend specific sessions during the collection week, but are absent during the collection week.

**Children excluded from the CS NMDS:**

- Children using a type of service for which the service is not licensed by, or in receipt of any Australian or state/territory government funding.
- Children who are only attending activities that their parent(s) or guardian(s) are also required to attend.

**Workers**

**Workers included in the CS NMDS:**

- All paid and unpaid workers, including workers funded under CDEP, SNSS and JET schemes, present during the collection week, who undertake duties that mainly involve:
  - direct contact with children
  - management ; or
  - administration tasks;for child care and preschool activities at services, which are within the scope of the CS NMDS.
- Executives, directors or administration workers who are working at the delivery outlet and/or who are involved in the day to day management of the service.
- Detailed information is collected about paid contact workers, i.e. those workers receiving wages or salary who work directly with children.

### Workers excluded from the CS NMDS:

- Workers absent for the entire collection week.
- Workers funded under the SUPS scheme.
- Executives, directors or administration workers within organisations who are not based at the service location and have no involvement in the day to day management of the service.
- General staff or workers whose main duties do not involve working directly with children. This may include cooks, cleaners, gardeners, drivers and maintenance staff.
- Workers whose work only relates to activities which are outside the scope of the CS NMDS (e.g. playgroups, toy libraries and other activities that require the attendance of both the parent or guardian and the child).

## Collection and usage attributes

### *Collection methods:*

### Collection process

- The CS NMDS collection would preferably occur during the same collection week in each state/territory on a regular basis. A collection week begins at 12:00am on a Monday morning and ends at 11:59pm on a Sunday night, i.e. from midnight to midnight for seven days ending on a Sunday night. A different collection week will be used for a collection specific to vacation care.
- The data element Service ID will uniquely identify services that deliver child care or preschool activities to children. Organisations involved in the provision of child care and preschool activities have various organisational structures:

Some have a simple structure where responsibility for funding, administration and delivery of services is at the one level, for example private long day care centres or licensed home-based care providers.

Other organisations have a complex, hierarchical structure where these responsibilities are located at different levels of an organisation, or with different organisations, for example long day care centre management committees or family day care schemes.

In a complex structure, one level of an organisation may be accountable to government. A lower level of the same organisation may be responsible for managing the provision of child care and preschool activities at one or more services. It is at these services providing child care or preschool activities to children where data is collected and reported using the CS NMDS.

## Source and reference attributes

### *Submitting organisation:*

Children's Services Data Working Group

### *Steward:*

National Community Services Information Management Group (NCSIMG)

### *Origin:*

Children's Services National Minimum Data Dictionary, AIHW 2005.

## Metadata items in this Data Set Specification

| <i>Seq No.</i> | <i>Metadata item</i>                 | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|--------------------------------------|-------------------|-------------------|
| -              | <a href="#">Fee schedule cluster</a> | Conditional       | 1                 |

|   |  |             |   |
|---|--|-------------|---|
| - | <a href="#">Service accessibility cluster</a>  | Conditional | 1 |
| - | <a href="#">Activity and participation life area</a>                                     | Conditional | 1 |
| - | <a href="#">Age range (employed)</a>   | Conditional | 1 |
| - | <a href="#">Arrival time at service</a>  | Mandatory   | 1 |
| - | <a href="#">Assistance with activities</a>   | Conditional | 1 |
| - | <a href="#">Children's service identifier</a>  | Conditional | 1 |
| - | <a href="#">Children's service worker identifier</a>                                     | Mandatory   | 1 |
| - | <a href="#">Corporation indicator</a>  | Conditional | 1 |
| - | <a href="#">Date of birth</a>  | Mandatory   | 1 |
| - | <a href="#">Departure time from service</a>  | Optional    | 0 |
| - | <a href="#">Education field of highest qualification (children's services)</a>           | Conditional | 1 |
| - | <a href="#">Employment related study indicator</a>                                       | Conditional | 1 |
| - | <a href="#">Employment type</a>  | Mandatory   | 1 |
| - | <a href="#">Highest level of qualification in employment field (children's services)</a> | Conditional | 1 |
| - | <a href="#">Hours worked by worker</a>   | Conditional | 1 |
| - | <a href="#">Indigenous status</a>  | Conditional | 1 |
| - | <a href="#">Labour force status</a>  | Conditional | 1 |
| - | <a href="#">Length of employment in current service</a>                                  | Mandatory   | 1 |
| - | <a href="#">Length of experience in industry sector</a>                                  | Conditional | 1 |
| - | <a href="#">Letters of family name</a>   | Optional    | 0 |
| - | <a href="#">Letters of given name</a>  | Conditional | 1 |
| - | <a href="#">Main language other than English spoken at home</a>                          | Conditional | 1 |
| - | <a href="#">Main service activity type indicator</a>                                     | Conditional | 1 |
| - | <a href="#">Management type—(children's services)</a>                                    | Mandatory   | 1 |
| - | <a href="#">Mobile service indicator</a>   | Optional    | 0 |
| - | <a href="#">Number of available places</a>   | Conditional | 1 |
| - | <a href="#">Number of licensed places</a>  | Conditional | 1 |
| - | <a href="#">Number of parents of child (children's services)</a>                         | Conditional | 1 |
| - | <a href="#">Paid employment indicator</a>  | Mandatory   | 1 |
| - | <a href="#">Postcode—Australian (person)</a>   | Mandatory   | 1 |
| - | <a href="#">Preschool service received indicator</a>                                     | Conditional | 1 |
| - | <a href="#">Principal role of person (children's service)</a>                            | Mandatory   | 1 |
| - | <a href="#">School attendance indicator</a>  | Mandatory   | 1 |
| - | <a href="#">Service delivery setting (children's services)</a>                           | Conditional | 1 |
| - | <a href="#">Service operation weeks</a>  | Mandatory   | 1 |
| - | <a href="#">Sex</a>  | Optional    | 1 |
| - | <a href="#">Status in employment (children's services)</a>                               | Conditional | 1 |
| - | <a href="#">Suburb/town/locality name (person)</a>                                       | Conditional | 1 |
| - | <a href="#">Tertiary qualification related to industry indicator</a>                     | Conditional | 1 |
| - | <a href="#">Type of children's service work performed</a>                                | Conditional | 1 |

# Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006

## Identifying and definitional attributes

*Metadata item type:* Data Set Specification

*METeOR identifier:* 317350

*Registration status:* Community services, Standard 27/04/2007

*DSS type:* National Minimum Data Set (NMDS)

*Scope:* The Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) and its national collection is:

- a set of nationally significant data items or pieces of information that are collected in all Australian jurisdictions; and
- an agreed method of collection and transmission.

The purpose of the CSTDA NMDS collection is to facilitate the annual collation of nationally comparable data about CSTDA-funded services, and to obtain reliable, consistent data with minimal load on the disability services field. Under the CSTDA, the Disability Administrators in all Australian jurisdictions are responsible for ensuring 'that CSTDA NMDS information will be comparable across all jurisdictions and years'.

Services within the scope of the collection are those for which funding has been provided, during the specified period, by a government organisation operating under the CSTDA. Therefore, if a service type outlet did not receive CSTDA funding for the 2006–07 collection (i.e. its CSTDA funding dollars for the financial year are zero), then details of this outlet should not be included in the data collection.

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

Most agencies funded under the CSTDA are asked to provide information about:

- each of the service types they are funded to provide (i.e. service type outlets they operate);
- all service users who received support over a specified reporting period; and
- the CSTDA NMDS service type(s) the service user received.

The level of information a funded agency is asked to provide varies according to the particular service type (i.e. for each service type outlet).

Where services are provided to groups or families (e.g., 2.02, 2.04, or 2.05), details are only requested about the service user who is eligible for services, not their family or other group members. For example, if a family member/carer receives respite services, only details about the service user (i.e., the person with the disability) are required, not those of the family or carer.

Table 1:

| Service type classification | Service type outlet –details required (except for | Service user – details required | Services received by each service user in the |
|-----------------------------|---|---------------------------------|---|
|-----------------------------|---|---------------------------------|---|



|  | <b>those provided by the jurisdiction)</b> |  | <b>reporting period – details required</b>  |
|--|--|--|---|
| CSTDA Accommodation support 1.01-1.04, 1.08                            | All  | All  | All (except for data items on hours received – Client— amount of assistance, total hours NNN) |
| CSTDA Accommodation support 1.05-1.07                                  | All  | All  | All   |
| CSTDA Community support 2.01-2.05                                      | All  | All  | All (except for data items on hours received – Client— amount of assistance, total hours NNN) |
| CSTDA Community support 2.06   | All  | All (except for community development activity within this service type) | All (except for community development activity within this service type)                      |
| CSTDA Community support 2.07   | All  | All  | All (except for data items on hours received - Client— amount of assistance, total hours NNN) |
| CSTDA Community access 3.01, 3.03 Learning and life skills development | All  | All  | All   |
| CSTDA Community access 3.02 Recreation/holiday programs(a)             | All  | Linkage key elements only (items 2a–2e)                                  | The following items are optional: Service episode—  |

|  |  |  |   |
|--|--|--|---|
|  |  |  | episode start date; Service event —last service provision date; and Person—service received indicator |
| CSTDA Respite 4.01-4.05  | All  | All  | All   |
| CSTDA Employment 5.01-5.02   | All  | All (except for carer—primary status, residency status, age group – items 12b,c,e) | All (except for data items on hours received – Client—amount of assistance, total hours NNN)          |
| CSTDA Advocacy, information and alternative forms of communication 6.01-6.05 | All  | None   | None  |
| CSTDA Other support 7.01-7.04  | All (except Service provider organisation—number of clients, total people N[NNNN]) | None   | None  |

The data collection is based around the concept of a 'service type outlet', each of which provides only one service type from a discrete location. A funded agency may be funded to provide one or more service types through one or more service type outlets. For example, an agency may be funded under the CSTDA to provide residential accommodation and respite services from one location or funded to provide group homes in three separate locations. A separate service type outlet form is completed for each service type the agency is funded to provide under the CSTDA. If a service user receives more than one service type in the reporting period, a separate service user form is completed for each service type received.

**Statistical units:**

Service type outlets, service users

**Reporting period:**

CSTDA-funded agencies are asked to record key information about service users on an ongoing basis, so that they can transmit the required information at the end of each 'reporting period'. Most jurisdictions have set their reporting period (and will therefore ask for information to be transmitted) at the end of each financial year quarter. Some will still only require information to be transmitted at

the end of a financial year.

**Reference week:**

The annual reference week is the 7-day week preceding the end of the financial year (i.e. 24 June to 30 June).

**Snapshot day:**

Collection of annual snapshot day data is essential to ensure continuity of data interpretation. The snapshot day for each year is generally the last Wednesday in June.

**Privacy:**

CSTDA NMDS collections conducted in each jurisdiction must comply with Commonwealth privacy legislation and established privacy and data principles.

## Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | CSTDA NMDS Network   |
| <i>Steward:</i>                 | Disability Policy and Research Working Group (DPRWG)   |
| <i>Origin:</i>                  | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07. |
| <i>Reference documents:</i>     | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) Data Dictionary Version 1.1. July 2004. AIHW.               |

## Metadata items in this Data Set Specification

| <i>Seq No.</i> | <i>Metadata item</i>  | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|---|-------------------|-------------------|
| -              | <a href="#">Activity and participation life area</a>                                  | Conditional       | 1                 |
| -              | <a href="#">Age group</a>   | Conditional       | 1                 |
| -              | <a href="#">Amount of assistance</a>  | Conditional       | 2                 |
| -              | <a href="#">Assistance with activities (CSTDA)</a>                                    | Conditional       | 1                 |
| -              | <a href="#">Australian state/territory identifier (service provider organisation)</a> | Mandatory         | 1                 |
| -              | <a href="#">Carer Allowance (Child) receipt indicator</a>                             | Conditional       | 1                 |
| -              | <a href="#">Communication method</a>  | Conditional       | 1                 |
| -              | <a href="#">Country of birth</a>  | Conditional       | 1                 |
| -              | <a href="#">Date estimate indicator</a>   | Conditional       | 1                 |
| -              | <a href="#">Date of birth</a>   | Conditional       | 1                 |
| -              | <a href="#">Disability group (CSTDA)</a>  | Conditional       | 1                 |
| -              | <a href="#">Effective communication indicator</a>                                     | Conditional       | 1                 |
| -              | <a href="#">Episode end date</a>  | Conditional       | 1                 |
| -              | <a href="#">Episode start date</a>  | Conditional       | 1                 |
| -              | <a href="#">Full financial year funding indicator</a>                                 | Mandatory         | 1                 |
| -              | <a href="#">Funded agency identifier (CSTDA)</a>                                      | Mandatory         | 1                 |
| -              | <a href="#">Funding allocated</a>   | Mandatory         | 1                 |
| -              | <a href="#">Funding source</a>  | Mandatory         | 1                 |
| -              | <a href="#">Geographic location of organisation (SLA)</a>                             | Mandatory         | 1                 |
| -              | <a href="#">Hours worked—paid staff</a>   | Mandatory         | 2                 |
| -              | <a href="#">Hours worked—volunteer/unpaid staff</a>                                   | Mandatory         | 2                 |

|   |   |             |   |
|---|---|-------------|---|
| - | <a href="#">Indigenous status</a>                                   | Conditional | 1 |
| - | <a href="#">Individual funding indicator</a>                        | Conditional | 1 |
| - | <a href="#">Informal carer co-residency</a>                         | Conditional | 1 |
| - | <a href="#">Informal carer existence indicator</a>                  | Conditional | 1 |
| - | <a href="#">Informal carer primary status</a>                       | Conditional | 1 |
| - | <a href="#">Interpreter service type</a>                            | Conditional | 1 |
| - | <a href="#">Interpreter services required</a>                       | Conditional | 1 |
| - | <a href="#">Labour force status</a>                                 | Conditional | 1 |
| - | <a href="#">Last service provision date</a>                         | Conditional | 1 |
| - | <a href="#">Letters of family name</a>                              | Conditional | 1 |
| - | <a href="#">Letters of given name</a>                               | Conditional | 1 |
| - | <a href="#">Level of government</a>                                 | Mandatory   | 2 |
| - | <a href="#">Living arrangement</a>                                  | Conditional | 1 |
| - | <a href="#">Main source of income (CSTDA)</a>                       | Conditional | 1 |
| - | <a href="#">Number of clients</a>                                   | Mandatory   | 1 |
| - | <a href="#">Postcode—Australian (person)</a>                        | Conditional | 1 |
| - | <a href="#">Postcode—Australian (service provider organisation)</a> | Mandatory   | 1 |
| - | <a href="#">Record identifier (CSTDA)</a>                           | Conditional | 1 |
| - | <a href="#">Relationship of carer to care recipient (CSTDA)</a>     | Conditional | 1 |
| - | <a href="#">Residential setting (CSTDA)</a>                         | Conditional | 1 |
| - | <a href="#">Sector type</a>   | Mandatory   | 1 |
| - | <a href="#">Service cessation reason</a>                            | Conditional | 1 |
| - | <a href="#">Service operation days</a>                              | Mandatory   | 1 |
| - | <a href="#">Service operation hours</a>                             | Mandatory   | 1 |
| - | <a href="#">Service operation weeks</a>                             | Mandatory   | 1 |
| - | <a href="#">Service received indicator</a>                          | Conditional | 1 |
| - | <a href="#">Service type (CSTDA)</a>                                | Mandatory   | 1 |
| - | <a href="#">Service type outlet identifier (CSTDA)</a>              | Mandatory   | 1 |
| - | <a href="#">Sex</a>   | Conditional | 1 |
| - | <a href="#">Tax exempt indicator</a>                                | Conditional | 1 |

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# Juvenile Justice NMDS

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Set Specification                  |
| <i>METeOR identifier:</i>   | 314122                                  |
| <i>Registration status:</i> | Community services, Standard 27/03/2007 |
| <i>DSS type:</i>            | National Minimum Data Set (NMDS)        |
| <i>Scope:</i>               |   |

There are three collections within the JJ NMDS. The first collection is the client collection which lists all clients active in the juvenile justice system for the collection year and contains all relevant client characteristic variables. All episodes in the collection year for these clients are reported in the second episode-related collection. It contains unit-record data summarising each episode and clients may have multiple episodes within the collection year. Lastly, the centre collection provides some details on the detention centres administered by State and Territory juvenile justice departments within the scope of the JJ NMDS.

### Juvenile justice clients

The JJ NMDS is designed to capture information on all young people involved in the juvenile justice systems throughout Australia. The ages of young people in the juvenile justice systems in Australia differ between jurisdictions. To allow for these variations, a client for the purposes of inclusion in the JJ NMDS is: A person who is under the supervision or case management of a juvenile justice department as a result of:

- having committed or allegedly committed an offence between the ages of 10 years and 17 years;  
OR
- having committed or allegedly committed an offence at age greater than 17 years, and who is treated as a juvenile due to his or her vulnerability or immaturity.

### Supervision type

In general, the types of juvenile justice agency supervision in the scope of the JJ NMDS collection are those entailing direct JJ agency involvement, such as formal supervision at pre-court, pre-sentence, sentence, and parole stages. Both community and custodial supervision types are included. Note that some types of intervention that may be administered by JJ agencies are not in the scope of the JJ NMDS. These include some diversionary schemes, conferences, warning, fines, and good behaviour bonds

### Service episodes

In the JJ NMDS, a service episode is defined as a period of time during which a juvenile justice client is under the supervision of, or is case managed by, a State or Territory juvenile justice department, as a result of having committed or allegedly committed an offence, and where there is no change in the type of supervision provided or the specific juvenile justice agency responsible.

### Supervision periods

Service episodes also contribute to the reporting on supervision periods. Supervision periods are a conceptual unit of analysis, derived from episode data, rather than being data elements

specifically collected. The AIHW derives supervision periods by ordering episodes by entry date. A new supervision period is applied where the period of time between the exit date of one episode and the entry date of the following episode is greater than or equal to two days. A supervision period provides broad level information on contacts between young people and juvenile justice supervision, and episodes provide the detail regarding the length and type of that contact. One supervision period may contain several JJ episodes as the client moves through the system e.g. from remand to sentencing, and may contain more than one sentencing episode where continuous supervision is maintained.

A new supervision period begins when:

A client enters the JJ system for the first time; the difference between the entry date and the exit date of the previous episode is  $\geq 2$  days.

The supervision period ends on the episode end date when there are no more episodes or the entry date of the next episode is two or more days after the exit date. Where a client is on two or more orders at a particular time in a jurisdiction, the supervision period will continue until all current orders are completed or otherwise finished. A new supervision period begins when the client is next under JJ Department supervision. Thus there will be a gap in time between supervision periods, whilst the client is in the community and not subject to any JJ Department supervision.

#### **Juvenile justice departments**

The relevant juvenile justice departments whose clients are included in the JJ NMDS as at August 2007 are:

- Department of Juvenile Justice, New South Wales
- Department of Human Services, Victoria
- Department of Communities, Queensland
- Department of Corrective Services, Western Australia
- Department for Families and Communities, South Australia
- Department of Health and Human Services, Tasmania
- Office for Children, Youth and Family Support, Australian Capital Territory
- Department of Justice, Northern Territory

In addition, other agencies have been included in the JJ NMDS where they supervise or case manage clients who are within the scope of the JJ NMDS, but are not administered by the above mentioned departments. These may include agencies such as police watch houses, for example.

### **Collection and usage attributes**

*Statistical unit:*

There are three collections within the JJ NMDS.

First, the episode-related collection is unit-record data.

The second collection is the client collection which provides one line of data per client and contains all relevant client characteristic variables.

Lastly, the centre collection provides some administrative details on the detention centres used in the JJ NMDS.

*Implementation start date:* 01/07/2005

### **Source and reference attributes**

*Submitting organisation:* Juvenile Justice Data Sub-Committee

*Steward:* Australian Juvenile Justice Administrators

*Origin:* Juvenile Justice National Minimum Data Set Version 1.3 Data Dictionary. AIHW Nov 2004.

*Reference documents:* Juvenile Justice National Minimum Data Set. Data Collection Manual for 2005-06. AIHW July 2006.  
 Juvenile Justice National Minimum Data Set Version 3 Data Dictionary. AIHW July 2006.

## Metadata items in this Data Set Specification

| <i>Seq No.</i> | <i>Metadata item</i>  | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|---|-------------------|-------------------|
| -              | <a href="#">Date of birth</a>                                       | Mandatory         | 1                 |
| -              | <a href="#">Design capacity</a>                                     | Mandatory         | 1                 |
| -              | <a href="#">Episode end date</a>                                    | Mandatory         | 1                 |
| -              | <a href="#">Episode end reason (juvenile justice)</a>               | Mandatory         | 1                 |
| -              | <a href="#">Episode identifier -juvenile justice</a>                | Mandatory         | 1                 |
| -              | <a href="#">Episode start date</a>                                  | Mandatory         | 1                 |
| -              | <a href="#">Episode type (juvenile justice)</a>                     | Mandatory         | 1                 |
| -              | <a href="#">First service contact date</a>                          | Mandatory         | 1                 |
| -              | <a href="#">Indigenous status</a>                                   | Mandatory         | 1                 |
| -              | <a href="#">Letters of family name</a>                              | Mandatory         | 1                 |
| -              | <a href="#">Letters of given name</a>                               | Mandatory         | 1                 |
| -              | <a href="#">Number of detainees (Juvenile Justice)</a>              | Mandatory         | 1                 |
| -              | <a href="#">Number of escapes (Juvenile Justice)</a>                | Mandatory         | 2                 |
| -              | <a href="#">Organisation name</a>                                   | Mandatory         | 1                 |
| -              | <a href="#">Person identifier</a>                                   | Mandatory         | 1                 |
| -              | <a href="#">Postcode—Australian (person)</a>                        | Mandatory         | 1                 |
| -              | <a href="#">Postcode—Australian (service provider organisation)</a> | Mandatory         | 1                 |
| -              | <a href="#">Sex</a>   | Mandatory         | 1                 |
| -              | <a href="#">Suburb/town/locality name (person)</a>                  | Mandatory         | 1                 |
| -              | <a href="#">Transfer source (juvenile justice)</a>                  | Mandatory         | 1                 |

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# SAAP Administrative National Minimum Data Set

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Set Specification  |
| <i>METeOR identifier:</i>   | 336310  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>DSS type:</i>            | National Minimum Data Set (NMDS)  |
| <i>Scope:</i>               | <p>The Supported Accommodation Assistance Program (SAAP) Administrative Data Collection is one of three data sets that comprise the SAAP National Data Collection. This collection identifies and describes the agencies funded under SAAP. It contains descriptive information (such as number, size, structure and service node) about the 1,300 or so non-government and community organisations providing accommodation and support services to people who are homeless or in crisis. It is collated from information provided by State and Territory community service departments in the course of administering the SAAP program, and is stored in the SAAP National Data Collection Agency database.</p> <p>The National Data Collection aims to provide good information about SAAP to agencies and program administrators to assist them in their work so that service for homeless people can be improved. In addition, the collection aims to provide good information about SAAP to peak bodies, community groups, and interested researchers to assist in debates about homelessness.</p> |

## Collection and usage attributes

|                          |  |
|--------------------------|--|
| <i>Statistical unit:</i> | Supported Accommodation Assistance Program agency. |
|--------------------------|--|

## Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC).    |
| <i>Steward:</i>                 | SAAP National Coordination and Development Committee (CAD)                          |
| <i>Origin:</i>                  | SAAP Administrative Data Collection. Classifications and procedures. December 2006. |
| <i>Reference documents:</i>     | SAAP National Data Collection Agency Collectors Manual July 2005.                   |

## Metadata items in this Data Set Specification

| <i>Seq No.</i> | <i>Metadata item</i>  | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|---|-------------------|-------------------|
| -              | <a href="#">Address line (person)</a>   | Mandatory         | 4                 |
| -              | <a href="#">Agency identifier (SAAP)</a>  | Mandatory         | 1                 |
| -              | <a href="#">Agency identifier (SAAP—State/Territory allocated)</a>                    | Mandatory         | 1                 |
| -              | <a href="#">Australian state/territory identifier (service provider organisation)</a> | Mandatory         | 2                 |
| -              | <a href="#">Electronic communication address (service provider organisation)</a>      | Optional          | 3                 |
| -              | <a href="#">Electronic communication medium (service provider organisation)</a>       | Conditional       | 3                 |
| -              | <a href="#">Family name</a>   | Mandatory         | 1                 |



|   |   |             |   |
|---|---|-------------|---|
| - | <a href="#">Full-time equivalent paid staff</a>                           | Optional    | 1 |
| - | <a href="#">Funded service type (SAAP)</a>                                | Mandatory   | 1 |
| - | <a href="#">Funding end date</a>  | Mandatory   | 1 |
| - | <a href="#">Funding start date</a>  | Mandatory   | 1 |
| - | <a href="#">Geographic location of organisation (SLA)</a>                 | Optional    | 1 |
| - | <a href="#">Given name(s)</a>   | Mandatory   | 1 |
| - | <a href="#">Local Government Area</a>                                     | Mandatory   | 1 |
| - | <a href="#">Name title</a>  | Optional    | 1 |
| - | <a href="#">Number of accommodation places</a>                            | Optional    | 2 |
| - | <a href="#">Organisation name</a>   | Mandatory   | 1 |
| - | <a href="#">Postcode—Australian (service provider organisation)</a>       | Mandatory   | 2 |
| - | <a href="#">Recurrent funding commitments (agency level)</a>              | Mandatory   | 3 |
| - | <a href="#">Recurrent funding commitments (State/Territory level)</a>     | Mandatory   | 1 |
| - | <a href="#">Region identifier (SAAP)</a>                                  | Mandatory   | 2 |
| - | <a href="#">Suburb/town/locality name (service provider organisation)</a> | Mandatory   | 2 |
| - | <a href="#">Temporary closure end date</a>                                | Conditional | 1 |
| - | <a href="#">Temporary closure start date</a>                              | Conditional | 1 |

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# SAAP Client Collection National Minimum Data Set

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## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Set Specification   |
| <i>METeOR identifier:</i>   | 339019   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>DSS type:</i>            | National Minimum Data Set (NMDS)   |
| <i>Scope:</i>               | <p>The Supported Accommodation Assistance Program (SAAP) Client data collection forms part of the SAAP National Data Collection. The National Data Collection (NDC) aims to provide good information about the SAAP to agencies and program administrators to assist them in their work so that services for homeless people can be improved. In addition, the collection aims to provide good information about SAAP to peaks, community groups, and interested researchers to assist in debates about homelessness.</p> <p>The SAAP NDC has three components; the client collection, the demand collection and the administrative collection. The client collection is intended to collect information on all clients receiving ongoing or substantial support under SAAP. Data collection includes basic socio-demographic information and the services required by and provided to each client. Details about accompanying children are also obtained. Additionally, information is collected about the client circumstances before and after receiving SAAP support.</p> <p>The SAAP NMDS includes information about all clients receiving SAAP support lasting more than 1 hour. The information is collected throughout the year. The SAAP NMDS also identifies and describes the agencies funded under SAAP.</p> |

## Collection and usage attributes

|                            |  |
|----------------------------|--|
| <i>Collection methods:</i> | The SAAP NMDS is compiled by collating information provided by agencies across Australia and by State and Territory community service departments, and is stored in the SAAP National Data Collection Agency database. |
|----------------------------|--|

## Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
| <i>Steward:</i>                 | SAAP National Coordination and Development Committee (CAD)                       |
| <i>Origin:</i>                  | SAAP National Data Collection Agency Collectors Manual July 2005.                |

## Metadata items in this Data Set Specification

| <i>Seq No.</i> | <i>Metadata item</i>                                  | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|---|-------------------|-------------------|
| -              | <a href="#">Accommodation period end date</a>         | Conditional       | 1                 |
| -              | <a href="#">Accommodation period start date</a>       | Conditional       | 1                 |
| -              | <a href="#">Agency identifier (SAAP)</a>              | Conditional       | 1                 |
| -              | <a href="#">Australian state/territory identifier</a> | Conditional       | 1                 |
| -              | <a href="#">Case management plan goal status</a>      | Conditional       | 1                 |

|   |   |             |    |
|---|---|-------------|----|
| - | <a href="#">Case management plan indicator</a>                                    | Mandatory   | 1  |
| - | <a href="#">Client group type (SAAP)</a>  | Mandatory   | 99 |
| - | <a href="#">Consent obtained indicator</a>  | Mandatory   | 1  |
| - | <a href="#">Country of birth</a>  | Conditional | 1  |
| - | <a href="#">Date accuracy indicator</a>   | Conditional | 1  |
| - | <a href="#">Date of birth</a>   | Conditional | 1  |
| - | <a href="#">Episode end date</a>  | Conditional | 2  |
| - | <a href="#">Episode start date</a>  | Conditional | 2  |
| - | <a href="#">Full-time/part-time status</a>  | Conditional | 1  |
| - | <a href="#">Indigenous status</a>   | Conditional | 1  |
| - | <a href="#">Labour force status</a>   | Conditional | 99 |
| - | <a href="#">Letters of family name</a>  | Conditional | 99 |
| - | <a href="#">Letters of given name</a>   | Conditional | 99 |
| - | <a href="#">Living arrangement (SAAP)</a>   | Conditional | 99 |
| - | <a href="#">Main source of income (SAAP)</a>                                      | Conditional | 1  |
| - | <a href="#">Postcode—Australian (person)</a>                                      | Conditional | 99 |
| - | <a href="#">Reason case management plan does not exist (SAAP)</a>                 | Conditional | 1  |
| - | <a href="#">Reason for seeking assistance (SAAP)</a>                              | Conditional | 99 |
| - | <a href="#">Referral source (SAAP)</a>  | Conditional | 99 |
| - | <a href="#">Registered/awaiting government payment indicator</a>                  | Conditional | 2  |
| - | <a href="#">Service ongoing indicator</a>   | Conditional | 99 |
| - | <a href="#">Sex</a>   | Conditional | 1  |
| - | <a href="#">Student indicator</a>   | Conditional | 99 |
| - | <a href="#">Student type (SAAP)</a>   | Conditional | 1  |
| - | <a href="#">Suburb/town/locality name (person)</a>                                | Conditional | 1  |
| - | <a href="#">Support service type needed (SAAP accompanying child)</a>             | Conditional | 1  |
| - | <a href="#">Support service type needed (SAAP)</a>                                | Conditional | 1  |
| - | <a href="#">Support service type provided (SAAP accompanying child)</a>           | Conditional | 1  |
| - | <a href="#">Support service type provided (SAAP)</a>                              | Conditional | 1  |
| - | <a href="#">Support service type referral arranged (SAAP accompanying child )</a> | Conditional | 99 |
| - | <a href="#">Support service type referral arranged (SAAP)</a>                     | Conditional | 2  |
| - | <a href="#">Supported accommodation type</a>                                      | Mandatory   | 2  |
| - | <a href="#">Tenure type (SAAP)</a>  | Conditional | 1  |

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# SAAP Demand for Accommodation National Minimum Data Set

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Set Specification  |
| <i>METeOR identifier:</i>   | 336748  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>DSS type:</i>            | National Minimum Data Set (NMDS)  |
| <i>Scope:</i>               | <p>The Supported Accommodation Assistance Program (SAAP) Demand for Accommodation data collection is one of three components of the SAAP National Data Collection (NDC). The National Data Collection aims to provide good information about the SAAP to agencies and program administrator to assist them in their work so that services for homeless people can be improved. In addition, the collection aims to provide good information about SAAP to peaks, community groups, and interested researchers to assist in debates about homelessness.</p> <p>The Supported Accommodation Assistance Program Demand for Accommodation data collection is designed to collect data on the level of met and unmet demand for SAAP accommodation services for individuals as well as groups requesting accommodation. A group of people may consist of a couple, a person with children, a group of friends. In such cases data is collected on only one form. Information is collected about the number of people who request accommodation at SAAP agencies, which requests are met and which are unmet, and the reason for this.</p> <p>The Demand for Accommodation data is collected each time a request for accommodation is made at the agency, whether the person or group receive accommodation or not, for every day during the Collection period.</p> |

## Collection and usage attributes

|                                   |   |
|-----------------------------------|---|
| <i>Guide for use:</i>             | This collection is designed to measure the level of met and unmet demand for SAAP accommodation services. |
| <i>Collection methods:</i>        | The SAAP Demand for Accommodation Collection operates over a one-week period, twice a year.               |
| <i>Implementation start date:</i> | 21/04/2006  |
| <i>Implementation end date:</i>   | 01/08/2006  |

## Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Supported Accommodation Assistance Program Information Sub-Committee (SAAP-ISC). |
| <i>Steward:</i>                 | SAAP National Coordination and Development Committee (CAD)                       |
| <i>Origin:</i>                  | SAAP National Data Collection Agency Collectors Manual July 2005.                |
| <i>Reference documents:</i>     | SAAP National Data Collection Data Dictionary Version 2 November 2001.           |

## Metadata items in this Data Set Specification

| <i>Seq No.</i> | <i>Metadata item</i>                         | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|--|-------------------|-------------------|
| -              | <a href="#">Accommodation offer accepted</a> | Mandatory         | 1                 |

|   |   |             |    |
|---|---|-------------|----|
| - | <a href="#"><u>Accommodation offered</u></a>                            | Mandatory   | 1  |
| - | <a href="#"><u>Age group (SAAP accompanying child)</u></a>              | Mandatory   | 2  |
| - | <a href="#"><u>Age group (SAAP adult)</u></a>                           | Conditional | 1  |
| - | <a href="#"><u>Agency identifier (SAAP)</u></a>                         | Mandatory   | 26 |
| - | <a href="#"><u>Client group type (SAAP)</u></a>                         | Mandatory   | 1  |
| - | <a href="#"><u>Contact method (SAAP)</u></a>                            | Mandatory   | 2  |
| - | <a href="#"><u>Country of birth</u></a>                                 | Mandatory   | 1  |
| - | <a href="#"><u>Date accommodation sought</u></a>                        | Mandatory   | 1  |
| - | <a href="#"><u>First accommodation attempt indicator</u></a>            | Mandatory   | 1  |
| - | <a href="#"><u>Indigenous status</u></a>                                | Mandatory   | 1  |
| - | <a href="#"><u>Main reason accommodation not offered (SAAP)</u></a>     | Mandatory   | 1  |
| - | <a href="#"><u>Number of people accommodated</u></a>                    | Conditional | 1  |
| - | <a href="#"><u>One-off assistance offered indicator</u></a>             | Mandatory   | 1  |
| - | <a href="#"><u>One-off assistance type (SAAP)</u></a>                   | Mandatory   | 1  |
| - | <a href="#"><u>Reason accommodation offer not accepted (SAAP)</u></a>   | Conditional | 1  |
| - | <a href="#"><u>Referral for accommodation indicator</u></a>             | Conditional | 1  |
| - | <a href="#"><u>Sex</u></a>  | Mandatory   | 1  |
| - | <a href="#"><u>Unsuccessful accommodation attempt reason (SAAP)</u></a> | Conditional | 1  |
| - | <a href="#"><u>Urgency of accommodation assistance</u></a>              | Mandatory   | 1  |

## Data Set Specifications

A data set specification (DSS) specifies a group of data elements and the conditions under which this group is collected. A DSS can define the sequence in which data elements are included, whether they are mandatory, what verification rules should be employed and the characteristics of the collection (e.g. its scope). Data Set Specifications (DSS) are metadata sets that are not mandated for collection but are recommended as best practice.

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# Functioning and Disability DSS

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## Identifying and definitional attributes

*Metadata item type:* Data Set Specification

*METeOR identifier:* 320319

*Registration status:* Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

*DSS type:* Data Set Specification (DSS)

*Scope:* The Functioning and Disability DSS aims to ensure national consistency in relation to defining and measuring human functioning and disability. This DSS has been developed to be consistent with the International Classification of Functioning, Disability and Health (ICF).

Functioning and disability are dual concepts in a broad framework.

**Functioning** is the umbrella term for any or all of: body functions, body structures, activities and participation. Functioning is a multidimensional concept denoting the neutral aspects of the interaction between an individual (with a health condition) and that individual's environmental and personal factors.

**Disability** is the umbrella term for any or all of: an impairment of body structure or function, a limitation in activities, or a restriction in participation. Disability is a multi-dimensional and complex concept and is conceived as a dynamic interaction between health conditions and environmental and personal factors (WHO 2001:6).

A health condition may be a disease (acute or chronic), disorder, injury or trauma. Environmental factors make up the physical, social and attitudinal environment in which people live and conduct their lives. Personal factors relate to the individual, such as age, sex and Indigenous status.

The components of functioning and disability are classified and defined in the ICF as **body structures** and **body functions, activities** and **participation** and **environmental factors**. Each component is composed of various domains; these are sets of related physiological functions, anatomical structures, actions, tasks, areas of life, and external influences. Qualifiers, the numeric measures coded after the relevant domain, are usually essential to the meaningful use of the classification because of the neutral terms of the domains.

Many different 'definitions' of disability are used in Australia, both in administrative data collections and in Acts of Parliament. The consistent identification of disability in national data collections has been recommended in a number of reports, for instance to enable:

- the monitoring of access to generic services by people with disability;
- the collection of more consistent data on disability support and related services, including data on service use by different groups;
- population data and service data to be related, thereby improving the nation's analytical capacity in relation to the need for and supply of services; and
- improved understanding of the relationship between disability, health conditions and other health outcomes.

Defining disability makes it possible to determine the number of people in the population with disability, those who are accessing

services, both disability specific and generic, and those with a disability in the general population with unmet need. Better definition of disability will aid better targeting of resources to those in need.

The concept 'Disability' can be operationalised in a wide variety of settings and for various purposes, using a combination of related metadata items as building blocks.

The metadata items selected for a particular application may vary depending on the approach to functioning and disability. For example, in hospital rehabilitation, the focus may be on the impairment and activity dimensions, and in community-based care the focus may be primarily on participation. Some applications may require a broad scope for inclusion (e.g. discrimination legislation). Data collections relating to services will select combinations of the data elements, which best reflect the eligibility criteria for the service.

The Functioning and Disability DSS comprises the following four clusters to describe level of human functioning:

1. Body functioning, qualified by extent of impairment
2. Body structure, qualified by extent, nature and location of impairment
3. Activities and participation, qualified by level of difficulty and need for assistance with undertaking activities and extent of and satisfaction with participation
4. Environmental factors, qualified by extent of influence of the environment

Data collected using this DSS can be related to national data collections which use ICF concepts such as the Commonwealth State Territory Disability Agreement (CSTDA) NMDS collection and the ABS Survey of Ageing, Disability and Carers and, from 2006, the Census.

## Collection and usage attributes

### *Collection methods:*

Each of the four clusters that make up the Functioning and Disability DSS should be recorded for a complete description of human functioning. This information can be gathered over time by a range of health and community care providers.

Completion of the DSS will record a person-centred description of the experience of functioning of the individual who is the subject of the data. The experience of functioning is in relation to a health condition, and does not consider decrements in functioning that may be associated with social factors such as ethnic background or economic status. For example, the level of communication is recorded in relation to the health condition, not to the fact that a person does not speak English at home.

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

- Episode of care principal diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}
- Episode of care additional diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}.

This DSS may be used in data collections in the community



services, housing and health sectors.

*Comments:*

The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002). The ICF is grounded in a human rights philosophy, and its relationship to the UN Standard Rules on Equalization of Opportunities for Persons with Disabilities endorsed by the United Nations in 1994 is acknowledged. The purpose of the Rules is to ensure that people with disabilities, as members of their societies, may exercise the same rights and obligations as others.

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

*Steward:*

Advisory Committee on Australian and International Disability Data (ACAIDD)

*Origin:*

WHO 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO  
AIHW 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

*Reference documents:*

Further information on the ICF, including more detailed codes, can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003), at the following websites:

- [WHO ICF website](http://www.who.int/classifications/icf/en/)
- [Australian Collaborating Centre ICF website](http://www.aihw.gov.au/disability/icf/index.cfm)

## Metadata items in this Data Set Specification

| <i>Seq No.</i> | <i>Metadata item</i>                                 | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|--|-------------------|-------------------|
| -              | <a href="#">Activities and Participation cluster</a> | Optional          | 1                 |
| -              | <a href="#">Body functions cluster</a>               | Optional          | 1                 |
| -              | <a href="#">Body structures cluster</a>              | Optional          | 1                 |
| -              | <a href="#">Environmental factors cluster</a>        | Optional          | 1                 |

## **Data Element Clusters**

A data element cluster is a grouping of data elements used to describe how some data elements relate to each other for a specific purpose. It can be included in a data set specification when there is a need to better describe a group of data elements and how they should be collected or reported.

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## Activities and Participation cluster

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Set Specification  |
| <i>METeOR identifier:</i>   | 320111  |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006  |
| <i>DSS type:</i>            | National Minimum Data Set (NMDS)  |
| <i>Scope:</i>               | This data cluster is one of four clusters that make up the Functioning and Disability DSS. To ensure a <u>complete</u> description of human functioning it is recommended that this cluster be collected along with the following three clusters over time and by a range of health and community care providers: |

1. Body functions cluster
2. Body structures cluster
3. Environmental factors cluster

In the context of health, activity refers to the execution of a task or action by an individual, and participation refers to involvement in a life situation.

The Activities and Participation cluster collects information on a person's level of difficulty with activities, assistance needed to perform activities, extent of participation, and satisfaction with participation in the following life areas:

1. Learning and applying knowledge
2. General tasks and demands
3. Communication
4. Mobility
5. Self-care
6. Domestic life
7. Interpersonal interactions and relationships
8. Major life areas
9. Community, social and civic life

The use of this cluster to collect information on activity limitations and participation restrictions should enhance data quality for medical purposes as well as for a range of purposes related to understanding human functioning. This data cluster should be complementary to information on diseases.

The information collected in the Activities and Participation cluster may also indicate the sorts of interventions that could result in improved functioning. This could be in the form of rehabilitation, health-related interventions, equipment, or support for example.

### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | The following four measures are used to describe activities and participation in life areas: <ol style="list-style-type: none"><li>1. <b>Difficulty</b> with activities may include pain involved, time taken, effort, number of errors, clumsiness, and modification of the manner in</li></ol> |
|-----------------------|--|

which the activity is performed. Difficulty is the combination of the frequency with which the problem exists, the duration of the problem and the intensity of the problem.

2. **Need for assistance** with activities includes personal assistance and/or supervision.
3. **Extent of participation** indicates the level of participation restriction. This corresponds to an externally observable measure of participation.
4. **Satisfaction with participation** corresponds to the person's own perspective on their participation, and reflects their attitude to their participation in the various life areas. It is essentially a summary measure in which are embedded the concepts of choice, opportunity and importance.

For each life area code recorded there can be one response for each of the measures. The choice of measure will depend on the user and their information requirements.

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

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

See also the *ICF Australian User Guide* for further guidelines.

*Collection methods:*

The Person—activities/participation life area, code (ICF 2001) AN[NNN] data element is supported by a value domain - Activities and participation code (ICF 2001) AN[NNN] - representing a single list of activity and participation domains that are grouped together.

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

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

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

The Person—activities and participation life area, code (ICF 2001) AN[NNN] data element can be used on its own as a neutral list of tasks, actions and life situations, or together with the four additional data elements in this cluster to record positive or neutral performance as well as activity limitations and participation restrictions. (It is important to note that the Person—activities and participation life area, code (ICF 2001) AN[NNN] data element must always be used when recording any of the other four data elements.)

*Comments:*

This cluster is based on the International Classification of

Functioning, Disability and Health (ICF). The ICF is a reference member of the WHO Family of International Classifications (endorsed by the World Health Assembly in 2001) and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).

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

- Episode of care principal diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}
- Episode of care additional diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}.

The ICF recognises two constructs that can be used with 'Activities and Participation': performance and capacity. 'Performance' is what the person does in their usual environment. 'Capacity' describes 'an individual's ability to execute a task or an action in a standardised environment, where a standardised environment may be:

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

The standardised environment has not been generally operationalised. However, the recognition of these two constructs in the ICF underscores the importance of recording the environment in which activities are being performed.

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

## Relational attributes

*Implementation in Data Set Specification:* [Functioning and Disability DSS](#) Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

## Metadata items in this Data Set Specification

| <i>Seq No.</i> | <i>Metadata item</i>                                 | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|--|-------------------|-------------------|
| -              | <a href="#">Activity and participation life area</a> | Mandatory         | 1                 |
| -              | <a href="#">Assistance with activities</a>           | Optional          | 1                 |
| -              | <a href="#">Difficulty with activities</a>           | Optional          | 1                 |
| -              | <a href="#">Extent of participation</a>              | Optional          | 1                 |
| -              | <a href="#">Satisfaction with participation</a>      | Optional          | 1                 |

---

## Body functions cluster

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Set Specification   |
| <i>METeOR identifier:</i>   | 320117   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006   |
| <i>DSS type:</i>            | Data Set Specification (DSS)   |
| <i>Scope:</i>               | <p>This data cluster is one of four clusters that make up the Functioning and Disability DSS. To ensure a complete description of human functioning it is recommended that it be collected along with the following three clusters over time and by a range of health and community care providers:</p> <ol style="list-style-type: none"><li>1. Body Structures cluster</li><li>2. Activities and Participation cluster</li><li>3. Environmental factors cluster</li></ol> <p>Body functions are the physiological functions of body systems (including psychological functions). The term 'body' refers to the human organism as a whole; hence it includes the brain and its functions, that is, the mind. The Body functions cluster collects information on the presence and extent of impairment of the eight body function domains listed below:</p> <ol style="list-style-type: none"><li>1. Mental functions</li><li>2. Sensory functions and pain</li><li>3. Voice and speech functions</li><li>4. Functions of the cardiovascular, haematological, immunological and respiratory systems</li><li>5. Functions of the digestive, metabolic and the endocrine system</li><li>6. Genitourinary and reproductive functions</li><li>7. Neuromusculoskeletal and movement-related functions</li><li>8. Functions of the skin and related structures</li></ol> <p>Impairments of body functions, as defined in the ICF, are problems in body functions such as a loss or significant departure from population standards or averages. The ICD uses impairment as 'signs and symptoms', a 'component of disease' or sometimes 'reason for contact with health services'.</p> <p>Impairments are recorded in terms of their extent or magnitude, nature and/or location. Determination of impairment is undertaken primarily by those qualified to evaluate physical and mental functioning or structure according to these standards.</p> <p>Impairments should be detectable or noticeable by others or the person by direct observation or by inference from indirect observation. Impairments are not the same as the underlying pathology, but are manifestations of that pathology.</p> <p>Impairments can be temporary or permanent; progressive, regressive or static; intermittent or continuous. The</p> |

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

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

The use of this cluster to collect information on impairments of body functions should enhance data quality for medical purposes as well as for a range of purposes related to human functioning. This data cluster should be complementary to information on diseases.

The information collected in the Body functions cluster may also indicate the sorts of interventions that could result in improved functioning. This could be in the form of rehabilitation, health-related interventions, equipment, or support for example.

## Collection and usage attributes

### *Collection methods:*

The Person—body function, code (ICF 2001) AN[NNNN] data element is a neutral list of functions that can be used to record positive or neutral body function, as well as impairment of a specified body function when used in conjunction with Person—extent of impairment of body function, code (ICF 2001)N. For each body function code recorded there should be a code for impairment of body functions.

There are numerous possible methods for collecting body functions and impairments. A decision could be made to collect information:

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

See also the *ICF Australian User Guide* for further guidelines.

### *Comments:*

This cluster is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).

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

- Episode of care principal diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}
- Episode of care additional diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}.

## Source and reference attributes

*Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

### **Relational attributes**

*Implementation in Data Set Specification:* [Functioning and Disability DSS](#) Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

### **Metadata items in this Data Set Specification**

| <i>Seq No.</i> | <i>Metadata item</i>                        | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|---|-------------------|-------------------|
| -              | <a href="#">Body function</a>               | Mandatory         | 1                 |
| -              | <a href="#">Impairment of body function</a> | Mandatory         | 1                 |



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## Body structures cluster

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Data Set Specification   |
| <i>METeOR identifier:</i>   | 320151   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006   |
| <i>DSS type:</i>            | Data Set Specification (DSS)   |
| <i>Scope:</i>               | <p>This data cluster is one of four clusters that make up the Functioning and Disability DSS. To ensure a complete description of human functioning it is recommended that this cluster be collected along with the following three clusters over time and by a range of health and community care providers:</p> <ol style="list-style-type: none"><li>1. Body functions cluster</li><li>2. Activities and participation cluster</li><li>3. Environmental factors cluster</li></ol> <p>Body structures are anatomical parts of the body such as organs, limbs and their components.</p> <p>The Body structures cluster collects information on the presence and extent of impairment, the nature of the change and the location of the impairment for the eight body structure domains listed below:</p> <ol style="list-style-type: none"><li>1. Structures of the nervous system</li><li>2. The eye, ear and related structures</li><li>3. Structures involved in voice and speech</li><li>4. Structures of the cardiovascular, immunological and respiratory systems</li><li>5. Structures related to the digestive, metabolism and endocrine systems</li><li>6. Structures related to genitourinary and reproductive systems</li><li>7. Structures related to movement</li><li>8. Skin and related structures</li></ol> <p>Impairments of body structures, as defined in the ICF, are problems in body structure such as a loss or significant departure from population standards or averages. The ICD uses impairment as 'signs and symptoms', a 'component of disease' or sometimes 'reason for contact with health services'.</p> <p>Impairments are recorded in terms of their extent or magnitude, nature and/or location. Determination of impairment is undertaken primarily by those qualified to evaluate physical and mental functioning or structure according to population standards or averages.</p> <p>Impairments should be detectable or noticeable by others or the person by direct observation or by inference from indirect observation. Impairments are not the same as the underlying pathology, but are manifestations of that pathology.</p> <p>Impairments can be temporary or permanent; progressive, regressive or static; intermittent or continuous. The deviation from the population norm may be slight or</p> |

severe and may fluctuate over time. Impairments may result in other impairments.

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

The use of this cluster to collect information on impairments should enhance data quality for medical purposes as well as for a range of purposes related to understanding human functioning. This data cluster should be complementary to information on diseases.

The information collected in the Body structures cluster may also indicate the sorts of interventions that could result in improved functioning. This could be in the form of rehabilitation, health-related interventions, equipment, or support for example.

## Collection and usage attributes

### *Guide for use:*

The Person—body structure, code (ICF 2001) AN[NNNN] is a data element supported by the value domain Body structure code (ICF 2001) AN(NNNN) that represents a neutral list of structures from the ICF. This data element can be used to record positive or neutral body structure, as well as impairment of a specified body structure when used in conjunction with Person—extent of impairment of body structure, code (ICF 2001) N.

It is optional to record the location and nature of the impairment using Person—nature of impairment of body structure, code (ICF 2001) X and Person—location of impairment of body structure, code (ICF 2001) X respectively.

There are numerous possible methods for collecting body structures and impairments. A decision could be made to collect information:

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

### *Comments:*

This cluster is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).

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

- Episode of care principal diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}
- Episode of care additional diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}

## Source and reference attributes

*Submitting organisation:* Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

## Relational attributes

*Implementation in Data Set Specification:* [Functioning and Disability DSS](#) Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

## Metadata items in this Data Set Specification

| <i>Seq No.</i> | <i>Metadata item</i>                         | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|--|-------------------|-------------------|
| -              | <a href="#">Body structure</a>               | Mandatory         | 1                 |
| -              | <a href="#">Change to body structure</a>     | Optional          | 1                 |
| -              | <a href="#">Impairment of body structure</a> | Mandatory         | 1                 |
| -              | <a href="#">Location of impairment</a>       | Optional          | 1                 |

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## Environmental factors cluster

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Data Set Specification  |
| <i>METeOR identifier:</i>   | 320195  |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006  |
| <i>DSS type:</i>            | Data Set Specification (DSS)  |
| <i>Scope:</i>               | <p>This data cluster is one of four clusters that make up the Functioning and Disability DSS. To ensure a complete description of human functioning it is recommended that this cluster be collected along with the following three clusters over time and by a range of health and community care providers:</p> <ol style="list-style-type: none"><li>1. Body functions cluster</li><li>2. Body structures cluster</li><li>3. Activities and participation cluster</li></ol> <p>Environmental factors make up the physical, social and attitudinal environment in which people live and conduct their lives. These factors can have a positive or negative influence on a person's participation as a member of society, on performance of activities, or on a person's body function or structure.</p> <p>The Environmental Factors cluster collects information on the extent to which each of the domains in the five chapters listed below influence the body function or structure, activity or participation of a person:</p> <ol style="list-style-type: none"><li>1. Products and technology</li><li>2. Natural environment and human-made changes to environment</li><li>3. Support and relationships</li><li>4. Attitudes</li><li>5. Services, systems and policies</li></ol> <p>Each chapter contains categories at different levels ordered from general to detailed. For detailed information the user should follow the structure of the ICF; the codes should be drawn from the same hierarchical level within any particular chapter.</p> <p>Codes at the ICF chapter headings may be recorded. If further detail is required the Environmental Factors classification includes 3 and 4 digit codes:</p> <p>e5 Services, systems and policies<br/>e580 Health services, systems and policies<br/>e5800 Health services</p> <p>Where multiple environmental factors and the extent of influence are recorded, the following prioritising system may be useful:</p> <ul style="list-style-type: none"><li>• The first recorded environmental factor is the one having the greatest impact on the individual.</li><li>• Second and subsequent environmental factors are also of relevance to the individual.</li></ul> <p>The Environmental factors cluster may be used in health,</p> |

community services and other disability-related data collections to record the environmental factors that facilitate or inhibit optimum functioning at the body, person or societal level. Identifying whether, and by how much, these environmental factors are influencing an individual's level of functioning, and whether the influence is a facilitator or barrier, may indicate the sorts of interventions that will optimise the individual's functioning. This information may be useful for policy development, service provision, or advocacy purposes. Preventative strategies could also be indicated by this information.

## Collection and usage attributes

### *Guide for use:*

For each environmental factor code recorded there should be one response for the influence of the environmental factor.

There are numerous possible methods for collecting environmental factors. Information can be collected on:

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

See also the *ICF Australian User Guide* for further guidelines.

### *Comments:*

This cluster is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).

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

- Episode of care principal diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}
- Episode of care additional diagnosis, code (ICD-10-AM 5th Ed) ANN{.N[N]}.

## Source and reference attributes

### *Submitting organisation:*

Australian Institute of Health and Welfare (AIHW) which is the Australian Collaborating Centre for the World Health Organization Family of International Classifications.

## Relational attributes

*Implementation in Data Set Specification:* [Functioning and Disability DSS](#) Health, Standard

### Metadata items in this Data Set Specification

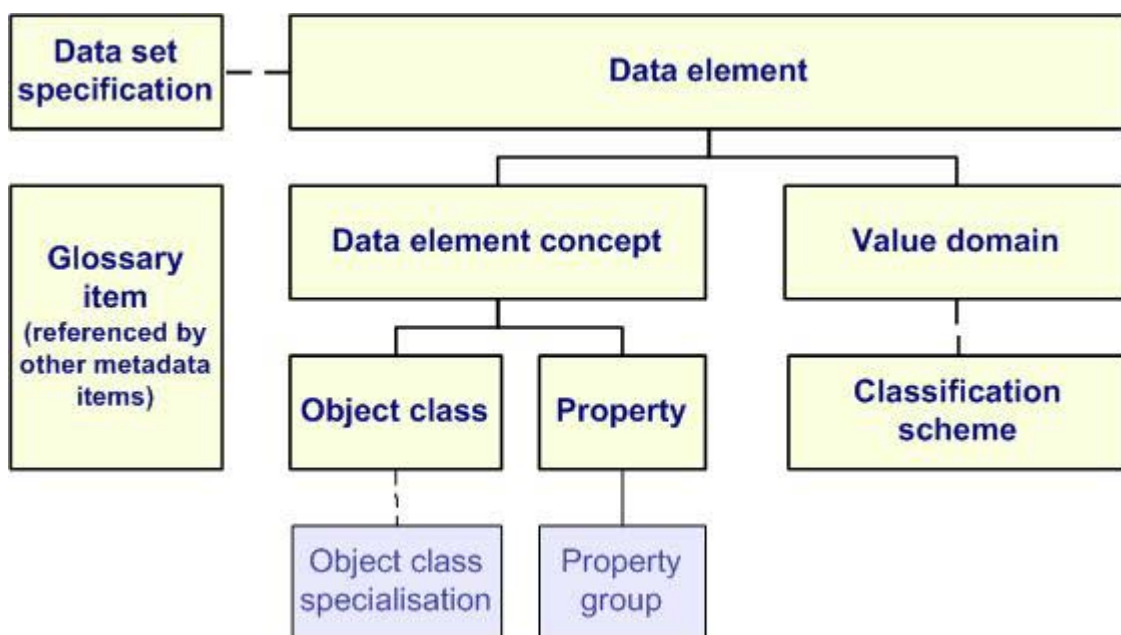
| <i>Seq No.</i> | <i>Metadata item</i>                              | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|---|-------------------|-------------------|
| -              | <a href="#">Environmental factor</a>              | Mandatory         | 1                 |
| -              | <a href="#">Influence of environmental factor</a> | Mandatory         | 1                 |

# Supporting metadata items

## Metadata structure

The data standards are based on the 2003 version of the ISO/IEC 11179 international standard for metadata registries. Part three of the standard is a model for a metadata registry and the formulation of metadata items.

In METeOR there are eight types of metadata (i.e. object class, property, data element concept, data element, value domain, classification scheme, data set specification and glossary item) based on the AIHW's interpretation of the ISO 11179 standards.



Diagrammatic representation of METeOR metadata structures

## Object classes

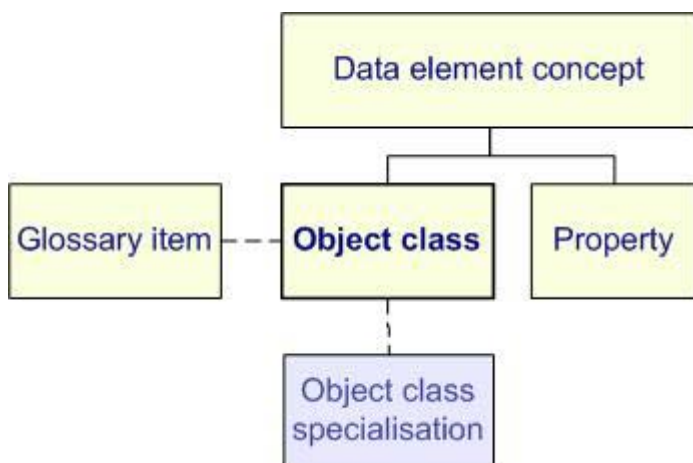
An object class represents a person, organisation, structure or event that is of interest and needs to be described. Within METeOR examples of object classes include Person, Dwelling and Family.

The union of a specific object class with a specific property creates a data element concept. For example, some of the above mentioned object classes can be combined with a Religious affiliation property to create the data element concepts: Person—religious affiliation and Family—religious affiliation.

Object classes can be specialisations of other object classes. For example, Adult is an age group related specialisation of Person.

Specialisations allow object classes to be grouped and subtyped in a meaningful manner and help users in browsing and locating relevant object classes. In a specialisation tree an object class can only be associated with a single parent object class but may have more than one child object classes. A child object class inherits all characteristics of its parent object class, but a child object class may have unique characteristics.

Below is a graphical representation of the relationship between object classes and related metadata item types.





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# Child

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## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Object Class   |
| <i>METeOR identifier:</i>   | 268987   |
| <i>Registration status:</i> | Health, Standard 25/02/2005<br>Community services, Standard 01/12/2004 |
| <i>Definition:</i>          | An individual under the age of 18 years.                               |
| <i>Specialisation of:</i>   | Person (Age group)   |

## Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australia Institute of Health and Welfare |
|---------------------------------|---|

## Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Object Class:</i> | Child—abuse and neglect type Community services, Standard 01/03/2005               |
|  | Child—care arrangements Community services, Standard 30/04/2008                    |
|  | Child—household parental care type Community services, Standard 30/04/2008         |
|  | Child—preschool service received indicator Community services, Standard 30/11/2007 |

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# Child protection notification

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Object Class  |
| <i>METeOR identifier:</i>   | 314464  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008   |
| <i>Definition:</i>          | A child protection notification is a report made to an authorised department by persons or other bodies about an allegation of child abuse or neglect, child maltreatment or harm to a child. |

## Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>This item should not include reports regarding wider concerns about children or families which are classified as child concern reports.</p> <p>A notification can involve only one child; where it is claimed that two children have been abused or neglected, this is counted as two notifications, even if the children are from one family. Where there is more than one notification about the same 'event', this is counted as only one notification. Where there is more than one notification within a financial year, but relating to different events, these notifications should be counted as separate notifications.</p> |
|-----------------------|---|

## Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Object Class:</i> | Child protection notification—assessment decision date<br>Community services, Standard 30/04/2008                        |
|  | Child protection notification—assessment decision type<br>Community services, Standard 30/04/2008                        |
|  | Child protection notification—care and protection order flag<br>Community services, Standard 30/04/2008                  |
|  | Child protection notification—contact date<br>Community services, Standard 30/04/2008                                    |
|  | Child protection notification—employment service type<br>Community services, Standard 30/04/2008                         |
|  | Child protection notification—finalised investigation outcome indicator<br>Community services, Standard 30/04/2008       |
|  | Child protection notification—investigation commencement date<br>Community services, Standard 30/04/2008                 |
|  | Child protection notification—investigation conclusion date<br>Community services, Standard 30/04/2008                   |
|  | Child protection notification—investigation outcome<br>Community services, Standard 30/04/2008                           |
|  | Child protection notification—out-of-home care flag<br>Community services, Standard 30/04/2008                           |
|  | Child protection notification—relationship to child of source of notification<br>Community services, Standard 30/04/2008 |
|  | Child protection notification—unborn child status<br>Community services, Standard 30/04/2008                             |

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# Client

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## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Object Class   |
| <i>Synonymous names:</i>    | Client   |
| <i>METeOR identifier:</i>   | 268969   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | <p>A person, group or organisation eligible to receive services either directly or indirectly from an agency.</p>  |
| <i>Context:</i>             | <p>Agencies may provide assistance to individual persons, groups of persons (e.g. support groups) or to other organisations. All of these may be considered clients of an agency. Specific data collections may circumscribe the Type of clients that are included in the collection. For example, at the current stage of development of the Home and Community Care (HACC) Minimum Data Set (MDS), HACC funded agencies are only required to report on clients who are individual persons. Future developments may extend the coverage of the HACC MDS collection to include organisational or group clients.</p> <p>The definition of a 'client' may also be circumscribed by the definition of 'assistance'. What is included as 'assistance' may depend on what activities are considered significant enough to warrant separate recording and reporting of the nature and/or amount of the assistance provided to a person. For example, an agency worker answering a telephone call from an anonymous member of the public seeking some basic information (e.g. a phone number for someone) would not usually consider that this interaction constituted assistance of sufficient significance to warrant recording that person as a 'client'.</p> <p>Furthermore, what constitutes 'assistance' may be influenced by the type of assistance the agency was established to provide. In the above example, the agency in question was funded specifically to provide telephone advice, and referral information, to members of the public or specific sub-groups of the public. The agency may have a policy that all persons telephoning the agency for information are classified as clients, albeit anonymous clients.</p> <p>The level of support or the amount of support given to a person by an agency can also be used to define them as a client or not. For example in the Supported Accommodation Assistance Program (SAAP) National data collection, clients are defined by either taking up an amount of time of an agency; being accommodated by an agency; or by entering an ongoing support relationship with an agency.</p> |
| <i>Specialisation of:</i>   | Person (Client status)   |

## Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

## Relational attributes

|                                     |   |
|-------------------------------------|---|
| <i>Related metadata references:</i> | Supersedes <a href="#">Client, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (15.7 KB) |
| <i>Data Element Concepts</i>        | Client—amount of assistance Community services, Standard  |

*implementing this Object Class:*

27/04/2007

Client—case management goal status Community services,  
Standard 30/11/2007

Client—case management plan indicator Community services,  
Standard 01/03/2005

Client—consent indicator Community services, Standard  
30/11/2007

Client—first care and protection order indicator Community  
services, Standard 30/04/2008

Client—group type Community services, Standard 15/09/2007

Client—reason case management plan does not exist  
Community services, Standard 15/09/2007

Client—service activity type needed Community services,  
Standard 15/09/2007

Client—service activity type provided Community services,  
Standard 15/09/2007

Client—service activity type referral arranged Community  
services, Standard 15/09/2007

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## Date

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Object Class   |
| <i>METeOR identifier:</i>   | 294409   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | The day of the month and year as specified by a number.                |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
| <i>Reference documents:</i>     | Oxford English dictionary.                 |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts<br/>implementing this Object Class:</i> | Date—accuracy indicator Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Date—estimate indicator Community services, Standard<br>27/04/2007 |
|--|--|

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# Household

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Object Class  |
| <i>METeOR identifier:</i>   | 351492  |
| <i>Registration status:</i> | Community services, Standard 27/04/2007   |
| <i>Definition:</i>          | One of more persons, at least one of whom is at least 15 years of age, usually resident in the same private dwelling. |
| <i>Specialisation of:</i>   | Group of persons (Household status)   |

## Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | <p>Together with family, household is considered one of the basic groups of social aggregation. Information on household numbers and composition aids in identifying groups within the population such as Indigenous households or the number of people living alone.</p> <p>For the Commonwealth-State Housing Agreement (CSHA) data collections, the number of tenancy agreements is a practical proxy for calculating the number of households receiving housing assistance.</p> <p>The persons in the group may pool their incomes and have a common budget to a greater or lesser extent: they may be related or unrelated persons, or a combination of both.</p> <p>Only usual residents of the household are included as members of the household. Visitors to a household are, by definition, excluded from the household.</p> |
|-----------------------|--|

## Source and reference attributes

|                             |   |
|-----------------------------|---|
| <i>Origin:</i>              | CSHA Public rental housing data manual 2001-02  |
| <i>Reference documents:</i> | Australian Bureau of Statistics. Family, household and income unit variables. Cat. no. 1286.0. Canberra: ABS. Viewed on 29/09/2006. |

## Relational attributes

|  |  |
|--|--|
| <i>Related metadata references:</i>                          | Supersedes <a href="#">Household family</a> Community services, Superseded 27/04/2007<br>Supersedes <a href="#">Household</a> Community services, Superseded 27/04/2007, Housing assistance, Standard 01/03/2005         |
| <i>Data Element Concepts implementing this Object Class:</i> | Household—family composition Community services, Standard 27/04/2007<br>Household—household type Community services, Standard 27/04/2007<br>Household—number of parents of child Community services, Standard 15/09/2007 |

---

# Income unit

---

## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Object Class   |
| <i>Synonymous names:</i>    | Income unit  |
| <i>METeOR identifier:</i>   | 268986   |
| <i>Registration status:</i> | Community services, Standard 31/08/2007<br>Housing assistance, Standard 01/03/2005   |
| <i>Definition:</i>          | One person or a group of related persons within a household, whose command over income is shared, or any person living in a non private dwelling who is in receipt of personal income.   |
| <i>Context:</i>             | Income units are restricted to relationships of marriage (registered or de facto) and of parent/ <b>dependant</b> who usually reside in the same household. This means that an income unit can be defined as: <ul style="list-style-type: none"><li>• a married couple or sole parent, and dependent children only; or</li><li>• a married couple only with no dependent children present; or</li><li>• a person who is not related to any other household member either by marriage or by the parent/<b>dependant</b> relationship.</li></ul> This is the standard statistical unit for analyses of economic wellbeing, and can be an important measure in assessing the needs and circumstances of individuals and families. |
| <i>Specialisation of:</i>   | Group of persons (Income unit status)  |

## Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | National Housing Data Development Committee |
|---------------------------------|---|

## Relational attributes

|  |   |
|--|---|
| <i>Related metadata references:</i>                          | Supersedes <a href="#">Income unit, version 1, DEC, NHADD, NHDAMG, Superseded 01/03/2005.pdf</a> (13.86 KB)<br>Supersedes <a href="#">Income unit, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (14 KB) |
| <i>Data Element Concepts implementing this Object Class:</i> | Income unit—income unit type Community services, Standard 31/08/2007<br>Housing assistance, Standard 01/03/2005   |

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## Individual service provider

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Object Class  |
| <i>METeOR identifier:</i>   | 269021  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 01/03/2005 |
| <i>Definition:</i>          | A person who provides a service and/or care.  |
| <i>Specialisation of:</i>   | Service/care provider (Organisation status)   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Object Class:</i> | Individual service provider—occupation (self-identified) Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Individual service provider—occupation end date Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Individual service provider—occupation start date Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|



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# Informal carer

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## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Object Class   |
| <i>METeOR identifier:</i>   | 268964   |
| <i>Registration status:</i> | Health, Recorded 13/05/2008<br>Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | An informal carer includes any person, such as a family member, friend or neighbour, who is giving regular, ongoing assistance to another person without payment for the care given.   |
| <i>Context:</i>             | Care and support networks where the carers are unpaid (other than pension or benefit) play a critical role in community services provision, especially in caring for frail aged and younger people with disability within the community.<br>Information about informal carers is therefore of fundamental importance in assessing the ongoing needs of clients and their carers, and in service planning. The presence of an informal carer is often a key indicator of a person's ability to remain at home, especially if the person requires assistance. The absence of an informal carer, where a vulnerable client lives alone, is an indicator of client risk. Information on client living arrangement and informal carer availability provides an indicator of the potential in-home support and the extent to which the burden of care is absorbed by the informal caring system.<br>The stability or otherwise of the informal carer's availability may be significant in the capacity of the client continuing to remain at home.<br>Existing carer definitions (e.g. for purposes of establishing eligibility for Domiciliary Nursing Care Benefits (DNCB/Carer Allowance; Carer's Pension/Carer Payment) definitions used in ABS population, surveys of disability, ageing and carers) vary in context and purpose. |
| <i>Specialisation of:</i>   | Individual service provider (Informal carer status)  |

## Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | The definition excludes formal care services such as homecare, care provided by volunteers or foster care that is arranged by formal services. It also excludes unregistered child carers who are receiving payment for their services. Where a potential carer is not prepared to undertake the caring role, the carer is considered to be not available. |
|-----------------------|--|

## Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare                       |
| <i>Origin:</i>                  | Home and Community Care (HACC) Data Dictionary Version 1.0, 1998 |

## Relational attributes

|  |  |
|--|--|
| <i>Related metadata references:</i>                          | Supersedes <a href="#">Informal carer, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (14.56 KB) |
| <i>Data Element Concepts implementing this Object Class:</i> | Informal carer—co-residency status Health, Recorded 13/05/2008   |

Community services, Standard 01/03/2005

Informal carer—primary status Community services, Standard  
27/04/2007

Informal carer—relationship to care recipient Health, Recorded  
13/05/2008

Community services, Standard 01/03/2005

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## Parent/guardian

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Object Class  |
| <i>METeOR identifier:</i>   | 314980  |
| <i>Registration status:</i> | Community services, Standard 27/04/2007   |
| <i>Definition:</i>          | One who is legally responsible for the care and management of an incompetent or a minor, whether it be because they are that person's father or mother (parent), or a guardian. |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts</i>           | Parent/guardian—receipt of Carer Allowance (Child) indicator |
| <i>implementing this Object Class:</i> | Community services, Standard 27/04/2007                      |

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# Person

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Object Class  |
| <i>METeOR identifier:</i>   | 268955  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 01/03/2005 |
| <i>Definition:</i>          | A human being, whether man, woman or child.   |
| <i>Specialisation of:</i>   | Person/group of persons (Group status)  |

## Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australia Institute of Health and Welfare   |
| <i>Origin:</i>                  | Macquarie University 2003. <i>The Macquarie Dictionary 3rd ed.</i> Sydney: The Macquarie Library Pty. Ltd |

## Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Object Class:</i> | Person (address)—address line Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Person (address)—address type Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Person (address)—Australian postcode Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 10/02/2006<br>Person (address)—building/complex sub-unit identifier Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Person (address)—building/complex sub-unit type Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Person (address)—building/property name Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Person (address)—country identifier Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Person (address)—electronic communication address Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Person (address)—electronic communication medium Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Person (address)—electronic communication usage code Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Person (address)—floor/level identifier Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Person (address)—floor/level type Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Person (address)—international postcode Health, Standard 04/05/2005 |
|--|---|

Community services, Standard 30/09/2005  
Person (address)—non-Australian state/province Health, Standard 04/05/2005  
Community services, Standard 30/09/2005  
Person (address)—postal delivery point identifier Health, Standard 01/03/2005  
Community services, Standard 01/03/2005  
Person (address)—street name Health, Standard 01/03/2005  
Community services, Standard 30/09/2005  
Person (address)—street suffix Health, Standard 01/03/2005  
Community services, Standard 30/09/2005  
Person (address)—street type Health, Standard 01/03/2005  
Community services, Standard 30/09/2005  
Person (address)—suburb/town/locality name Health, Standard 01/03/2005  
Community services, Standard 01/03/2005  
Person (assessed)—assistance eligibility status Community services, Superseded 02/05/2006  
Person (employed)—education field of highest qualification Community services, Standard 15/09/2007  
Person (employed)—employment related study indicator Community services, Standard 30/11/2007  
Person (employed)—employment type Community services, Standard 30/11/2007  
Person (employed)—full-time/part-time status Community services, Standard 14/12/2005  
Person (employed)—highest level of qualification in employment field Community services, Standard 15/09/2007  
Person (employed)—hours worked Community services, Standard 30/11/2007  
Person (employed)—hours worked (per week) Community services, Standard 01/03/2005  
Person (employed)—length of employment in current service Community services, Standard 30/11/2007  
Person (employed)—length of experience in industry sector Community services, Standard 30/11/2007  
Person (employed)—paid employment indicator Community services, Standard 30/11/2007  
Person (employed)—status in employment Community services, Standard 01/03/2005  
Person (employed)—tertiary qualification related to industry indicator Community services, Standard 30/11/2007  
Person (employed)—type of children's service work performed Community services, Standard 15/09/2007  
Person (name)—family name Health, Standard 01/03/2005  
Community services, Standard 01/03/2005  
Housing assistance, Standard 28/07/2005  
Person (name)—given name Health, Standard 01/03/2005  
Community services, Standard 01/03/2005  
Housing assistance, Standard 01/08/2005  
Person (name)—given name sequence number Health, Standard 04/05/2005  
Community services, Standard 30/09/2005  
Person (name)—name conditional use flag Health, Standard

04/05/2005  
 Community services, Standard 25/08/2005  
 Person (name)—name context flag Health, Superseded 04/05/2005  
 Community services, Superseded 25/08/2005  
 Person (name)—name suffix Health, Standard 01/03/2005  
 Community services, Standard 01/03/2005  
 Person (name)—name suffix sequence number Health, Standard 04/05/2005  
 Community services, Standard 30/09/2005  
 Person (name)—name title Health, Standard 01/03/2005  
 Community services, Standard 01/03/2005  
 Person (name)—name title sequence number Health, Standard 04/05/2005  
 Community services, Standard 30/09/2005  
 Person (name)—name type Health, Standard 01/03/2005  
 Community services, Standard 30/09/2005  
 Person (overseas born)—year of first arrival in Australia Health, Standard 04/05/2005  
 Community services, Standard 01/03/2005  
 Person (requiring care)—carer availability status Health, Superseded 04/07/2007  
 Community services, Superseded 02/05/2006  
 Person (telephone)—telephone number type Health, Standard 01/03/2005  
 Community services, Standard 01/03/2005  
 Person—accommodation assistance urgency status Community services, Standard 30/11/2007  
 Person—accommodation offer accepted indicator Community services, Standard 30/11/2007  
 Person—accommodation offered Community services, Standard 30/11/2007  
 Person—activity and participation life area Health, Standard 29/11/2006  
 Community services, Standard 16/10/2006  
 Person—age Health, Standard 04/05/2005  
 Community services, Standard 04/05/2005  
 Housing assistance, Standard 17/06/2005  
 Person—age (community services) Community services, Superseded 04/05/2005  
 Person—age range Health, Standard 04/05/2005  
 Community services, Standard 30/11/2007  
 Person—arrival time at service Community services, Standard 30/11/2007  
 Person—Australian state/territory identifier Health, Standard 01/03/2005  
 Community services, Standard 01/03/2005  
 Housing assistance, Standard 10/02/2006  
 Person—body function Health, Standard 29/11/2006  
 Community services, Standard 16/10/2006  
 Person—body structure Health, Standard 29/11/2006  
 Community services, Standard 16/10/2006  
 Person—communication method Community services, Standard 01/03/2005  
 Person—contact method Community services, Standard

15/09/2007  
 Person—country of birth Health, Standard 01/03/2005  
 Community services, Standard 01/03/2005  
 Housing assistance, Standard 27/07/2005  
 Person—date accommodation sought Community services,  
 Standard 30/11/2007  
 Person—date of birth Health, Standard 01/03/2005  
 Community services, Standard 01/03/2005  
 Housing assistance, Standard 27/07/2005  
 Person—date of death Health, Standard 04/05/2005  
 Community services, Standard 30/09/2005  
 Person—departure time from service Community services,  
 Standard 30/11/2007  
 Person—disability group Community services, Standard  
 08/05/2006  
 Person—effective communication indicator Community services,  
 Standard 27/04/2007  
 Person—eligibility status Health, Standard 04/01/2006  
 Community services, Standard 04/01/2006  
 Person—environmental factor Health, Standard 29/11/2006  
 Community services, Standard 16/10/2006  
 Person—extent of environmental factor influence Health, Standard  
 29/11/2006  
 Community services, Standard 16/10/2006  
 Person—extent of impairment of body function Health, Standard  
 29/11/2006  
 Community services, Standard 16/10/2006  
 Person—extent of impairment of body structure Health, Standard  
 29/11/2006  
 Community services, Standard 16/10/2006  
 Person—extent of participation in a life area Health, Standard  
 29/11/2006  
 Community services, Standard 16/10/2006  
 Person—field of education Community services, Standard  
 01/03/2005  
 Person—first accommodation attempt Community services,  
 Standard 30/11/2007  
 Person—first language spoken Community services, Standard  
 01/03/2005  
 Housing assistance, Standard 01/08/2005  
 Person—funding indicator Community services, Standard  
 27/04/2007  
 Person—geographic location Community services, Standard  
 01/03/2005  
 Person—government funding identifier Health, Standard  
 01/03/2005  
 Community services, Standard 31/08/2007  
 Person—housing tenure type Community services, Standard  
 15/09/2007  
 Person—income source (cash) Community services, Superseded  
 29/04/2006  
 Person—income source (principal) Community services,  
 Superseded 29/04/2006  
 Person—Indigenous status Health, Standard 01/03/2005

Community services, Standard 01/03/2005  
 Housing assistance, Standard 01/03/2005  
 Person—informal carer existence indicator Health, Standard 04/07/2007  
 Community services, Standard 02/05/2006  
 Person—interpreter service required Health, Standard 08/02/2006  
 Community services, Standard 10/04/2006  
 Person—interpreter service required (community services)  
 Community services, Standard 01/03/2005  
 Person—labour force status Health, Standard 01/03/2005  
 Community services, Standard 01/03/2005  
 Housing assistance, Standard 01/08/2005  
 Person—legal order/arrangement type Community services,  
 Standard 01/03/2005  
 Person—letters of family name Community services, Standard 27/03/2007  
 Person—letters of given name Community services, Standard 27/03/2007  
 Person—level of difficulty with activities in a life area Health,  
 Standard 29/11/2006  
 Community services, Standard 16/10/2006  
 Person—level of highest educational attainment Community  
 services, Standard 29/04/2006  
 Person—level of highest educational attainment Community  
 services, Superseded 29/04/2006  
 Person—level of satisfaction with participation in a life area Health,  
 Standard 29/11/2006  
 Community services, Standard 16/10/2006  
 Person—living arrangement Health, Standard 19/04/2005  
 Community services, Standard 01/03/2005  
 Person—location of impairment of body structure Health, Standard 29/11/2006  
 Community services, Standard 16/10/2006  
 Person—main language other than English spoken at home Health,  
 Standard 01/03/2005  
 Community services, Standard 01/03/2005  
 Housing assistance, Standard 10/02/2006  
 Person—main reason accommodation not offered Community  
 services, Standard 15/09/2007  
 Person—marital status Health, Standard 01/03/2005  
 Community services, Standard 01/03/2005  
 Housing assistance, Standard 10/02/2006  
 Person—mother's original family name Health, Standard 01/03/2005  
 Community services, Standard 01/03/2005  
 Person—nature of impairment of body structure Health, Standard 29/11/2006  
 Community services, Standard 16/10/2006  
 Person—need for assistance with activities in a life area Health,  
 Standard 29/11/2006  
 Community services, Standard 16/10/2006  
 Person—number of persons accommodated Community services,  
 Standard 30/11/2007  
 Person—occupation (main) Health, Standard 04/07/2007  
 Community services, Standard 27/03/2007



Housing assistance, Standard 10/08/2007

Person—occupation (main) Health, Superseded 04/07/2007

Community services, Superseded 27/03/2007

Housing assistance, Superseded 10/08/2007

Person—one-off assistance offered Community services, Standard 30/11/2007

Person—one-off assistance type offered Community services, Standard 15/09/2007

Person—person identifier Health, Standard 04/05/2005

Community services, Standard 25/08/2005

Person—person identifier (within establishment/agency) Health, Superseded 04/05/2005

Community services, Superseded 25/08/2005

Person—preferred language Health, Standard 01/03/2005

Community services, Standard 10/04/2006

Person—principal role Community services, Standard 15/09/2007

Person—proficiency in spoken English Health, Standard 01/03/2005

Community services, Standard 01/03/2005

Housing assistance, Standard 10/02/2006

Person—reason accommodation offer not accepted Community services, Standard 15/09/2007

Person—reason earlier accommodation attempt unsuccessful Community services, Standard 15/09/2007

Person—reason for seeking assistance Community services, Standard 15/09/2007

Person—reference person status (household) Community services, Standard 27/04/2007

Housing assistance, Standard 10/02/2006

Person—referral for accommodation Community services, Standard 30/11/2007

Person—registered/awaiting government payment indicator Community services, Standard 30/11/2007

Person—relationship to household reference person Community services, Standard 01/03/2005

Person—religious affiliation Community services, Standard 01/03/2005

Person—residential setting Community services, Standard 01/03/2005

Person—school attendance indicator Community services, Standard 30/11/2007

Person—service activity type Community services, Standard 01/03/2005

Person—service received indicator Community services, Standard 27/04/2007

Person—sex Health, Standard 01/03/2005

Community services, Standard 01/03/2005

Housing assistance, Standard 10/02/2006

Person—source of cash income (all) Community services, Standard 29/04/2006

Person—source of cash income (principal) Community services, Standard 29/04/2006

Housing assistance, Standard 10/02/2006

Person—student type Community services, Standard 15/09/2007

Person—student/employment training indicator Community services, Standard 30/11/2007

Person—telephone number Health, Standard 01/03/2005  
Community services, Standard 01/03/2005

Person—type of interpreter services required Community services, Standard 27/04/2007

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# Record

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Object Class  |
| <i>METeOR identifier:</i>   | 300208  |
| <i>Registration status:</i> | Community services, Standard 27/03/2007               |
| <i>Definition:</i>          | An account of something, preserved in a lasting form. |

## Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

## Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Object Class:</i> | Record—identifier Community services, Standard 27/03/2007 |
|--|---|

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# Referral

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Object Class  |
| <i>METeOR identifier:</i>   | 269015  |
| <i>Registration status:</i> | Health, Recorded 13/05/2008<br>Community services, Standard 01/03/2005                  |
| <i>Definition:</i>          | A recommendation by a care or service provider to further care or alternative services. |
| <i>Specialisation of:</i>   | Service/care event (Referral event status)  |

## Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australia Institute of Health and Welfare |
|---------------------------------|---|

## Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Object Class:</i> | Referral—contact method Community services, Standard 01/03/2005                                       |
|  | Referral—referral receipt date Health, Recorded 13/05/2008<br>Community services, Standard 01/03/2005 |
|  | Referral—referral source Health, Recorded 13/05/2008<br>Community services, Standard 02/06/2005       |
|  | Referral—referral source (community services) Community services, Superseded 02/06/2005               |

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## Service episode

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Object Class  |
| <i>METeOR identifier:</i>   | 320994  |
| <i>Registration status:</i> | Community services, Standard 29/04/2006   |
| <i>Definition:</i>          | <p>A period of time during which a client receives assistance from an agency.</p>   |
| <i>Context:</i>             | <p>Service provision and planning:</p> <p>The concept of a service episode (and associated metadata items) is necessary for the analysis, of the length of provision of assistance to clients. In conjunction with information about the amount and type of assistance received by clients, information about the length of the service episode also gives some indication of the intensity of assistance provided by agencies.</p> <p>A client's service episode always begins and ends with dates that mark the first and last time that the person received assistance from the agency. That is, a service episode will always begin and end with service event (see metadata item the service event).</p> <p>The pathway or process followed by a person entering or exiting from a service episode varies from one agency to another and from one type of assistance to another. It cannot be assumed, for example, that every client has undergone an assessment (or the same type of assessment) before entering a service episode. At times, a client may receive services from an agency on the basis of a referral from an established source with which the agency has well-developed referral protocols. At other times, a client who has been previously assisted by the agency may begin to receive services again without undergoing the same level of assessment on entry into a subsequent service episode.</p> <p>The definition of service episode has not assumed that any standard sequence of events applies to all service episodes for all clients across all types of agencies and across all programs. Rather, the definition of a service episode allows for the receipt of any of the types of assistance to serve as a trigger for the beginning of a service episode. That is, the service activity associated with the beginning of a service episode (i.e. the first service event) will vary across agencies.</p> <p>While agency policies and practices will impact upon the determination of a Service episode to some extent (e.g. different policies for taking clients 'off the books') the basic feature across agencies remain the first and the last Service events received by a client within a period of receipt of assistance. Establishing greater consistency in the determination of Service episodes would require a national cross-program approach to standardising entry and exit procedures across the community service sector.</p> |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare                       |
| <i>Origin:</i>                  | Home and Community Care (HACC) Data Dictionary Version 1.0, 1998 |

## Relational attributes

*Related metadata references:*

Supersedes [Service episode, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.25 KB)

*Data Element Concepts  
implementing this Object Class:*

Service episode—care and protection order type Community services, Standard 30/04/2008

Service episode—episode end date Community services, Standard 01/03/2005

Service episode—episode identifier Community services, Standard 27/03/2007

Service episode—episode start date Community services, Standard 16/05/2006

Service episode—financial payment indicator Community services, Standard 30/04/2008

Service episode—legal order indicator Community services, Standard 30/04/2008

Service episode—legal order/arrangement indicator Community services, Standard 30/04/2008

Service episode—legal order/arrangement type Community services, Standard 27/03/2007

Service episode—placement type Community services, Standard 30/04/2008

Service episode—reason for order expiry Community services, Standard 30/04/2008

Service episode—service cessation reason Community services, Standard 01/03/2005

Service episode—service ongoing indicator Community services, Standard 30/11/2007

Service episode—transfer source Community services, Standard 27/03/2007

Service episode—type of goods and equipment received Community services, Standard 01/03/2005

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## Service event

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Object Class   |
| <i>METeOR identifier:</i>   | 320989   |
| <i>Registration status:</i> | Community services, Standard 07/03/2006  |
| <i>Definition:</i>          | An instance or occasion of assistance received by a client from a service provider.  |
| <i>Context:</i>             | <p>Information about individual instances of the receipt of assistance by a client from a service agency is of fundamental interest to service providers, but may or may not be required for national reporting purposes. However, information about an individual service event is a basic building block for other information that is of relevance to national reporting and statistical analysis. For example, if information about the length of time that certain types of persons have received particular types of assistance from specific types of agencies is required, then information about each instance of service provision should be recorded in a standard way. This should enable reliable, valid and comparable data to be reported nationally.</p> <p>Generally, a service event is described by a cluster of data elements that provide information about when it happened, where it happened, what assistance was received, how much and from whom. The need for information about service events reflects an interest in locating community service assistance to clients in time. This information may help to identify the intensity of assistance received by a person during a time period. Knowing when a person received assistance from an agency also helps to identify those records that are of interest to particular data collections. For example, an agency may be required to report on all assistance provided to clients during, say 1999-2000.</p> <p>As with the definition of Client, what constitutes a Service event is influenced by the definition of 'assistance'. That is, every interaction between an agency and a client may not be considered of sufficient significance to warrant recording as a Service event. Furthermore, decisions about what is included or excluded from the definition of 'assistance' may be affected by specific program requirements as well as practical considerations related to the amount of time and resources it takes to record every interaction between an agency and a client.</p> |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australia Institute of Health and Welfare                        |
| <i>Reference documents:</i>     | Home and Community Care (HACC) Data Dictionary Version 1.0, 1998 |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Object Class:</i> | Service event—accommodation period end date Community services, Standard 30/11/2007   |
|  | Service event—accommodation period start date Community services, Standard 30/11/2007 |
|  | Service event—assessment date Community services, Standard                            |

01/03/2005

Service event—assistance received date Community services, Standard 01/03/2005

Service event—assistance request date Community services, Standard 01/03/2005

Service event—assistance type Community services, Standard 30/04/2008

Service event—assistance urgency Community services, Standard 01/03/2005

Service event—first service contact date Community services, Standard 01/03/2005

Service event—last service provision date Community services, Standard 07/03/2006

Service event—reason assistance not provided Community services, Standard 01/03/2005

Service event—service delivery setting Community services, Standard 02/05/2006

Service event—supported accommodation type Community services, Standard 30/11/2007

Service event—type of goods and equipment received Community services, Standard 01/03/2005



---

## Service provider organisation

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Object Class  |
| <i>METeOR identifier:</i>   | 269022  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 01/03/2005 |
| <i>Definition:</i>          | An organisation that provides services and/or care.   |
| <i>Specialisation of:</i>   | Service/care provider (Organisation status)   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Object Class:</i> | Service provider organisation (address)—address line Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—address type Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—Australian postcode Health, Standard 04/05/2005<br>Community services, Standard 31/08/2005<br>Service provider organisation (address)—building/complex sub-unit identifier Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—building/complex sub-unit type Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—building/property name Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—electronic communication address Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—electronic communication medium Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—floor/level identifier Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—floor/level type Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—international postcode Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—non-Australian state/province Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—postal delivery point identifier Health, Standard 04/05/2005 |
|--|---|

Community services, Standard 31/08/2005  
Service provider organisation (address)—street name Health, Standard 04/05/2005  
Community services, Standard 30/09/2005  
Service provider organisation (address)—street suffix Health, Standard 04/05/2005  
Community services, Standard 30/09/2005  
Service provider organisation (address)—street type Health, Standard 04/05/2005  
Community services, Standard 30/09/2005  
Service provider organisation (address)—suburb/town/locality name Health, Standard 04/05/2005  
Community services, Standard 31/08/2005  
Service provider organisation (name)—name type Health, Standard 04/05/2005  
Community services, Standard 30/09/2005  
Service provider organisation (name)—organisation name Health, Standard 04/05/2005  
Community services, Standard 30/09/2005  
Service provider organisation (service type)—mobile service indicator Community services, Standard 19/12/2007  
Service provider organisation (service type)—number of available places Community services, Standard 19/12/2007  
Service provider organisation (service type)—session end time Community services, Standard 30/11/2007  
Service provider organisation (service type)—session start time Community services, Standard 30/11/2007  
Service provider organisation—accommodation places Community services, Standard 30/11/2007  
Service provider organisation—Australian state/territory identifier Health, Standard 04/05/2005  
Community services, Standard 07/12/2005  
Service provider organisation—corporation indicator Community services, Standard 30/11/2007  
Service provider organisation—day of operation Community services, Standard 30/11/2007  
Service provider organisation—design capacity Community services, Standard 27/03/2007  
Service provider organisation—fee schedule amount Community services, Standard 30/11/2007  
Service provider organisation—fee schedule for activity type Community services, Standard 15/09/2007  
Service provider organisation—full financial year funding indicator Community services, Standard 27/04/2007  
Service provider organisation—full-time equivalent staff Community services, Standard 01/03/2005  
Service provider organisation—full-time equivalent staff Community services, Standard 01/03/2005  
Service provider organisation—funded service type Community services, Standard 15/09/2007  
Service provider organisation—funding allocated Community services, Standard 27/04/2007  
Service provider organisation—funding end date Community services, Standard 30/11/2007

Service provider organisation—funding source Community services, Standard 27/04/2007

Service provider organisation—funding start date Community services, Standard 30/11/2007

Service provider organisation—geographic location Community services, Standard 01/03/2005

Service provider organisation—hours worked Community services, Standard 27/04/2007

Service provider organisation—hours worked Community services, Superseded 27/04/2007

Service provider organisation—level of government Community services, Standard 27/04/2007

Service provider organisation—main service activity type indicator Community services, Standard 30/11/2007

Service provider organisation—management type Community services, Standard 15/09/2007

Service provider organisation—number of clients Community services, Standard 27/04/2007

Service provider organisation—number of licensed places Community services, Standard 19/12/2007

Service provider organisation—number of service operation days Community services, Standard 01/03/2005

Service provider organisation—number of service operation hours Community services, Standard 01/03/2005

Service provider organisation—number of service operation weeks Community services, Standard 01/03/2005

Service provider organisation—organisation end date Health, Standard 04/05/2005

Community services, Standard 30/09/2005

Service provider organisation—organisation identifier Community services, Standard 01/03/2005

Service provider organisation—organisation start date Health, Standard 04/05/2005

Community services, Standard 30/09/2005

Service provider organisation—recurrent funding commitments Community services, Standard 30/11/2007

Service provider organisation—region identifier Community services, Standard 15/09/2007

Service provider organisation—sector Community services, Standard 27/04/2007

Service provider organisation—service activity type Community services, Standard 15/09/2007

Service provider organisation—service activity type Community services, Standard 01/03/2005

Service provider organisation—service delivery setting Health, Standard 05/12/2007

Community services, Standard 29/04/2006

Service provider organisation—tax exempt indicator Community services, Standard 27/04/2007

Service provider organisation—temporary closure end date Community services, Standard 30/11/2007

Service provider organisation—temporary closure start date Community services, Standard 30/11/2007

---

## State or Territory Government

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Object Class   |
| <i>METeOR identifier:</i>   | 301333   |
| <i>Registration status:</i> | Health, Standard 07/12/2005<br>Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | A separately constituted legal entity established by political processes which have legislative, judicial or executive authority over a specific state or territory and is responsible for the governance, administration and financial management of that state or territory. |

### Source and reference attributes

|                             |   |
|-----------------------------|---|
| <i>Reference documents:</i> | Australian Bureau of Statistics 2002. Standard Economic Sector Classifications of Australia (SESCA). ABS Cat No. 1218.0. Canberra: ABS. |
|-----------------------------|---|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Object Class:</i> | State or Territory Government—recurrent funding commitments<br>Community services, Standard 30/11/2007 |
|--|--|

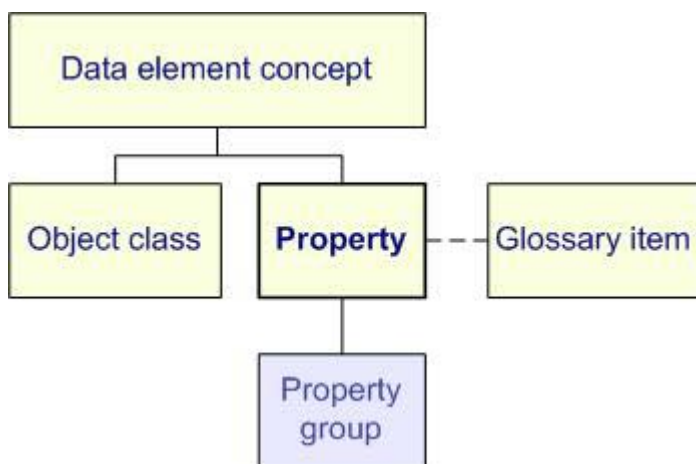
# Properties

A property is a characteristic of an object class of interest. For example, the object class Person can have characteristics such as sex and date of birth. These characteristics are referred to as properties.

The union of a specific property with a specific object class creates a data element concept. The above mentioned examples create the data element concepts Person—sex and Person—date of birth.

Properties are assigned property groups which group similar properties such as Lifestyle characteristics and Financial characteristics. These property groups assist users in browsing and locating relevant properties.

Below is a graphical representation of the relationship between properties and related metadata item types.



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## Abuse and neglect type

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269167   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | The type of actions or inactions which have resulted in, or may result in, significant harm or injury to another person. |
| <i>Property group:</i>      | Crisis event   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Child—abuse and neglect type Community services, Standard 01/03/2005 |
|--|--|

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## Accommodation assistance urgency status

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 352356  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                             |
| <i>Definition:</i>          | An indicator of the immediacy of need for accommodation assistance. |
| <i>Property group:</i>      | Entry into service event  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—accommodation assistance urgency status Community services, Standard 30/11/2007 |
|--|--|

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## Accommodation offer accepted indicator

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                    |
| <i>METeOR identifier:</i>   | 331561                                      |
| <i>Registration status:</i> | Community services, Standard 30/11/2007     |
| <i>Definition:</i>          | The taking up of an offer of accommodation. |
| <i>Property group:</i>      | Service provision event                     |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—accommodation offer accepted indicator Community services, Standard 30/11/2007 |
|--|---|



---

## Accommodation offered

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 329990                                  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007 |
| <i>Definition:</i>          | An offer of accommodation.              |
| <i>Property group:</i>      | Service provision event                 |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—accommodation offered Community services, Standard 30/11/2007 |
|--|--|

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## Accommodation period end date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 350906  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007             |
| <i>Definition:</i>          | The date at which a period of lodging is completed. |
| <i>Property group:</i>      | Service provision event                             |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service event—accommodation period end date Community services, Standard 30/11/2007 |
|--|---|

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## Accommodation period start date

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 350925   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007          |
| <i>Definition:</i>          | The date at which a period of lodging commences. |
| <i>Property group:</i>      | Service provision event                          |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service event—accommodation period start date Community services, Standard 30/11/2007 |
|--|---|

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## Accommodation places

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 336722  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007             |
| <i>Definition:</i>          | Accommodation places funded, provided or available. |
| <i>Property group:</i>      | Service provision event                             |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—accommodation places Community services, Standard 30/11/2007 |
|--|--|

---

## Accuracy indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 294414   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | The level of detail to which recorded information is correct.          |
| <i>Property group:</i>      | Performance indicators   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Date—accuracy indicator Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|--|

---

## Activity and participation life area

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 324432   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006   |
| <i>Definition:</i>          | Life areas in which individuals may participate or undertake activities. |
| <i>Property group:</i>      | Physical characteristics   |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—activity and participation life area Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
|--|--|

---

## Address line

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 292741  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005  |
| <i>Definition:</i>          | A composite of one or more standard address components that describes a low level of geographical/physical description of a location. |
| <i>Property group:</i>      | Location characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—address line Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—address line Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|

---

## Address type

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269037   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | A descriptor of the class of a geographical/physical location.         |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Person (address)—address type Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—address type Health,<br>Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|--|



---

# Age

---

## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269152  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 04/05/2005<br>Housing assistance, Standard 01/03/2005 |
| <i>Definition:</i>          | The length of life or existence.  |
| <i>Property group:</i>      | Physical characteristics  |

## Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare   |
| <i>Origin:</i>                  | Macquarie University 2003. The Macquarie Dictionary 3rd ed.<br>Sydney: The Macquarie Library Pty Ltd |

## Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—age Health, Standard 04/05/2005<br>Community services, Standard 04/05/2005<br>Housing assistance, Standard 17/06/2005<br>Person—age (community services) Community services,<br>Superseded 04/05/2005 |
|--|--|

---

## Age range

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 290491   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/11/2007 |
| <i>Definition:</i>          | A chronological grouping of age.                                       |
| <i>Property group:</i>      | Physical characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—age range Health, Standard 04/05/2005<br>Community services, Standard 30/11/2007 |
|--|---|

---

## Amount of assistance

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property                                       |
| <i>METeOR identifier:</i>   | 308133   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007        |
| <i>Definition:</i>          | The amount of assistance provided to a person. |
| <i>Property group:</i>      | Service provision event                        |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Client—amount of assistance Community services, Standard 27/04/2007 |
|--|---|

---

## Arrival time at service

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 314956                                  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007 |
| <i>Definition:</i>          | The time of arrival at a service.       |
| <i>Property group:</i>      | Entry into service event                |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—arrival time at service Community services, Standard 30/11/2007 |
|--|--|

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## Assessment date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269248   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | The date on which the need for assistance, appropriateness of service provision and/or circumstances was assessed. |
| <i>Property group:</i>      | Service provision event  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service event—assessment date Community services, Standard 01/03/2005 |
|--|---|

---

## Assessment decision date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 331076  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008           |
| <i>Definition:</i>          | The day on which an assessment decision was made. |

### Relational attributes

|                                    |  |
|------------------------------------|--|
| <i>Data Element Concepts</i>       | Child protection notification—assessment decision date |
| <i>implementing this Property:</i> | Community services, Standard 30/04/2008                |

---

## Assessment decision type

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 316522  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008                           |
| <i>Definition:</i>          | A determined course of action arising from an assessment process. |

### Relational attributes

|                                    |  |
|------------------------------------|--|
| <i>Data Element Concepts</i>       | Child protection notification—assessment decision type |
| <i>implementing this Property:</i> | Community services, Standard 30/04/2008                |

---

## Assistance received date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269249   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005            |
| <i>Definition:</i>          | The date on which assistance is formally received. |
| <i>Property group:</i>      | Service provision event                            |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service event—assistance received date Community services, Standard 01/03/2005 |
|--|--|



---

## Assistance request date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269250   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005                |
| <i>Definition:</i>          | The date on which an assistance is formally requested. |
| <i>Property group:</i>      | Entry into service event                               |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service event—assistance request date Community services, Standard 01/03/2005 |
|--|---|

---

## Assistance type

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 307880                                  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008 |
| <i>Definition:</i>          | A class of service activity.            |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service event—assistance type Community services, Standard 30/04/2008 |
|--|---|

---

## Assistance urgency

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269124  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005                     |
| <i>Definition:</i>          | The assessed time period within which assistance is needed. |
| <i>Property group:</i>      | Service/care urgency  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service event—assistance urgency Community services, Standard 01/03/2005 |
|--|--|

---

## Australian postcode

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269316  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 22/10/2005   |
| <i>Definition:</i>          | The numeric descriptor for a postal delivery area, aligned with locality, suburb or place.  |
| <i>Context:</i>             | Postcode is an important part of a postal address and facilitates written communication. It is one of a number of geographic identifiers that can be used to determine a geographic location. |
| <i>Property group:</i>      | Location characteristics  |

### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Standards Australia<br>Australian Institute of Health and Welfare |
|---------------------------------|---|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—Australian postcode Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 10/02/2006<br>Service provider organisation (address)—Australian postcode Health, Standard 04/05/2005<br>Community services, Standard 31/08/2005 |
|--|--|

---

## Australian state/territory identifier

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269056  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 22/10/2005                                     |
| <i>Definition:</i>          | An identifier of the Australian state or territory.   |
| <i>Context:</i>             | This is a <b>geographic indicator</b> which is used for analysis of the distribution of clients or patients, agencies or establishments and services. |
| <i>Property group:</i>      | Location characteristics  |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Establishment—Australian state/territory identifier Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Person—Australian state/territory identifier Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 10/02/2006<br>Service provider organisation—Australian state/territory identifier Health, Standard 04/05/2005<br>Community services, Standard 07/12/2005 |
|--|--|

---

## Body function

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 320237   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
| <i>Definition:</i>          | The physiological or psychological function of body system.            |
| <i>Property group:</i>      | Physical characteristics   |

### Relational attributes

|                                    |  |
|------------------------------------|--|
| <i>Data Element Concepts</i>       | Person—body function Health, Standard 29/11/2006 |
| <i>implementing this Property:</i> | Community services, Standard 16/10/2006          |

---

## Body structure

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 320249  |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006    |
| <i>Definition:</i>          | An anatomical part of the body such as organs, limbs or their components. |
| <i>Property group:</i>      | Physical characteristics  |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—body structure Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
|--|--|

---

## Building/complex sub-unit identifier

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269388  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005  |
| <i>Definition:</i>          | The specification of the number or identifier of a building/complex, marina, etc. to clearly distinguish it from another. |
| <i>Context:</i>             | Australian addresses.   |
| <i>Property group:</i>      | Location characteristics  |

### Source and reference attributes

|                                 |                                 |
|---------------------------------|---------------------------------|
| <i>Submitting organisation:</i> | Health Data Standards Committee |
|---------------------------------|---------------------------------|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—building/complex sub-unit identifier Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—building/complex sub-unit identifier Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|



---

## Building/complex sub-unit type

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269380   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005   |
| <i>Definition:</i>          | The specification of the type of a separately identifiable portion within a building/complex, marina, etc. to clearly distinguish it from another. |
| <i>Context:</i>             | Australian addresses.  |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Health Data Standards Committee               |
| <i>Origin:</i>                  | Australia Post Address Presentation Standard. |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—building/complex sub-unit type Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—building/complex sub-unit type Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|

---

## Building/property name

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269387  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005                    |
| <i>Definition:</i>          | The full name used to identify the physical building or property as part of its location. |
| <i>Context:</i>             | Australian addresses.   |
| <i>Property group:</i>      | Location characteristics  |

### Source and reference attributes

|                                 |                                 |
|---------------------------------|---------------------------------|
| <i>Submitting organisation:</i> | Health Data Standards Committee |
|---------------------------------|---------------------------------|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—building/property name Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—building/property name Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|

---

## Care and protection order flag

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 331684   |
| <i>Registration status:</i> | Community services, Standard 30/04/2008                      |
| <i>Definition:</i>          | An indicator of the presence of a care and protection order. |

### Relational attributes

|                                    |  |
|------------------------------------|--|
| <i>Data Element Concepts</i>       | Child protection notification—care and protection order flag |
| <i>implementing this Property:</i> | Community services, Standard 30/04/2008                      |

---

## Care and protection order type

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property                                     |
| <i>METeOR identifier:</i>   | 316340                                       |
| <i>Registration status:</i> | Community services, Standard 30/04/2008      |
| <i>Definition:</i>          | The category of a care and protection order. |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service episode—care and protection order type Community services, Standard 30/04/2008 |
|--|--|

---

## Care arrangements

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 367634  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008         |
| <i>Definition:</i>          | A descriptor of the class of care arrangements. |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Child—care arrangements Community services, Standard 30/04/2008 |
|--|---|

---

## Case management plan indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269312   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | An indicator of the extent to which a case management plan has been implemented in the provision of a service. |
| <i>Property group:</i>      | Service provision event  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Client—case management plan indicator Community services, Standard 01/03/2005 |
|--|---|

---

## Case plan review date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 316404   |
| <i>Registration status:</i> | Community services, Standard 18/12/2007                              |
| <i>Definition:</i>          | The day on which a written plan of action for a person was reviewed. |
| <i>Property group:</i>      | Service provision event  |

---

## Caseworker allocation date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 317369   |
| <i>Registration status:</i> | Community services, Standard 317369                                      |
| <i>Definition:</i>          | The point in time when a caseworker is set aside for a specific purpose. |
| <i>Property group:</i>      | Service provision event  |



---

## Client group type

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 336787   |
| <i>Registration status:</i> | Community services, Standard 15/09/2007  |
| <i>Definition:</i>          | A descriptor of a class of individual or group based on the structure and relationships amongst persons. |
| <i>Property group:</i>      | Client characteristic  |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Client—group type Community services, Standard 15/09/2007 |
|--|---|

---

## Co-residency status

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269168   |
| <i>Registration status:</i> | Health, Recorded 13/05/2008<br>Community services, Standard 01/03/2005 |
| <i>Definition:</i>          | An indicator of whether a person resides with another person.          |
| <i>Property group:</i>      | Accommodation/living characteristics                                   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Informal carer—co-residency status Health, Recorded 13/05/2008<br>Community services, Standard 01/03/2005 |
|--|---|

---

## Communication method

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                    |
| <i>METeOR identifier:</i>   | 269178                                      |
| <i>Registration status:</i> | Community services, Standard 01/03/2005     |
| <i>Definition:</i>          | The method used to exchange information.    |
| <i>Property group:</i>      | Demographic/social/cultural characteristics |

### Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | Communication may be in a language other than English, even where the person can speak fluent English. |
|-----------------------|--|

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—communication method Community services, Standard 01/03/2005 |
|--|---|

---

## Consent indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 338733                                  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007 |
| <i>Definition:</i>          | An indication of consent obtained.      |
| <i>Property group:</i>      | Legal characteristics                   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Client—consent indicator Community services, Standard 30/11/2007 |
|--|--|

---

## Contact date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 314524                                  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008 |
| <i>Definition:</i>          | The date of communication.              |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Child protection notification—contact date Community services, Standard 30/04/2008 |
|--|--|

---

## Contact method

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269108   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005              |
| <i>Definition:</i>          | The method by which contact with an agency was made. |
| <i>Property group:</i>      | Service provision event                              |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—contact method Community services, Standard 15/09/2007   |
|  | Referral—contact method Community services, Standard 01/03/2005 |

---

## Corporation indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 315183  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                       |
| <i>Definition:</i>          | An indication of whether a service provider is a corporation. |
| <i>Property group:</i>      | Legal characteristics   |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—corporation indicator Community services, Standard 30/11/2007 |
|--|---|

---

## Country identifier

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 288063   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | The country component of an address.                                   |
| <i>Property group:</i>      | Identifier characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—country identifier Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|--|



---

# Country of birth

---

## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269206  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 22/10/2005 |
| <i>Definition:</i>          | The country in which an individual was born.  |
| <i>Property group:</i>      | Demographic/social/cultural characteristics   |

## Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

## Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Person—country of birth Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 27/07/2005 |
|--|---|

---

## Date accommodation sought

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 336194   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007            |
| <i>Definition:</i>          | The date accommodation was sought from the agency. |
| <i>Property group:</i>      | Service provision event                            |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—date accommodation sought Community services, Standard 30/11/2007 |
|--|--|

---

## Date of birth

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269318  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 22/10/2005 |
| <i>Definition:</i>          | The date on which an individual was born.   |
| <i>Property group:</i>      | Demographic/social/cultural characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Person—date of birth Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 27/07/2005 |
|--|--|

---

## Date of death

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 287292   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | Date on which an individual died.                                      |
| <i>Context:</i>             |  |
| <i>Property group:</i>      | Demographic/social/cultural characteristics                            |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—date of death Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|

---

## Day of operation

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 315116   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007          |
| <i>Definition:</i>          | The day of the week that a service is available. |
| <i>Property group:</i>      | Service provision event                          |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—day of operation Community services, Standard 30/11/2007 |
|--|--|

---

## Departure time from service

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 314964                                  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007 |
| <i>Definition:</i>          | The time of leaving from a service.     |
| <i>Property group:</i>      | Exit/leave from service event           |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—departure time from service Community services, Standard 30/11/2007 |
|--|--|

---

## Design capacity

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 314046                                  |
| <i>Registration status:</i> | Community services, Standard 27/03/2007 |
| <i>Definition:</i>          | The useable design capacity.            |
| <i>Property group:</i>      | Organisational characteristics          |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—design capacity Community services, Standard 27/03/2007 |
|--|---|

---

## Disability group

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 315314   |
| <i>Registration status:</i> | Community services, Standard 08/05/2006  |
| <i>Definition:</i>          | The disability group that most clearly expresses the experience of disability of a person. |
| <i>Property group:</i>      | Health and wellbeing   |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—disability group Community services, Standard 08/05/2006 |
|--|---|



---

## Education field of highest qualification

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 355538  |
| <i>Registration status:</i> | Community services, Standard 15/09/2007                 |
| <i>Definition:</i>          | The field of education of highest education attainment. |
| <i>Property group:</i>      | Educational characteristics                             |

### Relational attributes

|                                    |  |
|------------------------------------|--|
| <i>Data Element Concepts</i>       | Person (employed)—education field of highest qualification |
| <i>implementing this Property:</i> | Community services, Standard 15/09/2007                    |

---

## Effective communication indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 345056   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007                                |
| <i>Definition:</i>          | An indicator of the ability to communicate more than just basic needs. |
| <i>Property group:</i>      | Health and wellbeing   |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—effective communication indicator Community services, Standard 27/04/2007 |
|--|--|

---

## Electronic communication address

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 287451  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005    |
| <i>Definition:</i>          | The characters used for the purpose of communication by electronic means. |
| <i>Property group:</i>      | Location characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—electronic communication address Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—electronic communication address Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|

---

## Electronic communication medium

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 287501   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | The type of mechanism used for electronic communication.               |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—electronic communication medium Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—electronic communication medium Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|

---

## Electronic communication usage code

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 287523   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | The manner of use of an electronic communication address.              |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—electronic communication usage code Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|

---

## Eligibility status

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 304551   |
| <i>Registration status:</i> | Health, Standard 05/01/2006<br>Community services, Standard 04/01/2006 |
| <i>Definition:</i>          | An indicator of eligibility for services.                              |
| <i>Property group:</i>      | Service provision event  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Person—eligibility status Health, Standard 04/01/2006<br>Community services, Standard 04/01/2006 |
|--|--|

---

## Employment related study indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 356316  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                                       |
| <i>Definition:</i>          | An indicator of formal engagement in a course of study related to employment. |
| <i>Property group:</i>      | Labour characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (employed)—employment related study indicator<br>Community services, Standard 30/11/2007 |
|--|---|

---

## Employment service type

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 316610   |
| <i>Registration status:</i> | Community services, Standard 30/04/2008          |
| <i>Definition:</i>          | A descriptor of the class of employment service. |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Child protection notification—employment service type<br>Community services, Standard 30/04/2008 |
|--|--|



---

## Employment type

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 314858  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | The nature of employment in relation to expected continuity of employment and eligibility for basic leave entitlements. |
| <i>Property group:</i>      | Labour characteristics  |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (employed)—employment type Community services, Standard 30/11/2007 |
|--|---|

---

## Environmental factor

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 320223  |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006  |
| <i>Definition:</i>          | Environmental factors make up the physical, social and attitudinal environment in which individuals live and conduct their lives. |
| <i>Property group:</i>      | Environmental characteristics   |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—environmental factor Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
|--|--|

---

## Episode end date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269252   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 16/05/2006 |
| <i>Definition:</i>          | The date on which an episode is completed.                             |
| <i>Property group:</i>      | Exit/leave from service event  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service episode—episode end date Community services, Standard 01/03/2005 |
|--|--|

---

## Episode identifier

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 349867  |
| <i>Registration status:</i> | Community services, Standard 27/03/2007             |
| <i>Definition:</i>          | A sequence of characters which identify an episode. |
| <i>Property group:</i>      | Identifier characteristics                          |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service episode—episode identifier Community services, Standard 27/03/2007 |
|--|--|

---

## Episode start date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269253   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 16/05/2006 |
| <i>Definition:</i>          | The date on which an episode commenced.                                |
| <i>Property group:</i>      | Entry into service event   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service episode—episode start date Community services, Standard 16/05/2006 |
|--|--|

---

## Estimate indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 306544  |
| <i>Registration status:</i> | Community services, Standard 27/04/2007           |
| <i>Definition:</i>          | An indicator that reported data is an estimation. |
| <i>Property group:</i>      | Performance indicators                            |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Date—estimate indicator Community services, Standard 27/04/2007 |
|--|---|

---

## Extent case management goals achieved

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 348557  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                       |
| <i>Definition:</i>          | The extent to which case management goals have been achieved. |
| <i>Property group:</i>      | Performance indicators  |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Client—case management goal status Community services, Standard 30/11/2007 |
|--|--|

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## Extent of environmental factor influence

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 320232  |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006                    |
| <i>Definition:</i>          | The degree to which specified environmental factors influence functioning and disability. |
| <i>Property group:</i>      | Environmental characteristics   |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—extent of environmental factor influence Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
|--|--|



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## Extent of impairment of body function

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 320240   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
| <i>Definition:</i>          | The degree of impairment in a specified body function.                 |
| <i>Property group:</i>      | Physical characteristics   |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—extent of impairment of body function Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
|--|---|

---

## Extent of impairment of body structure

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 320252   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
| <i>Definition:</i>          | The degree of impairment in a specified body structure.                |
| <i>Property group:</i>      | Physical characteristics   |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—extent of impairment of body structure Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
|--|--|

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## Extent of participation in a life area

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 324449   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
| <i>Definition:</i>          | The degree of participation in a life area.                            |
| <i>Property group:</i>      | Lifestyle characteristics  |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Person—extent of participation in a life area Health, Standard<br>29/11/2006<br>Community services, Standard 16/10/2006 |
|--|---|

---

## Family composition

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 351190   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007                          |
| <i>Definition:</i>          | A descriptor of the class of family in terms of members present. |
| <i>Property group:</i>      | Demographic/social/cultural characteristics                      |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Related metadata references:</i>                      | Supersedes <a href="#">Family type</a> Community services, Superseded 27/04/2007 |
| <i>Data Element Concepts implementing this Property:</i> | Household—family composition Community services, Standard 27/04/2007             |

---

## Family name

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269355  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 22/10/2005 |
| <i>Definition:</i>          | A designation for a family.   |
| <i>Property group:</i>      | Name characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Person (name)—family name Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 28/07/2005 |
|--|---|

---

## Fee schedule amount

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 326576  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                         |
| <i>Definition:</i>          | The monies paid by a service user in return for service access. |
| <i>Property group:</i>      | Financial characteristics                                       |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—fee schedule amount Community services, Standard 30/11/2007 |
|--|---|

---

## Fee schedule for activity type

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 354671  |
| <i>Registration status:</i> | Community services, Standard 15/09/2007                   |
| <i>Definition:</i>          | The standard fee schedule type for a given activity type. |
| <i>Property group:</i>      | Financial characteristics                                 |

### Relational attributes

|                                    |  |
|------------------------------------|--|
| <i>Data Element Concepts</i>       | Service provider organisation—fee schedule for activity type |
| <i>implementing this Property:</i> | Community services, Standard 15/09/2007                      |

---

## Field of education

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property                                       |
| <i>METeOR identifier:</i>   | 269173   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005        |
| <i>Definition:</i>          | The subject matter of an educational activity. |
| <i>Property group:</i>      | Educational characteristics                    |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare   |
| <i>Origin:</i>                  | Australian Bureau of Statistics 2001. Australian Standard Classification of Education (ASCED). Cat No. 1272.0. Canberra: ABS |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—field of education Community services, Standard 01/03/2005 |
|--|---|



---

## Finalised investigation outcome indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 367333   |
| <i>Registration status:</i> | Community services, Standard 30/04/2008  |
| <i>Definition:</i>          | An indicator of whether the result of a finalised investigation is classified as having reasonable cause to believe a particular set of facts. |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Child protection notification—finalised investigation outcome indicator Community services, Standard 30/04/2008 |
|--|---|

---

## Financial payment indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 316463   |
| <i>Registration status:</i> | Community services, Standard 30/04/2008                    |
| <i>Definition:</i>          | An indicator of whether a financial payment has been made. |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service episode—financial payment indicator Community services, Standard 30/04/2008 |
|--|---|

---

## First accommodation attempt

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 329772                                  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007 |
| <i>Definition:</i>          | First request for accommodation.        |
| <i>Property group:</i>      | Service provision event                 |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—first accommodation attempt Community services, Standard 30/11/2007 |
|--|--|

---

## First language spoken

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269243   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005<br>Housing assistance, Standard 01/08/2005 |
| <i>Definition:</i>          | The language first used for oral communication.                                    |
| <i>Property group:</i>      | Demographic/social/cultural characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—first language spoken Community services, Standard 01/03/2005<br>Housing assistance, Standard 01/08/2005 |
|--|---|

---

## First order flag

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 314537  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008   |
| <i>Definition:</i>          | An indicator that a legal order has been applied to an individual for the first time. |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Client—first care and protection order indicator Community services, Standard 30/04/2008 |
|--|--|

---

## First service contact date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269346  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005         |
| <i>Definition:</i>          | Date on which the first service contact occurs. |
| <i>Property group:</i>      | Entry into service event                        |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service event—first service contact date Community services, Standard 01/03/2005 |
|--|--|

---

## Floor/level identifier

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269053   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005             |
| <i>Definition:</i>          | Descriptor used to identify the floor or level of a multi-storey building/complex. |
| <i>Context:</i>             | Australian addresses   |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—floor/level identifier Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—floor/level identifier Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|

---

## Floor/level type

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269379   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005                     |
| <i>Definition:</i>          | Descriptor used to classify the type of floor or level of a multi-storey building/complex. |
| <i>Context:</i>             | Australian addresses.  |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |                                 |
|---------------------------------|---------------------------------|
| <i>Submitting organisation:</i> | Health Data Standards Committee |
|---------------------------------|---------------------------------|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—floor/level type Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—floor/level type Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|



---

## Full financial year funding indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 347537   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007                        |
| <i>Definition:</i>          | Whether funding has been received for the full financial year. |
| <i>Property group:</i>      | Financial characteristics                                      |

### Relational attributes

|                                    |   |
|------------------------------------|---|
| <i>Data Element Concepts</i>       | Service provider organisation—full financial year funding indicator |
| <i>implementing this Property:</i> | Community services, Standard 27/04/2007                             |

---

## Full-time equivalent staff

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269172  |
| <i>Registration status:</i> | Health, Standard 13/05/2005<br>Community services, Standard 01/03/2005                          |
| <i>Definition:</i>          | Hours actually worked divided by the number of normal hours worked by a full-time staff member. |
| <i>Property group:</i>      | Labour characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—full-time equivalent staff<br>Community services, Standard 01/03/2005<br>Service provider organisation—full-time equivalent staff<br>Community services, Standard 01/03/2005 |
|--|--|

---

## Full-time/part-time status

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 318676   |
| <i>Registration status:</i> | Community services, Standard 14/12/2005                    |
| <i>Definition:</i>          | A categorisation by actual hours worked or intent to work. |
| <i>Property group:</i>      | Labour characteristics                                     |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person (employed)—full-time/part-time status Community services, Standard 14/12/2005 |
|--|--|

---

## Funded service type

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 336677   |
| <i>Registration status:</i> | Community services, Standard 15/09/2007                                    |
| <i>Definition:</i>          | A descriptor of the types of services that are funded and can be provided. |
| <i>Property group:</i>      | Organisational characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—funded service type Community services, Standard 15/09/2007 |
|--|---|

---

## Funding allocated

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 321035                                  |
| <i>Registration status:</i> | Community services, Standard 27/04/2007 |
| <i>Definition:</i>          | A descriptor of funding allocated.      |
| <i>Property group:</i>      | Financial characteristics               |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—funding allocated Community services, Standard 27/04/2007 |
|--|---|

---

## Funding end date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 336771                                  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007 |
| <i>Definition:</i>          | The date on which funding ceased.       |
| <i>Property group:</i>      | Funding characteristics                 |

### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | SAAP Data Sub Committee<br>Australian Institute of Health and Welfare       |
| <i>Origin:</i>                  | SAAP National Data Collection Data Dictionary, Version 2,<br>November 2001. |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Service provider organisation—funding end date Community<br>services, Standard 30/11/2007 |
|--|---|

---

## Funding indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 322172   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007          |
| <i>Definition:</i>          | An indicator of the funding status of an entity. |
| <i>Property group:</i>      | Funding characteristics                          |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—funding indicator Community services, Standard 27/04/2007 |
|--|--|

---

## Funding source

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 292093   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007<br>Housing assistance, Standard 22/10/2005 |
| <i>Definition:</i>          | The source from which funding is derived.  |
| <i>Property group:</i>      | Funding characteristics  |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—funding source Community services, Standard 27/04/2007 |
|--|--|



---

## Funding start date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 336742                                  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007 |
| <i>Definition:</i>          | The date on which funding commenced.    |
| <i>Property group:</i>      | Funding characteristics                 |

### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | SAAP Data Sub Committee<br>Australian Institute of Health and Welfare       |
| <i>Origin:</i>                  | SAAP National Data Collection Data Dictionary, Version 2,<br>November 2001. |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Service provider organisation—funding start date Community<br>services, Standard 30/11/2007 |
|--|---|

---

## Geographic location

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269234   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Retired 10/02/2006 |
| <i>Definition:</i>          | A description of physical location.  |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—geographic location Community services, Standard 01/03/2005<br>Service provider organisation—geographic location Community services, Standard 01/03/2005 |
|--|---|

---

## Given name

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269222  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 22/10/2005 |
| <i>Definition:</i>          | A designation for an individual within the family group or by which the individual is socially identified.        |
| <i>Property group:</i>      | Name characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person (name)—given name Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 01/08/2005 |
|--|--|

---

## Given name sequence number

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 287587   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | An order of given name or initials.                                    |
| <i>Property group:</i>      | Name characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (name)—given name sequence number Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|

---

## Government funding identifier

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269238  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 31/08/2007  |
| <i>Definition:</i>          | An identifier allocated by a government department for the purpose of identifying those eligible for specific services. |
| <i>Property group:</i>      | Identifier characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—government funding identifier Health, Standard 01/03/2005<br>Community services, Standard 31/08/2007 |
|--|---|

---

## Highest level of qualification in employment field

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 314883  |
| <i>Registration status:</i> | Community services, Standard 15/09/2007                                     |
| <i>Definition:</i>          | The highest level of qualification attained in an employment related field. |
| <i>Property group:</i>      | Educational characteristics   |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (employed)—highest level of qualification in employment field<br>Community services, Standard 15/09/2007 |
|--|---|

---

## Hours worked

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269066   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005                                |
| <i>Definition:</i>          | The amount of time devoted to a work activity over a specified period. |
| <i>Property group:</i>      | Labour characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person (employed)—hours worked Community services, Standard 30/11/2007               |
|  | Person (employed)—hours worked (per week) Community services, Standard 01/03/2005    |
|  | Service provider organisation—hours worked Community services, Standard 27/04/2007   |
|  | Service provider organisation—hours worked Community services, Superseded 27/04/2007 |

---

## House/property identifier

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269386   |
| <i>Registration status:</i> | Health, Standard 01/03/2005  |
| <i>Definition:</i>          | The numeric or alphanumeric reference number of a house or property that is unique within a street name. |
| <i>Context:</i>             | Australian addresses.  |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |                                 |
|---------------------------------|---------------------------------|
| <i>Submitting organisation:</i> | Health Data Standards Committee |
|---------------------------------|---------------------------------|



---

## Household parental care type

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 367616   |
| <i>Registration status:</i> | Community services, Standard 30/04/2008                        |
| <i>Definition:</i>          | A descriptor of the class of parental care within a household. |
| <i>Property group:</i>      | Demographic/social/cultural characteristics                    |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Child—household parental care type Community services, Standard 30/04/2008 |
|--|--|

---

## Household type

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269322  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005                             |
| <i>Definition:</i>          | A descriptor of the class of household in terms of members present. |
| <i>Property group:</i>      | Accommodation/living characteristics                                |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Household—household type Community services, Superseded 27/04/2007 |
|  | Household—household type Community services, Standard 27/04/2007   |

---

# Identifier

---

## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 323304  |
| <i>Registration status:</i> | Community services, Standard 27/03/2007                       |
| <i>Definition:</i>          | A sequence of characters which uniquely identifies an entity. |
| <i>Property group:</i>      | Identifier characteristics                                    |

## Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Record—identifier Community services, Standard 27/03/2007 |
|--|---|

---

## Income unit type

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269153   |
| <i>Registration status:</i> | Community services, Standard 31/08/2007<br>Housing assistance, Standard 01/03/2005 |
| <i>Definition:</i>          | A descriptor of the class of income unit.  |
| <i>Property group:</i>      | Accommodation/living characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Income unit—income unit type Community services, Standard<br>31/08/2007<br>Housing assistance, Standard 01/03/2005 |
|--|--|

---

## Indigenous status

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269161  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 22/10/2005 |
| <i>Definition:</i>          | An indicator of identification as an Aboriginal and/or Torres Strait Islander.                                    |
| <i>Property group:</i>      | Demographic/social/cultural characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—Indigenous status Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 01/03/2005 |
|--|--|

---

## Informal carer existence indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 313244   |
| <i>Registration status:</i> | Health, Standard 04/07/2007<br>Community services, Standard 02/05/2006 |
| <i>Definition:</i>          | An indicator of whether or not an informal carer exists.               |
| <i>Property group:</i>      | Service provision event  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Related metadata references:</i>                      | Supersedes <a href="#">Carer availability status</a> Health, Superseded 04/07/2007, Community services, Superseded 02/05/2006 |
| <i>Data Element Concepts implementing this Property:</i> | Person—informal carer existence indicator Health, Standard 04/07/2007<br>Community services, Standard 02/05/2006              |

---

## Initial case plan date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>Synonymous names:</i>    | Date of initial case plan   |
| <i>METeOR identifier:</i>   | 316395  |
| <i>Registration status:</i> | Community services, Standard 18/12/2007   |
| <i>Definition:</i>          | The day on which the first case plan was developed and agreed to by relevant parties. |
| <i>Property group:</i>      | Service provision event   |

---

## International postcode

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 288969   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005           |
| <i>Definition:</i>          | A descriptor for a postal delivery area, aligned with locality, suburb or place. |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—international postcode Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—international postcode Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|



---

## Interpreter service required status

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269289   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Retired 10/02/2006 |
| <i>Definition:</i>          | An indicator of a need for a translation service.  |
| <i>Property group:</i>      | Demographic/social/cultural characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Person—interpreter service required Health, Standard 08/02/2006<br>Community services, Standard 10/04/2006<br>Person—interpreter service required (community services)<br>Community services, Standard 01/03/2005 |
|--|---|

---

## Investigation commencement date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 316532                                  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008 |
| <i>Definition:</i>          | The day an investigation began.         |

### Relational attributes

|                                    |   |
|------------------------------------|---|
| <i>Data Element Concepts</i>       | Child protection notification—investigation commencement date |
| <i>implementing this Property:</i> | Community services, Standard 30/04/2008                       |

---

## Investigation conclusion date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 316541  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008                         |
| <i>Definition:</i>          | The day a decision is made regarding the investigation outcome. |

### Relational attributes

|                                    |   |
|------------------------------------|---|
| <i>Data Element Concepts</i>       | Child protection notification—investigation conclusion date |
| <i>implementing this Property:</i> | Community services, Standard 30/04/2008                     |

---

## Investigation outcome

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 316556                                  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008 |
| <i>Definition:</i>          | The conclusion of an investigation.     |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Child protection notification—investigation outcome Community services, Standard 30/04/2008 |
|--|---|

---

## Labour force status

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>Synonymous names:</i>    | Employment status   |
| <i>METeOR identifier:</i>   | 269067  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 22/10/2005 |
| <i>Definition:</i>          | An indicator of participation in paid employment or economic inactivity.  |
| <i>Property group:</i>      | Labour characteristics  |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—labour force status Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 01/08/2005 |
|--|--|

---

## Last service provision date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property                                 |
| <i>METeOR identifier:</i>   | 269246                                   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | Date on which the last service occurred. |
| <i>Property group:</i>      | Service provision event                  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service event—last service provision date Community services, Standard 07/03/2006 |
|--|---|

---

## Legal order indicator

---

### Identifying and definitional attributes

*Metadata item type:* Property

*METeOR identifier:* 350168

*Registration status:* Community services, Standard 30/04/2008

*Definition:* An indicator of whether a a legal order was in existence.

### Relational attributes

*Data Element Concepts implementing this Property:* Service episode—legal order indicator Community services, Standard 30/04/2008

---

## Legal order/arrangement indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 350150  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008             |
| <i>Definition:</i>          | An indicator of whether a legal order is in effect. |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service episode—legal order/arrangement indicator Community services, Standard 30/04/2008 |
|--|---|



---

## Legal order/arrangement type

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                      |
| <i>METeOR identifier:</i>   | 269313  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005       |
| <i>Definition:</i>          | The type of legal order or legal arrangement. |
| <i>Property group:</i>      | Legal characteristics                         |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—legal order/arrangement type Community services, Standard 01/03/2005<br>Service episode—legal order/arrangement type Community services, Standard 27/03/2007 |
|--|---|

---

## Length of employment in current service

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 315079  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                     |
| <i>Definition:</i>          | The duration of employment in the organisation in question. |
| <i>Property group:</i>      | Labour characteristics                                      |

### Relational attributes

|                                    |   |
|------------------------------------|---|
| <i>Data Element Concepts</i>       | Person (employed)—length of employment in current service |
| <i>implementing this Property:</i> | Community services, Standard 30/11/2007                   |

---

## Length of experience in industry sector

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 314895  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                       |
| <i>Definition:</i>          | The duration of experience in the industry field in question. |
| <i>Property group:</i>      | Labour characteristics  |

### Relational attributes

|                                    |   |
|------------------------------------|---|
| <i>Data Element Concepts</i>       | Person (employed)—length of experience in industry sector |
| <i>implementing this Property:</i> | Community services, Standard 30/11/2007                   |

---

## Letters of family name

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 349486   |
| <i>Registration status:</i> | Community services, Standard 27/03/2007                                  |
| <i>Definition:</i>          | A specific combination of letters selected from a family name (surname). |
| <i>Property group:</i>      | Identifier characteristics   |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—letters of family name Community services, Standard 27/03/2007 |
|--|---|

---

## Letters of given name

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 314125   |
| <i>Registration status:</i> | Community services, Standard 27/03/2007                                |
| <i>Definition:</i>          | A specific combination of letters selected from a person's first name. |
| <i>Property group:</i>      | Identifier characteristics   |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—letters of given name Community services, Standard 27/03/2007 |
|--|--|

---

## Level of difficulty with activities in a life area

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 320312   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006             |
| <i>Definition:</i>          | An expression of the ease of which tasks and actions in a life area are performed. |
| <i>Property group:</i>      | Health and wellbeing   |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—level of difficulty with activities in a life area Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
|--|--|

---

## Level of educational attainment

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                      |
| <i>METeOR identifier:</i>   | 321057  |
| <i>Registration status:</i> | Community services, Standard 29/04/2006       |
| <i>Definition:</i>          | The level of academic qualification achieved. |
| <i>Property group:</i>      | Educational characteristics                   |

### Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | The concept of level of education used is broadly consistent with the concept used in the ASCED which takes its meaning from the ISCED 1997, which states that “the notion of ‘levels’ of education is taken to be broadly related to gradations of learning experiences...”, and that “the level is related to the degree of complexity of the content of the programmes.” (UNESCO 1997, p.10). |
|------------------|--|

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—level of highest educational attainment Community services, Standard 29/04/2006 |
|--|--|

---

## Level of government

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property                                 |
| <i>Synonymous names:</i>    | Government level                         |
| <i>METeOR identifier:</i>   | 348916                                   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | A descriptor of the level of government. |
| <i>Property group:</i>      | Organisational characteristics           |

### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare. |
|---------------------------------|---|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—level of government Community services, Standard 27/04/2007 |
|--|---|



---

## Level of satisfaction with participation in a life area

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 324441  |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006                          |
| <i>Definition:</i>          | The level of satisfaction with participation in a life area, in relation to current life goals. |
| <i>Property group:</i>      | Health and wellbeing  |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—level of satisfaction with participation in a life area Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
|--|---|

---

## Living arrangement

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269314   |
| <i>Registration status:</i> | Health, Standard 19/04/2005<br>Community services, Standard 01/03/2005 |
| <i>Definition:</i>          | An arrangement of living alone or with others.                         |
| <i>Property group:</i>      | Accommodation/living characteristics                                   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Person—living arrangement Health, Standard 19/04/2005<br>Community services, Standard 01/03/2005 |
|--|--|

---

## Location of impairment of body structure

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 320262   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006                   |
| <i>Definition:</i>          | The site where a specified body structure differs from the accepted population standard. |
| <i>Property group:</i>      | Health and wellbeing   |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—location of impairment of body structure Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
|--|--|

---

## Lot/section identifier

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269059  |
| <i>Registration status:</i> | Health, Standard 01/03/2005   |
| <i>Definition:</i>          | The lot/section reference allocated to an address in the absence of street numbering. |
| <i>Context:</i>             | Australian addresses.   |
| <i>Property group:</i>      | Location characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

---

## Main language other than English spoken at home

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269176  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 22/10/2005 |
| <i>Definition:</i>          | The primary language spoken at home, excluding English.   |
| <i>Property group:</i>      | Demographic/social/cultural characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—main language other than English spoken at home Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 10/02/2006 |
|--|--|

---

## Main reason accommodation not offered

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property                                       |
| <i>METeOR identifier:</i>   | 333066   |
| <i>Registration status:</i> | Community services, Standard 15/09/2007        |
| <i>Definition:</i>          | The main reason accommodation was not offered. |
| <i>Property group:</i>      | Service provision event                        |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—main reason accommodation not offered Community services, Standard 15/09/2007 |
|--|--|

---

## Main service activity type indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 355201  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                                     |
| <i>Definition:</i>          | An indicator of the main (or most commonly provided) service activity type. |
| <i>Property group:</i>      | Organisational characteristics  |

### Relational attributes

|                                    |  |
|------------------------------------|--|
| <i>Data Element Concepts</i>       | Service provider organisation—main service activity type indicator |
| <i>implementing this Property:</i> | Community services, Standard 30/11/2007                            |

---

## Management type

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                    |
| <i>METeOR identifier:</i>   | 315175                                      |
| <i>Registration status:</i> | Community services, Standard 15/09/2007     |
| <i>Definition:</i>          | A descriptor of the legal or social entity. |
| <i>Property group:</i>      | Organisational characteristics              |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—management type Community services, Standard 15/09/2007 |
|--|---|



---

## Marital status

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269101  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 22/10/2005 |
| <i>Definition:</i>          | An indicator of involvement in a couple relationship or marriage.   |
| <i>Property group:</i>      | Demographic/social/cultural characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Person—marital status Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 10/02/2006 |
|--|---|

---

## Mobile service indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 315160  |
| <i>Registration status:</i> | Community services, Standard 19/12/2007                           |
| <i>Definition:</i>          | An indication of whether a service is provided on a mobile basis. |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation (service type)—mobile service indicator Community services, Standard 19/12/2007 |
|--|---|

---

## Mother's original family name

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>Synonymous names:</i>    | Mother's maiden name  |
| <i>METeOR identifier:</i>   | 269229  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005        |
| <i>Definition:</i>          | The family name of an individual's mother before the mother's first marriage. |
| <i>Property group:</i>      | Name characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—mother's original family name Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005 |
|--|---|

---

## Name conditional use flag

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 287051  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005          |
| <i>Definition:</i>          | An indicator of specific conditions which should be applied to a recorded name. |
| <i>Property group:</i>      | Name characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Related metadata references:</i>                          | Supersedes <a href="#">Name context flag</a> Health, Superseded 04/05/2005,<br>Community services, Superseded 25/08/2005 |
| <i>Data Element Concepts<br/>implementing this Property:</i> | Person (name)—name conditional use flag Health, Standard<br>04/05/2005<br>Community services, Standard 25/08/2005        |

---

## Name suffix

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269224   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005 |
| <i>Definition:</i>          | An additional term following a name.                                   |
| <i>Property group:</i>      | Name characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person (name)—name suffix Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005 |
|--|--|

---

## Name suffix sequence number

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 288187   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | An order of additional terms at the conclusion of a name.              |
| <i>Property group:</i>      | Name characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person (name)—name suffix sequence number Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|--|

---

## Name title

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269225   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005 |
| <i>Definition:</i>          | An honorific form of address commencing a name.                        |
| <i>Property group:</i>      | Name characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (name)—name title Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005 |
|--|---|

---

## Name title sequence number

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 288244   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | The numeric order of an honorific form of address commencing a name.   |
| <i>Property group:</i>      | Name characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (name)—name title sequence number Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|



---

## Name type

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269227   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | A descriptor of the class of name.                                     |
| <i>Property group:</i>      | Name characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Person (name)—name type Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (name)—name type Health, Standard<br>04/05/2005<br>Community services, Standard 30/09/2005 |
|--|--|

---

## Nature of impairment of body structure

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 320276   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006   |
| <i>Definition:</i>          | The qualitative or quantitative change to the characteristics of a specified body structure compared with accepted population standards. |
| <i>Property group:</i>      | Health and wellbeing   |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—nature of impairment of body structure Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
|--|--|

---

## Need for assistance with activities in a life area

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 324428   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006                           |
| <i>Definition:</i>          | The need for personal assistance and/or supervision to perform tasks and actions in a life area. |
| <i>Property group:</i>      | Health and wellbeing   |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—need for assistance with activities in a life area Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
|--|--|

---

## Non-Australian state/province

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 288616  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005  |
| <i>Definition:</i>          | The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country. |
| <i>Property group:</i>      | Location characteristics  |

### Source and reference attributes

|                                 |                     |
|---------------------------------|---------------------|
| <i>Submitting organisation:</i> | Standards Australia |
|---------------------------------|---------------------|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—non-Australian state/province Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—non-Australian state/province Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|

---

## Number of clients

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 321265   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | The number of people who are clients in receipt of care or services from a service provider. |
| <i>Property group:</i>      | Organisational characteristics   |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—number of clients Community services, Standard 27/04/2007 |
|--|---|

---

## Number of detainees

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 314056   |
| <i>Registration status:</i> | Community services, Standard 22/05/2007  |
| <i>Definition:</i>          | Number of people held in custody or confinement relating to an offence or hearing. |
| <i>Property group:</i>      | Organisational characteristics   |

---

## Number of escapes

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 314069                                  |
| <i>Registration status:</i> | Community services, Standard 22/05/2007 |
| <i>Definition:</i>          | The total number of escapes.            |
| <i>Property group:</i>      | Organisational characteristics          |

---

## Number of licensed places

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 315194   |
| <i>Registration status:</i> | Community services, Standard 19/12/2007                            |
| <i>Definition:</i>          | The quantity of places an entity is legally authorised to operate. |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Service provider organisation—number of licensed places<br>Community services, Standard 19/12/2007 |
|--|--|



---

## Number of parents of child

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property                                     |
| <i>METeOR identifier:</i>   | 357273                                       |
| <i>Registration status:</i> | Community services, Standard 15/09/2007      |
| <i>Definition:</i>          | A count of the number of parents of a child. |
| <i>Property group:</i>      | Client characteristic                        |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Household—number of parents of child Community services, Standard 15/09/2007 |
|--|--|

---

## Number of persons accommodated

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 352408  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                     |
| <i>Definition:</i>          | A count of the number of persons accommodated by an agency. |
| <i>Property group:</i>      | Accommodation/living characteristics                        |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—number of persons accommodated Community services, Standard 30/11/2007 |
|--|---|

---

## Number of places available

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property                                       |
| <i>METeOR identifier:</i>   | 315202   |
| <i>Registration status:</i> | Community services, Standard 19/12/2007        |
| <i>Definition:</i>          | A quantity of spaces that are able to be used. |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation (service type)—number of available places Community services, Standard 19/12/2007 |
|--|---|

---

## Number of service operation days

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269309   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | A count of days during a specified period that a service provider is open to provide services. |
| <i>Property group:</i>      | Performance indicators   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—number of service operation days<br>Community services, Standard 01/03/2005 |
|--|---|

---

## Number of service operation hours

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269310   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | A count of hours during a specified period a service provider is open to provide services. |
| <i>Property group:</i>      | Performance indicators   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—number of service operation hours<br>Community services, Standard 01/03/2005 |
|--|--|

---

## Number of service operation weeks

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269311  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | A count of the number of weeks during a specified period that a service provider is open to provide services. |
| <i>Property group:</i>      | Performance indicators  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—number of service operation weeks<br>Community services, Standard 01/03/2005 |
|--|--|

---

# Occupation

---

## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269099  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 22/10/2005 |
| <i>Definition:</i>          | A descriptor of the class of job based on similarities in the tasks undertaken.                                   |
| <i>Property group:</i>      | Labour characteristics  |

## Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

## Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Individual service provider—occupation (self-identified) Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005<br>Person—occupation (main) Health, Superseded 04/07/2007<br>Community services, Superseded 27/03/2007<br>Housing assistance, Superseded 10/08/2007<br>Person—occupation (main) Health, Standard 04/07/2007<br>Community services, Standard 27/03/2007<br>Housing assistance, Standard 10/08/2007 |
|--|---|

---

## Occupation end date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 289049   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005         |
| <i>Definition:</i>          | When the class of job based on similarities in the tasks undertaken concludes. |
| <i>Property group:</i>      | Labour characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Individual service provider—occupation end date Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|--|



---

## Occupation start date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 289055   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005         |
| <i>Definition:</i>          | When the class of job based on similarities in the tasks undertaken commences. |
| <i>Property group:</i>      | Labour characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Individual service provider—occupation start date Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|--|

---

## One-off assistance offered

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 333892  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                 |
| <i>Definition:</i>          | An indicator of whether one-off assistance was offered. |
| <i>Property group:</i>      | Service provision event                                 |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—one-off assistance offered Community services, Standard 30/11/2007 |
|--|---|

---

## One-off assistance type

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 333915   |
| <i>Registration status:</i> | Community services, Standard 15/09/2007          |
| <i>Definition:</i>          | A descriptor of the class of one-off assistance. |
| <i>Property group:</i>      | Service provision event                          |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—one-off assistance type offered Community services, Standard 15/09/2007 |
|--|--|

---

## Organisation end date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 288650   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | The date on which operations or practice were concluded.               |
| <i>Property group:</i>      | Organisational characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—organisation end date Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|--|

---

## Organisation identifier

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269367  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 01/03/2005 |
| <i>Definition:</i>          | A sequence of characters which identify an organisation.  |
| <i>Property group:</i>      | Identifier characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—organisation identifier Community services, Standard 01/03/2005 |
|--|---|

---

## Organisation name

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 288901  |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005                |
| <i>Definition:</i>          | The appellation by which an establishment, agency or organisation is known or called. |
| <i>Property group:</i>      | Name characteristics  |

### Source and reference attributes

|                                 |                     |
|---------------------------------|---------------------|
| <i>Submitting organisation:</i> | Standards Australia |
|---------------------------------|---------------------|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation (name)—organisation name Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|

---

## Organisation start date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 288941   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | The date on which operations or a service commenced.                   |
| <i>Property group:</i>      | Organisational characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—organisation start date Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|--|

---

## Out-of-home care flag

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property                                       |
| <i>METeOR identifier:</i>   | 331667   |
| <i>Registration status:</i> | Community services, Standard 30/04/2008        |
| <i>Definition:</i>          | An indicator of placement in out-of-home care. |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Child protection notification—out-of-home care flag Community services, Standard 30/04/2008 |
|--|---|



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## **Paid employment indicator**

---

### **Identifying and definitional attributes**

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 314807   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                  |
| <i>Definition:</i>          | The status of a worker in terms of being paid or unpaid. |
| <i>Property group:</i>      | Labour characteristics                                   |

### **Relational attributes**

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (employed)—paid employment indicator Community services, Standard 30/11/2007 |
|--|---|

---

## Person identifier

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269369  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 01/03/2005 |
| <i>Definition:</i>          | A sequence of characters which identify a person.   |
| <i>Property group:</i>      | Identifier characteristics  |

### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | National minimum data set working parties |
|---------------------------------|---|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Person—person identifier Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005<br>Person—person identifier (within establishment/agency) Health,<br>Superseded 04/05/2005<br>Community services, Superseded 25/08/2005 |
|--|---|

---

## Placement type

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 314501                                  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008 |
| <i>Definition:</i>          | A descriptor of the class of placement. |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service episode—placement type Community services, Standard 30/04/2008 |
|--|--|

---

## Postal delivery point identifier

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269334   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005             |
| <i>Definition:</i>          | A sequence of assigned characters which uniquely identify a postal delivery point. |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—postal delivery point identifier Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Service provider organisation (address)—postal delivery point identifier Health, Standard 04/05/2005<br>Community services, Standard 31/08/2005 |
|--|---|

---

## Preferred language

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269244   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 10/04/2006 |
| <i>Definition:</i>          | The language most preferred for communication.                         |
| <i>Property group:</i>      | Demographic/social/cultural characteristics                            |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Person—preferred language Health, Standard 01/03/2005<br>Community services, Standard 10/04/2006 |
|--|--|

---

## Preschool service received indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 357015   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007            |
| <i>Definition:</i>          | An indicator of the receipt of preschool services. |
| <i>Property group:</i>      | Service provision event                            |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Child—preschool service received indicator Community services, Standard 30/11/2007 |
|--|--|

---

## Primary status

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 342697  |
| <i>Registration status:</i> | Community services, Standard 27/04/2007   |
| <i>Definition:</i>          | An indicator of whether assistance is provided in one or more of the core activities (communication, mobility and self-care). |
| <i>Property group:</i>      | Service provision event   |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Informal carer—primary status Community services, Standard 27/04/2007 |
|--|---|

---

## Principal role

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269351   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 15/09/2007 |
| <i>Definition:</i>          | A descriptor of the role to which the most time is devoted.            |
| <i>Property group:</i>      | Labour characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—principal role Community services, Standard 15/09/2007 |
|--|---|



---

## Proficiency in spoken English

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269192  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 22/10/2005 |
| <i>Definition:</i>          | An indicator of the level of skill in speaking English.   |
| <i>Property group:</i>      | Demographic/social/cultural characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—proficiency in spoken English Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 10/02/2006 |
|--|--|

---

## Reason accommodation offer not accepted

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 331805  |
| <i>Registration status:</i> | Community services, Standard 15/09/2007                   |
| <i>Definition:</i>          | The reason for an accommodation offer not being taken up. |
| <i>Property group:</i>      | Service provision event                                   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—reason accommodation offer not accepted Community services, Standard 15/09/2007 |
|--|--|

---

## Reason assistance not provided

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269088   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005                      |
| <i>Definition:</i>          | The reason goods, services, time or funds were not provided. |
| <i>Property group:</i>      | Entry into service event                                     |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service event—reason assistance not provided Community services, Standard 01/03/2005 |
|--|--|

---

## Reason case management plan does not exist

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 350391  |
| <i>Registration status:</i> | Community services, Standard 15/09/2007                               |
| <i>Definition:</i>          | The reason a case management or personal support plan does not exist. |
| <i>Property group:</i>      | Service provision event   |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Client—reason case management plan does not exist Community services, Standard 15/09/2007 |
|--|---|

---

## Reason earlier accommodation attempt unsuccessful

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 332139  |
| <i>Registration status:</i> | Community services, Standard 15/09/2007                       |
| <i>Definition:</i>          | The reason for an earlier unsuccessful accommodation attempt. |
| <i>Property group:</i>      | Service provision event                                       |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—reason earlier accommodation attempt unsuccessful<br>Community services, Standard 15/09/2007 |
|--|---|

---

## Reason for order expiry

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 314554  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008         |
| <i>Definition:</i>          | The reason why a legal order no longer applies. |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service episode—reason for order expiry Community services, Standard 30/04/2008 |
|--|---|

---

## Reason for seeking assistance

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 337015                                  |
| <i>Registration status:</i> | Community services, Standard 15/09/2007 |
| <i>Definition:</i>          | The reason for seeking assistance.      |
| <i>Property group:</i>      | Service/care urgency                    |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—reason for seeking assistance Community services, Standard 15/09/2007 |
|--|--|

---

## Receipt of Carer Allowance (Child) indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 323276  |
| <i>Registration status:</i> | Community services, Standard 27/04/2007                               |
| <i>Definition:</i>          | An indicator of the receipt of the 'Carer Allowance (Child)'.<br><br> |
| <i>Property group:</i>      | Financial characteristics   |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Parent/guardian—receipt of Carer Allowance (Child) indicator<br>Community services, Standard 27/04/2007 |
|--|---|



---

## Recurrent funding commitments

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 336815   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                              |
| <i>Definition:</i>          | Recurrent funds which are committed to a project, agency or service. |
| <i>Property group:</i>      | Financial characteristics  |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—recurrent funding commitments |
|  | Community services, Standard 30/11/2007                     |
|  | State or Territory Government—recurrent funding commitments |
|  | Community services, Standard 30/11/2007                     |

---

## Reference person status

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269215   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007<br>Housing assistance, Standard 01/03/2005 |
| <i>Definition:</i>          | An indicator of whether an individual has been designated as a reference person.   |
| <i>Property group:</i>      | Service provision event  |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—reference person status (household) Community services, Standard 27/04/2007<br>Housing assistance, Standard 10/02/2006 |
|--|---|

---

## Referral arranged

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 338269   |
| <i>Registration status:</i> | Community services, Standard 15/09/2007  |
| <i>Definition:</i>          | A descriptor of the class of service activity, for a service where an appointment or interview is created. |
| <i>Property group:</i>      | Referral event   |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Client—service activity type referral arranged Community services, Standard 15/09/2007 |
|--|--|

---

## Referral for accommodation

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 333665                                  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007 |
| <i>Definition:</i>          | Referral for accommodation arranged.    |
| <i>Property group:</i>      | Referral event                          |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—referral for accommodation Community services, Standard 30/11/2007 |
|--|---|

---

## Referral receipt date

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269047   |
| <i>Registration status:</i> | Health, Recorded 13/05/2008<br>Community services, Standard 01/03/2005 |
| <i>Definition:</i>          | The day on which a referral notification is received.                  |
| <i>Property group:</i>      | Referral event   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Referral—referral receipt date Health, Recorded 13/05/2008<br>Community services, Standard 01/03/2005 |
|--|---|

---

## Referral source

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269061   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 02/06/2005       |
| <i>Definition:</i>          | A person or organisation from which a person or group of people is referred. |
| <i>Property group:</i>      | Referral event   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Referral—referral source Health, Recorded 13/05/2008<br>Community services, Standard 02/06/2005<br>Referral—referral source (community services) Community services, Superseded 02/06/2005 |
|--|--|

---

## Region identifier

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269057   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 15/09/2007 |
| <i>Definition:</i>          | An identifier for a defined geographic or administrative area.         |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—region identifier Community services, Standard 15/09/2007 |
|--|---|

---

## Registered/awaiting government payment indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 350303  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | An indicator of whether an application has been made for a government benefit, pension or allowance, with the first payment is still being awaited. |
| <i>Property group:</i>      | Financial characteristics   |

### Relational attributes

|                                    |   |
|------------------------------------|---|
| <i>Data Element Concepts</i>       | Person—registered/awaiting government payment indicator |
| <i>implementing this Property:</i> | Community services, Standard 30/11/2007                 |



---

## Relationship to care recipient

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269078   |
| <i>Registration status:</i> | Health, Recorded 13/05/2008<br>Community services, Standard 01/03/2005                               |
| <i>Definition:</i>          | The association between a person receiving care and another person, organisation or group of people. |
| <i>Property group:</i>      | Informal assistance characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Informal carer—relationship to care recipient Health, Recorded 13/05/2008<br>Community services, Standard 01/03/2005 |
|--|--|

---

## Relationship to child

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 314746   |
| <i>Registration status:</i> | Community services, Standard 30/04/2008  |
| <i>Definition:</i>          | The association between a child and another person, organisation or group of people. |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Child protection notification—relationship to child of source of notification<br>Community services, Standard 30/04/2008 |
|--|--|

---

## Relationship to reference person

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269216   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007<br>Housing assistance, Standard 01/03/2005 |
| <i>Definition:</i>          | The type of relationship an individual has with a designated person.               |
| <i>Property group:</i>      | Accommodation/living characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—relationship to household reference person<br>Community services, Standard 01/03/2005 |
|--|--|

---

## Religious affiliation

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269030   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005                                      |
| <i>Definition:</i>          | An association or connection with a particular theology or spiritual belief. |
| <i>Property group:</i>      | Demographic/social/cultural characteristics                                  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—religious affiliation Community services, Standard 01/03/2005 |
|--|--|

---

## Residential setting

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269116  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005                               |
| <i>Definition:</i>          | The accommodation in which a person, family or group of people lives. |
| <i>Property group:</i>      | Accommodation/living characteristics                                  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—residential setting Community services, Standard 01/03/2005 |
|--|--|

---

## School attendance indicator

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 314945  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                 |
| <i>Definition:</i>          | Whether either primary or secondary school is attended. |
| <i>Property group:</i>      | Educational characteristics                             |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—school attendance indicator Community services, Standard 30/11/2007 |
|--|--|

---

## Sector

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269055   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 27/04/2007                           |
| <i>Definition:</i>          | A categorisation of an organisation based on its funding, management and ownership arrangements. |
| <i>Property group:</i>      | Organisational characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—sector Community services, Standard 27/04/2007 |
|--|--|

---

## Service activity type needed

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269332  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005               |
| <i>Definition:</i>          | A descriptor of the class of service activity needed. |
| <i>Property group:</i>      | Client characteristic                                 |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Client—service activity type needed Community services, Standard 15/09/2007                 |
|  | Person—service activity type Community services, Standard 01/03/2005                        |
|  | Service provider organisation—service activity type Community services, Standard 15/09/2007 |
|  | Service provider organisation—service activity type Community services, Standard 01/03/2005 |



---

## Service activity type provided

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 357196  |
| <i>Registration status:</i> | Community services, Standard 15/09/2007                 |
| <i>Definition:</i>          | A descriptor of the class of service activity provided. |
| <i>Property group:</i>      | Client characteristic                                   |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Client—service activity type provided Community services, Standard 15/09/2007 |
|--|---|

---

## Service cessation reason

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269358   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005          |
| <i>Definition:</i>          | The reason why the delivery of a service ceased. |
| <i>Property group:</i>      | Exit/leave from service event                    |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service episode—service cessation reason Community services, Standard 01/03/2005 |
|--|--|

---

## Service delivery setting

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269375   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 02/05/2006 |
| <i>Definition:</i>          | The setting in which assistance or services are provided.              |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service event—service delivery setting Community services, Standard 02/05/2006<br>Service provider organisation—service delivery setting Health, Standard 05/12/2007<br>Community services, Standard 29/04/2006 |
|--|---|

---

## Service ongoing indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 338781   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                          |
| <i>Definition:</i>          | An indicator of the provision of ongoing assistance and support. |
| <i>Property group:</i>      | Service provision event  |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service episode—service ongoing indicator Community services, Standard 30/11/2007 |
|--|---|

---

## Service received indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property                                 |
| <i>METeOR identifier:</i>   | 323505                                   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | An indicator of the receipt of services. |
| <i>Property group:</i>      | Service provision event                  |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—service received indicator Community services, Standard 27/04/2007 |
|--|---|

---

## Session end time

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 315154                                  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007 |
| <i>Definition:</i>          | The finishing time of a session.        |
| <i>Property group:</i>      | Exit/leave from service event           |

### Relational attributes

|                                    |   |
|------------------------------------|---|
| <i>Data Element Concepts</i>       | Service provider organisation (service type)—session end time |
| <i>implementing this Property:</i> | Community services, Standard 30/11/2007                       |

---

## Session start time

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property                                |
| <i>METeOR identifier:</i>   | 315148                                  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007 |
| <i>Definition:</i>          | The start time of a session.            |
| <i>Property group:</i>      | Entry into service event                |

### Relational attributes

|                                    |   |
|------------------------------------|---|
| <i>Data Element Concepts</i>       | Service provider organisation (service type)—session start time |
| <i>implementing this Property:</i> | Community services, Standard 30/11/2007                         |

---

# Sex

---

## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 269231  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 22/10/2005 |
| <i>Definition:</i>          | The biological distinction between male and female.   |
| <i>Property group:</i>      | Demographic/social/cultural characteristics   |

## Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare  |
| <i>Origin:</i>                  | Australian Bureau of Statistics 1999. <a href="#">Standards for Social, Labour and Demographic Variables Demographic Variables, Sex</a> |

## Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—sex Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 10/02/2006 |
|--|--|



---

## Source of cash income

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269271   |
| <i>Registration status:</i> | Community services, Standard 29/04/2006<br>Housing assistance, Standard 01/03/2005 |
| <i>Definition:</i>          | The source from which a cash income is derived.                                    |
| <i>Property group:</i>      | Financial characteristics  |

### Collection and usage attributes

|                  |   |
|------------------|---|
| <i>Comments:</i> | This property relates to a cash income as opposed to all income that includes income in kind (e.g. barter for goods or services etc). |
|------------------|---|

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—income source (cash) Community services, Superseded 29/04/2006<br>Person—income source (principal) Community services, Superseded 29/04/2006<br>Person—source of cash income (all) Community services, Standard 29/04/2006<br>Person—source of cash income (principal) Community services, Standard 29/04/2006<br>Housing assistance, Standard 10/02/2006 |
|--|--|

---

## Status in employment

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>Synonymous names:</i>    | Relative employment position  |
| <i>METeOR identifier:</i>   | 269068  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | A categorisation of a population of job holders by their perception of the relationship between themselves and the 'main' enterprise for which they work, together with the legal status of the enterprise where this can be established. |
| <i>Property group:</i>      | Labour characteristics  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare   |
| <i>Origin:</i>                  | Australian Bureau of Statistics 2001. Labour Statistics Concepts, Sources and Methods. Cat No. 6102.0. Canberra: ABS.<br>Reference through:<br><a href="http://www.abs.gov.au/ausstats/abs@.nsf/StatsLibrary">http://www.abs.gov.au/ausstats/abs@.nsf/StatsLibrary</a> and choose 'Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Labour Force Variables'. |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person (employed)—status in employment Community services, Standard 01/03/2005 |
|--|--|

---

## Street name

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269385   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005   |
| <i>Definition:</i>          | The name that identifies a public thoroughfare and differentiates it from others in the same suburb/town/locality. |
| <i>Context:</i>             | Australian addresses.  |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |                                 |
|---------------------------------|---------------------------------|
| <i>Submitting organisation:</i> | Health Data Standards Committee |
|---------------------------------|---------------------------------|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—street name Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—street name Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|

---

## Street suffix

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269384   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | Term used to qualify the street name used for directional references.  |
| <i>Context:</i>             | Australian addresses.  |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Health Data Standards Committee   |
| <i>Origin:</i>                  | AS4590 Interchange of client information, Australia Post Address Presentation Standard. |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—street suffix Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—street suffix Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|

---

## Street type

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269383   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005 |
| <i>Definition:</i>          | A code that identifies the type of public thoroughfare.                |
| <i>Context:</i>             | Australian addresses.  |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |                                 |
|---------------------------------|---------------------------------|
| <i>Submitting organisation:</i> | Health Data Standards Committee |
|---------------------------------|---------------------------------|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—street type Health, Standard 01/03/2005<br>Community services, Standard 30/09/2005<br>Service provider organisation (address)—street type Health, Standard 04/05/2005<br>Community services, Standard 30/09/2005 |
|--|---|

---

## Student type

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 337602   |
| <i>Registration status:</i> | Community services, Standard 15/09/2007                                  |
| <i>Definition:</i>          | A descriptor of the class of a student based on level and type of study. |
| <i>Property group:</i>      | Educational characteristics  |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person—student type Community services, Standard 15/09/2007 |
|--|---|

---

## Student/employment training indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 349604   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | An indicator of formal engagement in a course of study or employment training. |
| <i>Property group:</i>      | Labour characteristics   |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—student/employment training indicator Community services, Standard 30/11/2007 |
|--|--|

---

## Suburb/town/locality name

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269335   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005 |
| <i>Definition:</i>          | The full name of the general locality containing the specific address. |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (address)—suburb/town/locality name Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Service provider organisation (address)—suburb/town/locality name Health, Standard 04/05/2005<br>Community services, Standard 31/08/2005 |
|--|---|



---

## Supported accommodation type

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 350876  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007               |
| <i>Definition:</i>          | A descriptor of the class of supported accommodation. |
| <i>Property group:</i>      | Accommodation/living characteristics                  |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service event—supported accommodation type Community services, Standard 30/11/2007 |
|--|--|

---

## Tax exempt indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 344870   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | Whether an entity is endorsed by the Australian Tax Office as income tax exempt. |
| <i>Property group:</i>      | Organisational characteristics   |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service provider organisation—tax exempt indicator Community services, Standard 27/04/2007 |
|--|--|

---

## Telephone number

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269232   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005 |
| <i>Definition:</i>          | A sequence of digits.  |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts<br/>implementing this Property:</i> | Person—telephone number Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005 |
|--|--|

---

## Telephone number type

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269239   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005 |
| <i>Definition:</i>          | The class of telephone number.   |
| <i>Property group:</i>      | Location characteristics   |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Person (telephone)—telephone number type Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005 |
|--|---|

---

## Temporary closure end date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 336871  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007               |
| <i>Definition:</i>          | The date on which a period of temporary closure ends. |
| <i>Property group:</i>      | Organisational characteristics                        |

### Relational attributes

|                                    |  |
|------------------------------------|--|
| <i>Data Element Concepts</i>       | Service provider organisation—temporary closure end date |
| <i>implementing this Property:</i> | Community services, Standard 30/11/2007                  |

---

## Temporary closure start date

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 336864  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                 |
| <i>Definition:</i>          | The date on which a period of temporary closure starts. |
| <i>Property group:</i>      | Organisational characteristics                          |

### Relational attributes

|                                    |  |
|------------------------------------|--|
| <i>Data Element Concepts</i>       | Service provider organisation—temporary closure start date |
| <i>implementing this Property:</i> | Community services, Standard 30/11/2007                    |

---

## Tertiary qualification related to industry indicator

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 314887   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | An indicator of whether a tertiary qualification is related to the industry of employment. |
| <i>Property group:</i>      | Educational characteristics  |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person (employed)—tertiary qualification related to industry indicator Community services, Standard 30/11/2007 |
|--|--|

---

## Transfer source

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 314112  |
| <i>Registration status:</i> | Community services, Standard 27/03/2007                     |
| <i>Definition:</i>          | The location or system from which a person has transferred. |
| <i>Property group:</i>      | Entry into service event                                    |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Service episode—transfer source Community services, Standard 27/03/2007 |
|--|---|



---

## Type of children's service work performed

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 314798  |
| <i>Registration status:</i> | Community services, Standard 15/09/2007                           |
| <i>Definition:</i>          | The type of children's service work performed by a care provider. |
| <i>Property group:</i>      | Labour characteristics  |

### Relational attributes

|                                    |   |
|------------------------------------|---|
| <i>Data Element Concepts</i>       | Person (employed)—type of children's service work performed |
| <i>implementing this Property:</i> | Community services, Standard 15/09/2007                     |

---

## Type of goods and equipment received

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269305   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005                    |
| <i>Definition:</i>          | A descriptor of the class of material assistance received. |
| <i>Property group:</i>      | Service provision event                                    |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Service episode—type of goods and equipment received<br>Community services, Standard 01/03/2005<br>Service event—type of goods and equipment received<br>Community services, Standard 01/03/2005 |
|--|--|

---

## Type of interpreter services required

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Property  |
| <i>METeOR identifier:</i>   | 323179  |
| <i>Registration status:</i> | Community services, Standard 27/04/2007                     |
| <i>Definition:</i>          | A descriptor of the class of interpreter services required. |
| <i>Property group:</i>      | Service provision event                                     |

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person—type of interpreter services required Community services, Standard 27/04/2007 |
|--|--|

---

## Unborn child status

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property                                       |
| <i>METeOR identifier:</i>   | 316507   |
| <i>Registration status:</i> | Community services, Standard 30/04/2008        |
| <i>Definition:</i>          | An indication of whether the child was unborn. |

### Relational attributes

|  |   |
|--|---|
| <i>Data Element Concepts implementing this Property:</i> | Child protection notification—unborn child status Community services, Standard 30/04/2008 |
|--|---|

---

## Year of first arrival in Australia

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Property   |
| <i>METeOR identifier:</i>   | 269050   |
| <i>Registration status:</i> | Health, Standard 04/05/2005<br>Community services, Standard 01/03/2005 |
| <i>Definition:</i>          | The calendar year in which an individual first arrived in Australia.   |
| <i>Property group:</i>      | Demographic/social/cultural characteristics                            |

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--|

### Relational attributes

|  |  |
|--|--|
| <i>Data Element Concepts implementing this Property:</i> | Person (overseas born)—year of first arrival in Australia Health, Standard 04/05/2005<br>Community services, Standard 01/03/2005 |
|--|--|

# Classification Schemes

A classification scheme is an official terminological system, recognised and endorsed by a national or international body, that is used to classify data.

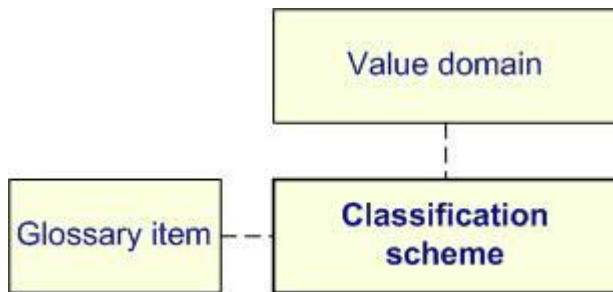
In METeOR examples of classification schemes include the:

Australian Standard Classification of Occupations (2nd edition)

International Statistical Classification of Diseases and Related Health Problems, Tenth Revision, Australian Modification (3rd edition).

A classification scheme may be implemented by one or more value domains. For example, the Australian Standard Classification of Occupations (2nd edition) is implemented by the value domain Occupation code (ASCO 2nd edn) NNNN.

Below is a graphical representation of the relationship between classification schemes and related metadata item types.



---

# Australian Standard Classification of Education 2001

---

## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Classification Scheme   |
| <i>Synonymous names:</i>    | ASCED 2001  |
| <i>METeOR identifier:</i>   | 270551  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005                                     |
| <i>Definition:</i>          | The Australian Bureau of Statistics classification for fields of education. |

## Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | ASCED comprises two classifications: Level of Education and Field of Education. Both the level and field of education components can be used to report statistics on various aspects of educational activity, such as student enrolments by level of course or by field of study; teaching resources by level of course; financial resources by field; or educational attainment by level and field. |
|------------------|--|

## Source and reference attributes

|                |  |
|----------------|--|
| <i>Origin:</i> | Australian Bureau of Statistics 2001. <a href="#">Australian Standard Classification of Education (ASCED). Cat No. 1272.0</a> . Canberra: ABS. (last viewed 21 March 2006) |
|----------------|--|

## Relational attributes

|   |  |
|---|--|
| <i>Value Domains based on this Classification Scheme:</i> | Field of education code (ASCED 2001) NN[ <i>{NN}{NN}</i> ] Community services, Standard 01/03/2005<br>Highest education level code (ASCED 2001) N[ <i>NN</i> ] Community services, Standard 01/03/2005 |
|---|--|

---

# Australian Standard Classification of Languages 2005

---

## Identifying and definitional attributes

|                                  |   |
|----------------------------------|---|
| <i>Metadata item type:</i>       | Classification Scheme   |
| <i>Synonymous names:</i>         | ASCL 2005   |
| <i>METeOR identifier:</i>        | 304118  |
| <i>Registration status:</i>      | Health, Standard 08/02/2006<br>Community services, Standard 30/09/2005<br>Housing assistance, Standard 10/02/2006   |
| <i>Definition:</i>               | The Australian Bureau of Statistics (ABS) classification for the languages spoken by Australians.   |
| <i>Classification structure:</i> | The ASCL has a three-level hierarchical structure. Languages are grouped together into progressively broader categories on the basis of their evolution from a common ancestral language, and on the basis of geographic proximity of areas where a particular language originated. |

## Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | The ASCL is intended for use in the collection, aggregation and dissemination of data relating to the language use of the Australian population, or subsets of the population. Indexes in alphabetical and numerical order are available, see the <i>Origin:</i> attribute. |
|-----------------------|---|

## Source and reference attributes

|                         |   |
|-------------------------|---|
| <i>Origin:</i>          | Australian Bureau of Statistics 2005. <a href="#">Australian Standard Classification of Languages (ASCL) 2005</a> . Cat No. 1267.0. 2nd Edition, Canberra: ABS. Viewed 29 July 2005   |
| <i>Revision status:</i> | If you require further information about this classification please email: <a href="mailto:social.classifications@abs.gov.au">social.classifications@abs.gov.au</a> or telephone the Standards Support Hotline on (02) 6252 5736. |

## Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>                       | Supersedes <a href="#">Australian Standard Classification of Languages 1997</a> Health, Superseded 08/02/2006, Community services, Superseded 30/09/2005 |
| <i>Value Domains based on this Classification Scheme:</i> | Language code (ASCL 2005) NN{NN} Health, Standard 08/02/2006<br>Community services, Standard 30/09/2005<br>Housing assistance, Standard 10/02/2006       |



---

# Australian Standard Classification of Religious Groups 2005

---

## Identifying and definitional attributes

|                                  |   |
|----------------------------------|---|
| <i>Metadata item type:</i>       | Classification Scheme   |
| <i>Synonymous names:</i>         | ASCRG 2005  |
| <i>METeOR identifier:</i>        | 334321  |
| <i>Registration status:</i>      | Community services, Standard 29/04/2006   |
| <i>Definition:</i>               | The Australian Bureau of Statistics classification for religions of the Australian population.  |
| <i>Classification structure:</i> | The ASCRG has a three level hierarchical structure. In the classification religions are grouped in to progressively broader categories on the basis of similarity in terms of religious beliefs, religious practices and cultural heritage adherents. |

## Collection and usage attributes

|                       |  |
|-----------------------|--|
| <i>Guide for use:</i> | Indexes in alphabetical and numerical order and concordance 1991 to 1996 and 1996 to 1991 available, see <i>Origin</i> . |
|-----------------------|--|

## Source and reference attributes

|                             |   |
|-----------------------------|---|
| <i>Steward:</i>             | Australian Institute of Health and Welfare  |
| <i>Origin:</i>              | Australian Bureau of Statistics 2005. <a href="#">Australian Standard Classification of Religious Groups. Cat No. 1266.0</a> . Canberra: ABS. Viewed 27 March 2006. |
| <i>Reference documents:</i> | Australian Bureau of Statistics. 1998. <a href="#">A Guide to Major ABS Classifications 1998. Cat No. 1291.0</a> . ABS, Canberra. Viewed 4 January 2005.            |
| <i>Revision status:</i>     | Original 1996 - Standard  |

## Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>                       | Supersedes <a href="#">Australian Standard Classification of Religious Groups 1996</a> Community services, Superseded 29/04/2006 |
| <i>Value Domains based on this Classification Scheme:</i> | Religious group code (ASCRG 2005) N[NNN] Community services, Standard 29/04/2006   |

---

# Australian Standard Geographical Classification 2007

---

## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Classification Scheme  |
| <i>Synonymous names:</i>    | ASGC 2007  |
| <i>METeOR identifier:</i>   | 362284   |
| <i>Registration status:</i> | Health, Standard 05/02/2008<br>Community services, Standard 30/11/2007                               |
| <i>Definition:</i>          | The Australian Bureau of Statistics classification for the classification of geographical locations. |

## Source and reference attributes

|                |  |
|----------------|--|
| <i>Origin:</i> | Australian Bureau of Statistics 2006. <a href="#">Australian Standard Geographical Classification (ASGC). Cat No. 1216.0</a> . Canberra: ABS. Viewed on 28/09/2007 |
|----------------|--|

## Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>                       | Supersedes <a href="#">Australian Standard Geographical Classification 2006</a> Health, Superseded 05/02/2008, Community services, Superseded 30/11/2007 |
| <i>Value Domains based on this Classification Scheme:</i> | Geographical location code (ASGC 2007) NNNNN Health, Standard 05/02/2008<br>Community services, Standard 30/11/2007                                      |

---

# Australian and New Zealand Standard Classification of Occupations, First edition, 2006

---

## Identifying and definitional attributes

|                                  |  |
|----------------------------------|--|
| <i>Metadata item type:</i>       | Classification Scheme  |
| <i>Synonymous names:</i>         | ANZSCO 1st edition   |
| <i>METeOR identifier:</i>        | 350882   |
| <i>Registration status:</i>      | Health, Standard 04/07/2007<br>Community services, Standard 27/03/2007   |
| <i>Definition:</i>               | The Australian Bureau of Statistics (ABS) classification for occupations.  |
| <i>Classification structure:</i> | <p>The structure of ANZSCO has five hierarchical levels - major group, sub-major group, minor group, unit group and occupation. The categories at the most detailed level of the classification are termed 'occupations'. These are grouped together to form 'unit groups', which in turn are grouped into 'minor groups'. Minor groups are aggregated to form 'sub-major groups' which in turn are aggregated at the highest level to form 'major groups'.</p> <p>These are the same hierarchical levels that are used in ASCO Second Edition and NZSCO 1999.</p> |

### Conceptual model

ANZSCO is a skill-based classification used to classify all occupations and jobs in the Australian and New Zealand labour markets.

To do this, ANZSCO identifies a set of occupations covering all jobs in the Australian and New Zealand labour markets, defines these occupations according to their attributes and groups them on the basis of their similarity into successively broader categories for statistical and other types of analysis. The individual objects classified in ANZSCO are jobs.

In ANZSCO, occupations are organised into progressively larger groups on the basis of their similarities in terms of both skill level and skill specialisation.

The conceptual model adopted for ANZSCO uses a combination of skill level and skill specialisation as criteria to design major groups which are meaningful and useful for most purposes. The eight major groups are formed by grouping together sub-major groups using aspects of both skill level and skill specialisation. In designing the major groups, intuitive appeal and usefulness in both statistical and administrative applications were also important considerations.

The skill level criterion is applied as rigorously as possible at the second level of the classification, the sub-major group level, together with a finer application of skill specialisation than that applied at the major group level. Each sub-major group is made up of a number of minor groups.

Minor groups are distinguished from each other mainly on the basis of a finer application of skill specialisation than that applied at the sub-major group level. Within minor groups, unit groups are distinguished from each other on the basis of skill specialisation and, where necessary, skill level.

Virtually all unit groups are at one skill level. There are only

eight unit groups which contain occupations at more than one skill level. In all but two of these unit groups, the vast majority of jobs classified to the unit group are at one skill level only. Data stored at unit group level can therefore be aggregated by skill level with a high degree of validity.

Within unit groups, the distinction between occupations amounts to differences between tasks performed in occupations. All occupations are at one skill level.

As a result, data classified at the major group level will provide only a broad indication of skill level. Data at the sub-major group level will provide a satisfactory indication of skill level for many analytical purposes. Data classified at the unit group level will provide an accurate indication of skill level. Unit groups can, therefore, be aggregated by skill level to provide an indicative measure of occupations classified by skill level.

## Source and reference attributes

*Origin:*

Australian Bureau of Statistics 2006. [Australian and New Zealand Standard Classification of Occupations, First Edition, Cat no. 1220.0](#) Canberra: ABS. Viewed 13 March 2007.

## Relational attributes

*Related metadata references:*

Supersedes [Australian Standard Classification of Occupations 2nd edition](#) Health, Superseded 04/07/2007, Community services, Superseded 27/03/2007, Housing assistance, Standard 01/03/2005

*Value Domains based on this Classification Scheme:*

Occupation code (ANZSCO 1st edition) N[NNN]{NN} Health, Standard 04/07/2007  
Community services, Standard 27/03/2007  
Housing assistance, Standard 10/08/2007

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# Family, household and income unit variables (family composition) 2005

---

## Identifying and definitional attributes

|                                  |  |
|----------------------------------|--|
| <i>Metadata item type:</i>       | Classification Scheme  |
| <i>METeOR identifier:</i>        | 343211   |
| <i>Registration status:</i>      | Community services, Standard 31/08/2007  |
| <i>Definition:</i>               | 'Family composition' is the Australian Bureau of Statistics' (ABS) standard variable for identifying the composition of families within households.  |
| <i>Context:</i>                  | Household and family statistics.   |
| <i>Classification structure:</i> | The 'Family, household and income unit variables' has a four level hierarchical classification for family composition. In the classification, family composition types are grouped in to progressively broader categories on the basis of similarity in terms of family structure. |

## Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | The ABS classification for family composition is a subset of the suite of standards called 'Family, household and income unit variables'. It is used to measure family structure and size and is an essential variable for the analysis of the social and economic well-being of both the family unit and the individuals within those families. |
|------------------|--|

## Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Steward:</i>             | Australian Institute of Health and Welfare   |
| <i>Origin:</i>              | Australian Bureau of Statistics. <a href="#">Family, household and income unit variables. Cat No. 1286.0</a> . Canberra: ABS. Viewed on 29/09/2006 |
| <i>Reference documents:</i> | <a href="#">Family, household and income unit variables</a>  |
| <i>Revision status:</i>     | Revised 2005 - Standard  |

## Relational attributes

|   |  |
|---|--|
| <i>Value Domains based on this Classification Scheme:</i> | Family composition code N[NNN] Community services, Standard 27/04/2007 |
|---|--|

---

# Family, household and income unit variables (relationship in household) 2005

---

## Identifying and definitional attributes

|                                  |  |
|----------------------------------|--|
| <i>Metadata item type:</i>       | Classification Scheme  |
| <i>METeOR identifier:</i>        | 343349   |
| <i>Registration status:</i>      | Community services, Standard 31/08/2007  |
| <i>Definition:</i>               | Relationship in household' is the Australian Bureau of Statistics' (ABS) standard variable for identifying the familial and other relationships between persons in a given household.  |
| <i>Context:</i>                  | Household and family statistics.   |
| <i>Classification structure:</i> | The 'Family, household and income unit variables' has a four level hierarchical classification for relationship in household. In the classification, relationship in household type are grouped in to progressively more detailed categories on the basis of similarity in terms of relationship type. |

## Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | The ABS classification for relationship in household is a subset of the suite of standards called 'Family, household and income unit variables'. 'Relationship in household' underlies the suite of standards for Family statistics. It identifies and classifies the key relationships between persons usually resident in a given household. Although some collections output directly to the classification of 'Relationship in household', its major use is in providing the basis for derivation of 'Family composition', 'Income unit composition', 'Household composition' and 'Social marital status'. The 'Relationship in household' standard facilitates the definition, collection and classification of household relationship data in statistical collections. |
|------------------|--|

## Source and reference attributes

|                             |   |
|-----------------------------|---|
| <i>Steward:</i>             | Australian Institute of Health and Welfare  |
| <i>Origin:</i>              | Australian Bureau of Statistics. <a href="#">Family, household and income unit variables. Cat No. 1286.0.</a> Canberra: ABS. Viewed on 29/09/2006 |
| <i>Reference documents:</i> | <a href="#">Family, household and income unit variables</a>   |
| <i>Revision status:</i>     | Revised 2005 Standard   |

## Relational attributes

|   |  |
|---|--|
| <i>Value Domains based on this Classification Scheme:</i> | Relationship to household reference person code NN Community services, Superseded 27/04/2007 |
|   | Relationship to household reference person code NN Community services, Standard 27/04/2007   |

---

# International Classification of Functioning, Disability and Health 2001

---

## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Classification Scheme  |
| <i>Synonymous names:</i>    | ICF 2001   |
| <i>METeOR identifier:</i>   | 270548   |
| <i>Registration status:</i> | Health, Standard 23/02/2005<br>Community services, Standard 01/12/2004                           |
| <i>Definition:</i>          | The World Health Organization's (WHO) system for classifying functioning, disability and health. |

## Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | The International Classification of Functioning, Disability and Health (ICF) was endorsed by the World Health Assembly in 2001 and is a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002). |
|------------------|--|

## Source and reference attributes

|                             |   |
|-----------------------------|---|
| <i>Origin:</i>              | World Health Organization (WHO) 2001. International Classification of Functioning, Disability and Health. Geneva: WHO   |
| <i>Reference documents:</i> | Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide Version 1.0 (AIHW 2003), at the following websites: <ul style="list-style-type: none"><li>• WHO ICF website:<br/><a href="http://www.who.int/classifications/icf/en/">http://www.who.int/classifications/icf/en/</a></li><li>• Australian Collaborating Centre ICF website:<br/><a href="http://www.aihw.gov.au/disability/icf/index.cfm">http://www.aihw.gov.au/disability/icf/index.cfm</a></li></ul> |

## Relational attributes

|   |  |
|---|--|
| <i>Value Domains based on this Classification Scheme:</i> | Activities and participation code (ICF 2001) AN[NNN] Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006<br>Activities and participation code (ICF 2001) N[NNN] Community services, Superseded 16/10/2006<br>Activity difficulty level code (ICF 2001) N Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006<br>Activity difficulty level code (ICF 2001) N Community services, Superseded 16/10/2006<br>Activity need for assistance code N Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006<br>Body function code (ICF 2001) AN[NNNN] Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006<br>Body functions code (ICF 2001) N[NNNN] Community services, Superseded 16/10/2006<br>Body structure code (ICF 2001) AN[NNNN] Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006 |
|---|--|

Body structures code (ICF 2001) N[NNNN] Community services,  
Superseded 16/10/2006

Environmental factor code (ICF 2001) AN[NNN] Health, Standard  
29/11/2006  
Community services, Standard 16/10/2006

Environmental factors code (ICF 2001) N[NNN] Community  
services, Superseded 16/10/2006

Extent of environmental factors influence code (ICF 2001) [X]N  
Community services, Superseded 16/10/2006

Extent of environmental factors influence code (ICF 2001) [X]N  
Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

Impairment extent code (ICF 2001) N Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

Impairment extent code (ICF 2001) N Community services,  
Superseded 16/10/2006

Impairment location code (ICF 2001) N Health, Standard  
29/11/2006  
Community services, Standard 16/10/2006

Impairment location code (ICF 2001) N Community services,  
Superseded 16/10/2006

Impairment nature code (ICF 2001) N Community services,  
Superseded 16/10/2006

Impairment nature code (ICF 2001) N Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

Participation extent code (ICF 2001) N Health, Standard  
29/11/2006  
Community services, Standard 16/10/2006

Participation extent code (ICF 2001) N Community services,  
Superseded 16/10/2006



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# National Classifications of Community Services version 2.0

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Classification Scheme   |
| <i>Synonymous names:</i>    | NCCS v. 2.0   |
| <i>METeOR identifier:</i>   | 270558  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | The Australian Institute of Health & Welfare classification for the delivery of community services activities and the setting in which such services are delivered. |

## Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Origin:</i>              | Australian Institute of Health and Welfare   |
| <i>Reference documents:</i> | Australian Institute of Health and Welfare 2003. <a href="#">National classifications of community services</a> . Version 2.0. AIHW Cat No. HWI. Canberra: Australian Institute of Health and Welfare. |

## Relational attributes

|   |   |
|---|---|
| <i>Value Domains based on this Classification Scheme:</i> | Service activity type code (NCCS v2.0) ANN{.N{.NN}} Community services, Standard 01/03/2005   |
|   | Service delivery setting code (NCCS v2.0) AN{.N{.NN}} Community services, Standard 01/03/2005 |

---

# Postcode datafile

---

## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Classification Scheme  |
| <i>METeOR identifier:</i>   | 270561   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 10/02/2006  |
| <i>Definition:</i>          | The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a party (person or organisation), as defined by Australia Post.   |
| <i>Context:</i>             | Postcode is an important part of a persons or organisations postal address and facilitates written communication. It is one of a number of geographic identifiers that can be used to determine a geographic location. Postcode may assist with uniquely identifying a person or organisation. |

## Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | The postcode book is updated more than once annually as postcodes are dynamic entities and are constantly changing. |
|-----------------------|---|

## Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | Australia Post Postcode book. Reference through:<br><a href="http://www1.auspost.com.au/postcodes/">http://www1.auspost.com.au/postcodes/</a> |
|----------------|---|

## Relational attributes

|   |   |
|---|---|
| <i>Value Domains based on this Classification Scheme:</i> | Australian postcode code (Postcode datafile) NNN[N] Health, Superseded 04/05/2005<br>Community services, Superseded 25/08/2005<br>Australian postcode code (Postcode datafile) {NNNN} Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005<br>Housing assistance, Standard 10/02/2006 |
|---|---|

---

# Standard Australian Classification of Countries 2008

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Classification Scheme   |
| <i>Synonymous names:</i>    | SACC 2008   |
| <i>METeOR identifier:</i>   | 370931  |
| <i>Registration status:</i> | Health, Candidate 02/06/2008<br>Community services, Standard 02/06/2008 |
| <i>Definition:</i>          | The Australian Bureau of Statistics classification for countries.       |

## Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | The Standard Australian Classification of Countries 2008 (SACC) Edition 2 supersedes the Australian Standard Australian Classification of Countries 1998 (SACC) Edition 1. |
|------------------|--|

## Source and reference attributes

|                |  |
|----------------|--|
| <i>Origin:</i> | Australian Bureau of Statistics 2008. <a href="#">Standard Australian Classification of Countries 2008 (SACC). Cat No. 1269.0.</a> Canberra: ABS (last viewed 2 June 2008) |
|----------------|--|

## Relational attributes

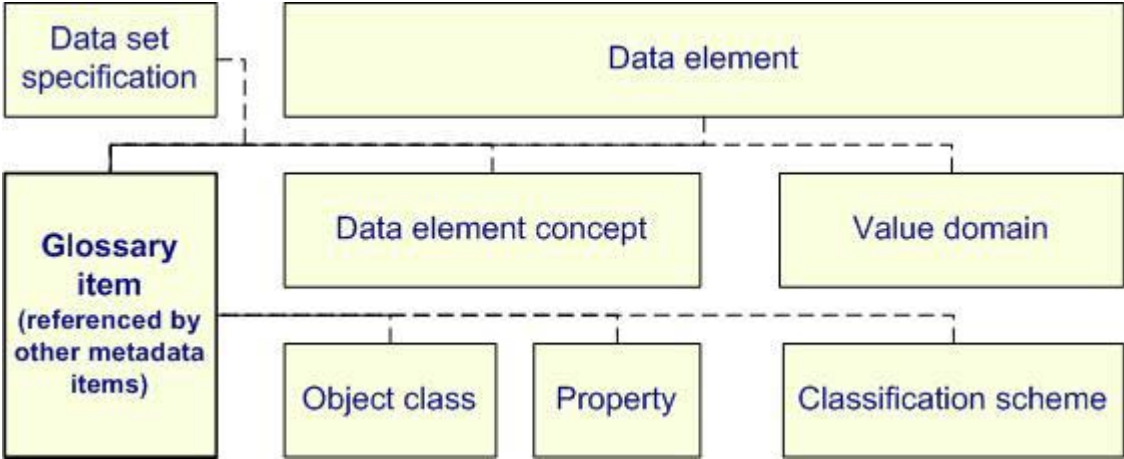
|   |   |
|---|---|
| <i>Related metadata references:</i>                       | Supersedes <a href="#">Standard Australian Classification of Countries 1998</a> Health, Standard 01/03/2005, Community services, Superseded 02/06/2008, Housing assistance, Standard 20/06/2005 |
| <i>Value Domains based on this Classification Scheme:</i> | Country code (SACC 2008) NNNN Health, Candidate 02/06/2008<br>Community services, Standard 02/06/2008   |

# Glossary Items

A glossary item defines the meaning of a term within a specific context. Within METeOR examples of glossary items include Adoption and Family. These things of interest are not currently defined as object classes but their meaning must be understood for data to be collected.

For example, to collect data on whether a person has an information carer or not, we must understand the meaning of the term 'informal carer' to apply the appropriate counting rules for the data element, Person—informal carer existence indicator, code N.

A glossary item can be linked to by any other metadata item type. For example, the data element definition for Person—informal carer existence indicator, code N, links directly to the glossary item 'Informal carer'.



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## Accommodation period

---

### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Glossary Item  |
| <i>METeOR identifier:</i>   | 357096   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | The period during which a client was in SAAP supported accommodation. A client may have no accommodation periods or one or more accommodation periods within a support period. |

### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | The dates on which each accommodation period began and ended during the support period are collected for clients but not for accompanying children. However, it can be reasonably assumed that an accompanying child will have the same accommodation period start and end dates as their parent(s) or guardians(s) in the majority of cases. |
|-----------------------|---|

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | SAAP National Data Collection Agency.  |
| <i>Origin:</i>                  | SAAP National Data Collection annual report 2005-06. SAAP NDCA report series 11. |

### Relational attributes

|   |  |
|---|--|
| <i>Metadata items which use this glossary item:</i> | Service event—accommodation period end date, DDMMYYYY<br>Community services, Standard 30/11/2007   |
|   | Service event—accommodation period start date, DDMMYYYY<br>Community services, Standard 30/11/2007 |

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## Activity—functioning, disability and health

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Glossary Item  |
| <i>Synonymous names:</i>    | Activity   |
| <i>METeOR identifier:</i>   | 327296   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | In the context of health, an activity is the execution of a task or action by an individual.   |
| <i>Context:</i>             | 'Activities and participation' is one of three components that define the concept 'Disability', along with 'Body functions and structures' and 'Environmental factors'. 'Activities and participation' is also encompassed within the concept 'Functioning'.<br>The concept 'Activity', as defined here and as measured in the metadata item Activity difficulty level code (ICF) N, may be relevant to people and human services not related to disability. |

### Collection and usage attributes

|                  |   |
|------------------|---|
| <i>Comments:</i> | <p>Activity limitations are difficulties an individual has in the execution of an activity.</p> <p>The performance of an activity is what the individual does in his or her current environment. The environment includes all aspects of the physical, social and attitudinal world. Activity limitation varies with the environment and is assessed in relation to a particular environment and in the absence or presence of assistance, including aids and equipment.</p> <p>In time, a related and more generic data element may be developed. In the meantime, the addition of 'functioning, disability and health' to the concept of 'ability' indicates that the current concept is based on the concept and framework developed by World Health Organization to assist in the classification and description of functioning and disability, as contained in the ICF.</p> <p>The ICF recognises two constructs that can be used with 'Activities and Participation': performance and capacity. 'Performance' is what the person does in their usual environment. 'Capacity' describes 'an individual's ability to execute a task or an action in a standardised environment, where a standardised environment may be:</p> <ul style="list-style-type: none"><li>• an actual environment commonly used for assessment in test settings; or</li><li>• in cases where this is not possible, an assumed environment which can be thought to have a uniform impact' (WHO 2001).</li></ul> <p>The standardised environment has not been generally operationalised. However, the recognition of these two constructs in the ICF underscores the importance of recording the environment in which activities are being performed.</p> <p>This glossary item is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed</p> |
|------------------|---|

by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).

The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as Episode of care principal diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]} and Episode of care additional diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]}.

## Source and reference attributes

### *Origin:*

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

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

### *Reference documents:*

Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003) and the following websites

- WHO ICF website

<http://www.who.int/classifications/icf/en>

- Australian Collaborating Centre ICF website

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

## Relational attributes

### *Related metadata references:*

Supersedes [Activity - functioning, disability and health, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (17.9 KB)

### *Metadata items which use this glossary item:*

Activities and participation code (ICF 2001) AN[NNN] Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Activities and participation code (ICF 2001) N[NNN]

Community services, Superseded 16/10/2006

Activity difficulty level code (ICF 2001) N Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Activity difficulty level code (ICF 2001) N Community services, Superseded 16/10/2006

Disability Health, Standard 29/11/2006

Community services, Standard 01/03/2005

Housing assistance, Standard 01/03/2005

Disability grouping code N[N] Community services, Superseded 08/05/2006

Extent of environmental factors influence code (ICF 2001) [X]N Community services, Superseded 16/10/2006

Extent of environmental factors influence code (ICF 2001) [X]N Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Functioning and Disability DSS Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Person—disability group, code N Community services,  
Standard 01/03/2005



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# Address

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## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Glossary Item  |
| <i>METeOR identifier:</i>   | 327278   |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 08/05/2006                                     |
| <i>Definition:</i>          | The referential description of a location where an entity is located or can be otherwise reached or found. |

## Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | <p>Following are the attributes are commonly used in the formation of a full address:</p> <ul style="list-style-type: none"><li>• Address line; (address line is a composite data element containing many attributes of the specific location of a full address - see the current version of the Address line metadata item for further description and a list of its components for addresses located in Australia)</li><li>• Address type</li><li>• Australian state/territory identifier</li><li>• Country identifier</li><li>• Non-Australian State/province</li><li>• Postal delivery point identifier</li><li>• Postcode - Australian</li><li>• Postcode - international</li><li>• Suburb/town/locality</li></ul> <p>Some attributes of an address, located within Australia, also provide the elements to determine the <b>Statistical Local Area (SLA)</b>. This enables:</p> <ul style="list-style-type: none"><li>• comparison of the use of services by persons residing in different geographical areas,</li><li>• characterisation of catchment areas and populations for facilities for planning purposes, and</li><li>• documentation of provision of services to clients who reside in other states or territories. The address is also a relevant element in the unambiguous identification of a Health Care Client and a Health Care Provider.</li></ul> |
|------------------|--|

## Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Health Data Standards Committee  |
| <i>Reference documents:</i>     | AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia<br>AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia |

## Relational attributes

|                                      |  |
|--------------------------------------|--|
| <i>Related metadata references:</i>  | Supersedes <a href="#">Address, version 2, DEC, NHDD, NHIMG, Superseded 01/03/2005.pdf</a> (15.31 KB)<br>Supersedes <a href="#">Address (community services)</a> Community services, Superseded 08/05/2006 |
| <i>Metadata items which use this</i> | Person (address)—address line, text [X(180)] Health, Standard  |

*glossary item:*

04/05/2005

Community services, Standard 30/09/2005

Service provider organisation (address)—address line, text  
[X(180)] Health, Standard 04/05/2005

Community services, Standard 30/09/2005

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# Adoption

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 327208  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | Adoption is the legal process by which a person legally becomes a child of the adoptive parents and legally ceases to be a child of his/her existing parents. |
| <i>Context:</i>             | Children and family services.   |

## Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | The adoption order severs the legal relationship between the biological parents and the child. A new birth certificate is issued to the child bearing the name(s) of his/her adoptive parent(s) as the natural parent(s) and the new name of the child, where a change has occurred. |
|------------------|--|

## Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare (AIHW)   |
| <i>Origin:</i>                  | Adoptions Australia (AIHW). <i>Data collection standards, tables and counting rules, 1998-99.</i> |

## Relational attributes

|   |   |
|---|---|
| <i>Related metadata references:</i>                 | Supersedes <a href="#">Adoption, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (12.33 KB)  |
| <i>Metadata items which use this glossary item:</i> | Household family Community services, Superseded 27/04/2007<br>Person (name)—family name, text X[X(39)] Health, Superseded 04/05/2005<br>Community services, Superseded 25/08/2005<br>Person (name)—family name, text X[X(39)] Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005<br>Housing assistance, Standard 20/06/2005 |

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## Assistance received

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 327202  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | The goods or services, or time or money received by a person (client) during a service episode or event.  |
| <i>Context:</i>             | This is important for client centred collections. It may be used to measure the amounts and nature of assistance that are received directly by clients, which can be used to help assess the appropriateness and effectiveness of programs. |

### Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | <p>This is a client centred measure of amounts of assistance. This is not necessarily the same as an agency's total outlay to a particular client as it does not include administration costs, travel time for service providers, etc.</p> <p>For example, a client that receives meals from a meals on wheels service. In this instance only that which is directly received by the client is recorded (i.e. the number of meals). The administration costs of providing this service, the costs of making the meal and the time and costs of the person delivering the meal are not included in the amount of assistance received.</p> <p>This is only a measure of money, time or quantity of goods or services directly received by clients. It will not accrue to give a total of assistance provided on an agency basis (in terms of money, time or quantity of goods or services). Therefore it should not be used for National Accounts reporting.</p> |
|------------------|--|

### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare                        |
| <i>Origin:</i>                  | Home and Community Care (HACC) Data Dictionary Version 1.0, 1998. |

### Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>                 | Supersedes <a href="#">Assistance received, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (13.85 KB)  |
| <i>Metadata items which use this glossary item:</i> | Community service event Community services, Retired 04/04/2006<br>Service event—assistance received date Community services, Standard 01/03/2005<br>Service event—assistance received date, DDMMYYYY Community services, Standard 01/03/2005 |

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# Assistance request reason

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 327204  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | The reason(s) why a person has sought or requires assistance from a community services agency.  |
| <i>Context:</i>             | To better identify the needs of clients, to identify needs that are not being met and to target assistance to clients more effectively: |

## Collection and usage attributes

|                  |   |
|------------------|---|
| <i>Comments:</i> | <p>A person may seek or require assistance for a number of reasons, some of which are the immediate presenting reason, while others will be underlying or longer term reasons. These will require particular and usually different responses and services.</p> <p>For example, a person's immediate reason for seeking assistance may be that they have lost their accommodation and require accommodation support. However, the underlying reasons as to why they have no accommodation may be because of a psychiatric condition, alcohol or drug dependency, a gambling addiction, or because they are being abused at home. These underlying reasons may or may not have directly resulted in the homelessness, but have been contributing factors.</p> <p>Underlying reasons for a person requiring a service are likely to be complex and more difficult to ascertain than the immediate presenting reason.</p> <p>A second example is in child protection. Many children that come to the attention of community services agencies as being in need of care and protection come from families in crisis (for example, parents have psychiatric illnesses, financial stress, domestic violence etc.). Without providing a service to the family as well as the child then the child is likely to be re-notified.</p> <p>Providing a service for the client's immediate need will not necessarily assist the client in the longer term, resulting in the client continually requiring short term assistance, while at the same time continuing to have an underlying problem or need that is not being addressed.</p> <p>Therefore by attempting to collect information on both the immediate and the underlying reasons for a person's current situation, agencies may be able to better assist them both in the short and longer term, while at the same time more effectively utilising the services available.</p> <p>Many children that come to the attention of community services agencies as being in need of care and protection come from families in crisis (for example, parents have psychiatric illnesses, financial stress, domestic violence etc.).</p> <p>Further research is required to develop a data domain to enable the measurement of this concept.</p> <p>It is possible that a number of data elements could be developed out of this concept, such as 'Immediate reason for</p> |
|------------------|---|

seeking assistance' and 'Underlying reason for seeking assistance'. Such items would need a great deal of consultation with input from community service agencies to develop meaningful and well structured data domains.

### **Source and reference attributes**

*Submitting organisation:* Australian Institute of Health and Welfare

### **Relational attributes**

*Related metadata references:* Supersedes [Assistance request reason, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.64 KB)

*Metadata items which use this glossary item:* Service event—assistance request date, DDMMYYYY  
Community services, Standard 01/03/2005

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## Assistance with activities and participation

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 327298  |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | The help that a person receives or needs from another person, because of their difficulty in performing an activity or in participating in an area of life.   |
| <i>Context:</i>             | 'Assistance' is an important subset of Environmental factors that may facilitate (or hinder) the activities or participation of people with disability. Assistance is a key policy and service component in the disability and aged care services field in Australia. Further, it is recognised in the ICF as a crucial factor whose presence (or absence) must be noted when recording measures of functioning and disability.<br>Recording measures of assistance needed or provided will provide further information about activity limitations. |

### Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | <p>The concept can be used to describe aspects of the environment. Depending on which environment is present or being considered, the measure of assistance indicates what assistance is currently received (in the current or usual environment) and what would be needed (in an optimum environment). 'Need' more generally relates to environmental factors (including personal assistance, equipment and environmental modifications) that are present in an optimum environment but not in the person's current environment. That is, changes may be needed to environmental factors in order to improve a person's functioning and reduce their disability. While these ideas apply generally to 'Environmental Factors' and the related metadata item, Extent of environmental factors influence code [X]N, the concept of 'Assistance' focuses solely on the factor of personal assistance.</p> <p>Measures of assistance and need for assistance are under active development in a number of disciplines and service programs. Assistance may be measured in various ways, for instance in relation to duration, frequency and intensity of assistance. Related data elements are therefore likely to emerge in the future.</p> <p>This glossary item is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).</p> <p>The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for</p> |
|------------------|--|

example, as Episode of care principal diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]} and Episode of care additional diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]}.

## Source and reference attributes

### *Origin:*

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

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

### *Reference documents:*

Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003) and the following websites

- WHO ICF website

<http://www.who.int/classifications/icf/en>

- Australian Collaborating Centre ICF website

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

## Relational attributes

### *Related metadata references:*

Supersedes [Assistance with activities and participation, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (17.39 KB)

### *Metadata items which use this glossary item:*

Activity difficulty level code (ICF 2001) N Community services, Superseded 16/10/2006

Activity difficulty level code (ICF 2001) N Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Person—disability group, code N Community services, Standard 01/03/2005



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# Body functions

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 327294  |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006                              |
| <i>Definition:</i>          | Body functions are the physiological functions of body systems (including psychological functions). |

## Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>Body functions are organised according to body systems. The term 'body' refers to the human organism as a whole and includes mental or psychological functions.</p> <p>Body functions are classified in neutral terms. To indicate that there is a problem with a body function requires the use of the impairment extent code to denote the extent or magnitude of the problem together with the body functions code</p>  |
| <i>Comments:</i>      | <p>This glossary item is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).</p> <p>The ICF provides a framework for the description of human functioning and disability. The components of the ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as Episode of care principal diagnosis, code (ICD-10-AM 3rd ed) ANN{.N[N]} and Episode of care additional diagnosis, code (ICD-10-AM 3rd ed) ANN{.N[N]}.</p> |

## Source and reference attributes

|                             |   |
|-----------------------------|---|
| <i>Origin:</i>              | World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO  |
| <i>Reference documents:</i> | <p>Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW</p> <p>Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003) and the following websites:</p> <ul style="list-style-type: none"><li>• WHO ICF website<br/><a href="http://www.who.int/classifications/icf/en/">http://www.who.int/classifications/icf/en/</a></li><li>• Australian Collaborating Centre ICF website<br/><a href="http://www.aihw.gov.au/disability/icf/index.html">http://www.aihw.gov.au/disability/icf/index.html</a></li></ul> |

## Relational attributes

|                                      |   |
|--------------------------------------|---|
| <i>Metadata items which use this</i> | Body function code (ICF 2001) AN[NNNN] Health, Standard |
|--------------------------------------|---|

*glossary item:*

29/11/2006

Community services, Standard 16/10/2006

Body functions code (ICF 2001) N[NNNN] Community services, Superseded 16/10/2006

Functioning and Disability DSS Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Impairment extent code (ICF 2001) N Community services, Superseded 16/10/2006

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## Body structures

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Glossary Item  |
| <i>METeOR identifier:</i>   | 327300   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006                       |
| <i>Definition:</i>          | Body structures are anatomical parts of the body such as organs, limbs and their components. |

### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | Body structures are classified according to body systems. <b>Impairments of body structure</b> can involve anomaly, defect, loss and significant deviation. These are identified by use of the impairment extent, impairment location and impairment nature codes.  |
| <i>Comments:</i>      | <p>This glossary term is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).</p> <p>The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as Episode of care principal diagnosis, code (ICD-10-AM 3rd ed) ANN{.N[N]} and Episode of care additional diagnosis, code (ICD-10-AM 3rd ed) ANN{.N[N]}.</p> |

### Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Origin:</i>              | World Health Organization (WHO) 2001. International Classification of Functioning, Disability and Health. Geneva: WHO<br>Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW   |
| <i>Reference documents:</i> | Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003) and the following websites<br>• WHO ICF website<br><a href="http://www.who.int/classifications/icf/en">http://www.who.int/classifications/icf/en</a><br>• Australian Collaborating Centre ICF website<br><a href="http://www.aihw.gov.au/disability/icf/index.html">http://www.aihw.gov.au/disability/icf/index.html</a> |

### Relational attributes

|   |   |
|---|---|
| <i>Metadata items which use this glossary item:</i> | Body structures code (ICF 2001) N[NNNN] Community services, Superseded 16/10/2006<br>Functioning and Disability DSS Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006<br>Impairment extent code (ICF 2001) N Community services, |
|---|---|

Superseded 16/10/2006  
Person—disability group, code N Community services,  
Standard 01/03/2005

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## CSTDA funded agency

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 344853  |
| <i>Registration status:</i> | Community services, Standard 27/04/2007   |
| <i>Definition:</i>          | A funded agency is usually a legal entity providing one or more types of CSTDA-funded service types to CSTDA users at one or more different locations. The organisational unit that delivers a single service type at or from a discrete location is described as a service type outlet. Where a funded agency provides only one service type, the service type outlet and the funded agency are one and the same entity. |

### Relational attributes

|   |  |
|---|--|
| <i>Metadata items which use this glossary item:</i> | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007<br>Service provider organisation—organisation identifier (CSTDA funded agency), X[X(7)] Community services, Standard 27/03/2007 |
|---|--|

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# Corporation

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## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Glossary Item  |
| <i>METeOR identifier:</i>   | 354894   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | <p>A corporation is a legal entity that:</p> <ul style="list-style-type: none"><li>• is created for the purpose of producing goods and services for the market</li><li>• may be a source of profit or other financial gain to its owner(s)</li><li>• is collectively owned by shareholders who have the authority to appoint directors responsible for its general management.</li></ul> |

## Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Origin:</i>              | Standard Economic Sector Classifications of Australia (SESCA 2002). Canberra: Australian Bureau of Statistics. |
| <i>Reference documents:</i> | Reference online through:<br><a href="#">Standard Economic Sector Classifications of Australia (SESCA)</a>     |

## Relational attributes

|   |  |
|---|--|
| <i>Metadata items which use this glossary item:</i> | Service provider organisation—corporation indicator, yes/no code N Community services, Standard 30/11/2007 |
|---|--|

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## Dependant

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 327458  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007<br>Housing assistance, Standard 01/03/2005  |
| <i>Definition:</i>          | <p>A dependant is defined as someone who lives in the primary care of parent(s), carer or guardian, is aged 24 years and under, and:</p> <ul style="list-style-type: none"><li>• is studying full-time (ages 5 and over); and/or</li><li>• is not in receipt of a pension, payment or benefit (e.g. Youth Allowance) or a Prescribed Education Scheme payment (e.g. ABSTUDY); and/or</li><li>• has an annual income of no more than the amount specified by Centrelink for basic eligibility for Family Tax Benefit Part A.</li></ul> |

### Source and reference attributes

|                |  |
|----------------|--|
| <i>Origin:</i> | Centrelink 2005. A guide to Australian Government payments - 20 March to 30 June 2005. |
|----------------|--|

### Relational attributes

|   |   |
|---|---|
| <i>Metadata items which use this glossary item:</i> | Income unit Community services, Standard 31/08/2007<br>Housing assistance, Standard 01/03/2005<br>Person—relationship to reference person (household) (community services), code N{.N[N]} Community services, Superseded 29/04/2006<br>Relationship to household reference person code NN Community services, Superseded 27/04/2007<br>Relationship to household reference person code NN Community services, Standard 27/04/2007 |
|---|---|

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# Disability

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 327304  |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 01/03/2005   |
| <i>Definition:</i>          | <p>Disability is the umbrella term for any or all of: an impairment of body structure or function, a limitation in activities, or a restriction in participation.</p> <p>Disability is a multi-dimensional and complex concept and is conceived as a dynamic interaction between health conditions and environmental and personal factors (WHO 2001:6).</p> |

## Collection and usage attributes

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



service.

This glossary item is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).

The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as Episode of care principal diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]} and Episode of care additional diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]}.

### Source and reference attributes

*Origin:*

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

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

*Reference documents:*

Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003) and the following websites

- WHO ICF website

<http://www.who.int/classifications/icf/en>

- Australian Collaborating Centre ICF website

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

### Relational attributes

*Metadata items which use this glossary item:*

Activities and participation code (ICF 2001) AN[NNN] Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Activities and participation code (ICF 2001) N[NNN]

Community services, Superseded 16/10/2006

Activity difficulty level code (ICF 2001) N Community services, Superseded 16/10/2006

Activity difficulty level code (ICF 2001) N Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Activity need for assistance code N Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Body function code (ICF 2001) AN[NNNN] Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Body functions code (ICF 2001) N[NNNN] Community services, Superseded 16/10/2006

Body structure code (ICF 2001) AN[NNNN] Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Body structures code (ICF 2001) N[NNNN] Community services, Superseded 16/10/2006

Disability grouping code N[N] Community services, Superseded 08/05/2006

Environmental factor code (ICF 2001) AN[NNN] Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Environmental factors code (ICF 2001) N[NNN] Community services, Superseded 16/10/2006

Extent of environmental factors influence code (ICF 2001) [X]N Community services, Superseded 16/10/2006

Extent of environmental factors influence code (ICF 2001) [X]N Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Functioning and Disability DSS Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Impairment extent code (ICF 2001) N Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Impairment extent code (ICF 2001) N Community services, Superseded 16/10/2006

Impairment location code (ICF 2001) N Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Impairment location code (ICF 2001) N Community services, Superseded 16/10/2006

Impairment nature code (ICF 2001) N Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Impairment nature code (ICF 2001) N Community services, Superseded 16/10/2006

Participation extent code (ICF 2001) N Community services, Superseded 16/10/2006

Participation extent code (ICF 2001) N Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Participation satisfaction level code N Health, Standard 29/11/2006

Community services, Standard 16/10/2006

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# Environmental factors

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 327286  |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006  |
| <i>Definition:</i>          | Environmental factors make up the physical, social and attitudinal environment in which people live and conduct their lives.  |
| <i>Context:</i>             | Environmental factors are external to the individual and can have a positive or negative influence on a person's participation as a member of society, on performance of activities, or on a person's body function or structure. |

## Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | <p>In the ICF classification scheme Environmental factors are organised to focus on two different levels, individual and societal. Environmental factors interact with the Body structures/Body functions and Activities and participation components.</p> <p>A person's functioning and disability is conceived as the dynamic interaction between health conditions and environmental and personal factors.</p>   |
| <i>Comments:</i>      | <p>This glossary item is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).</p> <p>The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as Episode of care principal diagnosis, code (ICD-10-AM 3rd ed) ANN{.N[N]} and Episode of care additional diagnosis, code (ICD-10-AM 3rd ed) ANN{.N[N]}.</p> |

## Source and reference attributes

|                             |   |
|-----------------------------|---|
| <i>Origin:</i>              | World Health Organization (WHO) 2001. International Classification of Functioning, Disability and Health. Geneva: WHO<br>Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW  |
| <i>Reference documents:</i> | Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003) and the following websites<br>• WHO ICF website<br><a href="http://www.who.int/classifications/icf/en">http://www.who.int/classifications/icf/en</a><br>• Australian Collaborating Centre ICF website |

## Relational attributes

*Metadata items which use this glossary item:*

Environmental factors code (ICF 2001) N[NNN] Community services, Superseded 16/10/2006

Extent of environmental factors influence code (ICF 2001) [X]N Community services, Superseded 16/10/2006

Extent of environmental factors influence code (ICF 2001) [X]N Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Functioning and Disability DSS Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Person—disability group, code N Community services, Standard 01/03/2005

Person—extent of environmental factor influence, code (ICF 2001) [X]N Health, Standard 29/11/2006

Community services, Standard 16/10/2006

Person (name)—given name, text [X(40)] Health, Standard 04/05/2005

Community services, Standard 25/08/2005

Housing assistance, Standard 20/06/2005

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# Family

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 351499  |
| <i>Registration status:</i> | Health, Standard 31/08/2007<br>Community services, Standard 31/08/2007  |
| <i>Definition:</i>          | Two or more people related by blood, marriage (registered or de facto), adoption, step or fostering who may or may not live together. |

## Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Reference documents:</i> | Australian Bureau of Statistics. Family, household and income unit variables. Cat No. 1286.0. Canberra: ABS. Viewed on 01/03/2007. |
|-----------------------------|--|

## Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>                 | Supersedes <a href="#">Family</a> Community services, Superseded 31/08/2007, Housing assistance, Standard 01/03/2005   |
| <i>Metadata items which use this glossary item:</i> | Household—family composition, code N[NNN] Community services, Standard 27/04/2007<br>Informal carer Health, Standard 04/07/2007<br>Community services, Standard 03/05/2007<br>Living arrangement code N Community services, Standard 01/03/2005<br>Person (name)—family name, text X[X(39)] Health, Superseded 04/05/2005<br>Community services, Superseded 25/08/2005<br>Person (name)—family name, text X[X(39)] Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005<br>Housing assistance, Standard 20/06/2005<br>Person (name)—given name Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 01/08/2005<br>Person—informal carer existence indicator, code N Health, Standard 04/07/2007<br>Community services, Standard 29/04/2006 |

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# Functioning

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## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Glossary Item  |
| <i>METeOR identifier:</i>   | 327292   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | Functioning is the umbrella term for any or all of: body functions, body structures, activities and participation. Functioning is a multidimensional concept denoting the neutral aspects of the interaction between an individual (with a health condition) and that individual's environmental and personal factors. |
| <i>Context:</i>             | An individual's functioning in a specific domain is an interaction or complex relationship between health conditions and environmental and personal factors.<br>Functioning and disability are dual concepts in a broad framework, with disability focussing on the more negative aspects of this interaction.         |

## Collection and usage attributes

|                  |   |
|------------------|---|
| <i>Comments:</i> | <p>This glossary term is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).</p> <p>The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as Episode of care principal diagnosis, code (ICD-10-AM 3rd ed) ANN{.N[N]} and Episode of care additional diagnosis, code (ICD-10-AM 3rd ed) ANN{.N[N]}.</p> |
|------------------|---|

## Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Origin:</i>              | World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health Geneva: WHO<br>Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW   |
| <i>Reference documents:</i> | Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003) and the following websites<br>• WHO ICF website<br><a href="http://www.who.int/classifications/icf/en">http://www.who.int/classifications/icf/en</a><br>• Australian Collaborating Centre ICF website<br><a href="http://www.aihw.gov.au/disability/icf/index.html">http://www.aihw.gov.au/disability/icf/index.html</a> |

## Relational attributes

*Related metadata references:*

Supersedes [Functioning, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (15.4 KB)

*Metadata items which use this glossary item:*

Activity difficulty level code (ICF 2001) N Community services, Superseded 16/10/2006

Disability grouping code N[N] Community services, Superseded 08/05/2006

Environmental factors code (ICF 2001) N[NNN] Community services, Superseded 16/10/2006

Functioning and Disability DSS Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

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# Geographic indicator

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 327306  |
| <i>Registration status:</i> | Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | <p>A classification scheme that divides an area into mutually exclusive sub-areas based on geographic location.</p> <p>Some geographic indicators are:</p> <ul style="list-style-type: none"><li>• Australian Standard Geographical Classification (ASGC, ABS Cat No. 1216.0),</li><li>• administrative regions,</li><li>• electorates,</li><li>• Accessibility/Remoteness Index of Australia (ARIA),</li><li>• Rural, Remote and Metropolitan Area Classification (RRMA), and</li><li>• country.</li></ul> |
| <i>Context:</i>             | <p>To enable the analysis of data on a geographical basis.</p> <p>Facilitates analysis of service provision in relation to demographic and other characteristics of the population of a geographic area.</p>  |

## Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | <p>Person (address)—Australian postcode (Postcode datafile), code [NNNN] is not included in the above listing, as it is, strictly speaking, not a geographic indicator. Sometimes postcodes are used in the analysis of data on a geographical basis, which involves a conversion to Statistical Local Area (an Australian Bureau of Statistics geographical structure). This conversion results in some inaccuracy of information. However, in some data sets Person (address)—Australian postcode (Postcode datafile), code [NNNN]; is the only geographic identifier, therefore the use of other more accurate indicators (for example, conversion from address line to Statistical Local Area) is not always possible.</p> |
|------------------|--|

## Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | Australian Institute of Health and Welfare. |
|----------------|---|

## Relational attributes

|   |   |
|---|---|
| <i>Related metadata references:</i>                 | Supersedes <a href="#">Geographic indicator, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (13.97 KB)                                    |
| <i>Metadata items which use this glossary item:</i> | Australian state/territory identifier Health, Standard 01/03/2005<br>Community services, Standard 01/03/2005<br>Housing assistance, Standard 22/10/2005 |



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# Homeless

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 327244  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | <p>A person is homeless if he or she does not have access to safe, secure and stable housing. Hence even if a person has a physical home, they would be considered homeless if:</p> <ul style="list-style-type: none"><li>• they were not safe at home,</li><li>• they had no legal right to continued occupation of their home (security of tenure), or</li><li>• the home lacked the amenities or resources necessary for living.</li></ul> |
| <i>Context:</i>             | <p>There is considerable concern over the number of homeless people in society and the assistance they require. Collecting information on homeless people is problematic, as the concept of 'homelessness' encompasses elements in addition to whether, someone resides in a dwelling or not.</p>   |

## Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | SAAP National Data Collection Agency<br>Australian Institute of Health and Welfare  |
| <i>Origin:</i>                  | SAAP (Supported Accommodation Assistance Program)<br>National Data Collection Agency 2001. <i>National Data Collection Data Dictionary</i> . Version 2. Unpublished |

## Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>                 | Supersedes <a href="#">Homelessness, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (13 KB)  |
| <i>Metadata items which use this glossary item:</i> | Person (address)—suburb/town/locality name, text [A(50)]<br>Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005<br>Residential setting code N Community services, Standard 01/03/2005 |

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# Impairment of body structure

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 327288  |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 16/10/2006  |
| <i>Definition:</i>          | Impairments of body structure are problems in body structure such as a loss or significant departure from population standards or averages.   |
| <i>Context:</i>             | Body structures are classified in ICF in neutral terms. To indicate that there is a problem with a body structure requires the use of the body structures code for the structure affected and the impairment extent code to denote the extent or magnitude of the problem.<br>The impairment nature and impairment location codes can be used to expand the description of a problem with a body structure. |

## Source and reference attributes

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

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

### Comments

This glossary term is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).

The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as Episode of care principal diagnosis, code (ICD-10-AM 3rd ed) ANN{.N[N]} and Episode of care additional diagnosis, code (ICD-10-AM 3rd ed) ANN{.N[N]}.

Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003) and the following websites

- WHO ICF website  
<http://www.who.int/classifications/icf/en>
- Australian Collaborating Centre ICF website  
<http://www.aihw.gov.au/disability/icf/index.html>

## Relational attributes

*Metadata items which use this* Body structures Health, Standard 29/11/2006

*glossary item:*

Community services, Standard 16/10/2006  
Body structures code (ICF 2001) N[NNNN] Community services, Superseded 16/10/2006  
Extent of environmental factors influence code (ICF 2001) [X]N Community services, Superseded 16/10/2006  
Impairment extent code (ICF 2001) N Community services, Superseded 16/10/2006  
Impairment nature code (ICF 2001) N Health, Standard 29/11/2006  
Community services, Standard 16/10/2006  
Person—body structure, code (ICF 2001) AN[NNNN] Health, Standard 29/11/2006  
Community services, Standard 16/10/2006

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# Income unit

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## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Glossary Item  |
| <i>METeOR identifier:</i>   | 327218   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | <p>One person or a group of related persons within a household, whose command over income is shared, or any person living in a non-private dwelling who is in receipt of personal income. Income units are restricted to relationships of marriage (registered or de facto) and of parent/dependent child who usually resides in the same household. This means that an income unit can be defined as:</p> <ul style="list-style-type: none"><li>• a married couple or sole parent, and dependent children only; or</li><li>• a married couple only with no dependent children present; or</li><li>• a person who is not related to any other household member either by marriage or by the parent/dependent child relationship.</li></ul> |
| <i>Context:</i>             | This is the standard statistical unit for analyses of economic well being, and in the community services context is an important measure in assessing the needs and circumstances of individuals and families.   |

## Collection and usage attributes

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

## Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Bureau of Statistics  |
| <i>Origin:</i>                  | Australian Bureau of Statistics 1995. <i>A Provisional Framework for Household Income, Consumption, Saving and Wealth</i> . Cat No. 6549.0. Canberra: ABS. |

## Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>                 | Supersedes <a href="#">Income unit, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (14 KB)   |
| <i>Metadata items which use this glossary item:</i> | <p>Income unit—income unit composition, code N Community services, Standard 31/08/2007</p> <p>Person—relationship to household reference person, code NN Community services, Superseded 27/04/2007</p> <p>Relationship to household reference person code NN Community services, Superseded 27/04/2007</p> <p>Relationship to household reference person code NN Community services, Standard 27/04/2007</p> |

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## Informal carer

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Glossary Item  |
| <i>METeOR identifier:</i>   | 353420   |
| <i>Registration status:</i> | Health, Standard 04/07/2007<br>Community services, Standard 03/05/2007   |
| <i>Definition:</i>          | An informal carer includes any person, such as a <b>family</b> member, friend or neighbour, who is giving regular, ongoing assistance to another person. |

### Relational attributes

|   |  |
|---|--|
| <i>Metadata items which use this glossary item:</i> | Informal carer—relationship to care recipient, CSTDA code N[N] Community services, Standard 27/03/2007<br>Person—informal carer existence indicator Health, Standard 04/07/2007<br>Community services, Standard 02/05/2006<br>Person—informal carer existence indicator, code N Health, Standard 04/07/2007<br>Community services, Standard 29/04/2006 |
|---|--|

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## Investigation (child protection)

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 367345  |
| <i>Registration status:</i> | Community services, Standard 30/04/2008   |
| <i>Definition:</i>          | An investigation is the process whereby state and territory child protection and support services obtain more detailed information about a child who is subject of a notification and make assessment about the harm or degree of harm to the child and the child's protective needs. An investigation includes the interviewing or sighting of the subject child where it is practicable to do so. |

### Source and reference attributes

|                |  |
|----------------|--|
| <i>Origin:</i> | Australian Institute of Health and Welfare (AIHW) 2007. Child Protection Australia 2005-06. Child welfare series no. 40. Cat no. CWS 28. Canberra: AIHW. |
|----------------|--|

### Relational attributes

|   |   |
|---|---|
| <i>Metadata items which use this glossary item:</i> | Child protection notification—finalised investigation outcome indicator Community services, Standard 30/04/2008         |
|   | Child protection notification—finalised investigation outcome indicator, code N Community services, Standard 30/04/2008 |

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## Local Government Area

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>Synonymous names:</i>    | LGA   |
| <i>METeOR identifier:</i>   | 354357  |
| <i>Registration status:</i> | Community services, Standard 30/11/2007   |
| <i>Definition:</i>          | A spatial unit which represents the whole geographical area of responsibility of an incorporated Local Government Council, an Aboriginal or Island Council in Queensland, or a CGC in the Northern Territory. |

### Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | Australian Bureau of Statistics. Australian Standard Geographic Classification (ASGC 2006). |
|----------------|---|

### Relational attributes

|   |   |
|---|---|
| <i>Metadata items which use this glossary item:</i> | Service provider organisation—geographic location (LGA), code (ASGC 2007) NNNNN Community services, Standard 30/11/2007 |
|---|---|

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## Participation - functioning, disability and health

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Glossary Item  |
| <i>Synonymous names:</i>    | Participation  |
| <i>METeOR identifier:</i>   | 327312   |
| <i>Registration status:</i> | Health, Standard 29/11/2006<br>Community services, Standard 06/06/2005   |
| <i>Definition:</i>          | In the context of health, participation is involvement in a life situation.  |
| <i>Context:</i>             | <p>Involvement refers to the lived experience of people in the actual context in which they live. This context includes 'Environmental Factors' - all aspects of the physical, social and attitudinal world.</p> <p>The individual's degree of involvement can be reflected by this glossary item when combined with Participation extent code (ICF 2001) X and Participation satisfaction level code X.</p> <p>'Activities and participation' is one of three components that define the concept 'Disability', along with 'Body functions and structures' and 'Environmental factors'. 'Activities and participation' is also encompassed within the concept 'Functioning'.</p> <p>The concept 'Participation', as defined here and as measured in the metadata items Participation extent code (ICF 2001) X and Participation satisfaction level code X, may be relevant to people and human services not related to disability.</p> |

### Collection and usage attributes

|                  |   |
|------------------|---|
| <i>Comments:</i> | <p>Participation restrictions are problems an individual may experience in involvement in life situations.</p> <p>In time, a related and more generic data element may be developed. In the meantime, the addition of 'functioning, disability and health' to the name of this glossary item indicates that the current concept is based on the concept and framework developed by World Health Organization to assist in the classification and description of functioning and disability, as contained in the International Classification of Functioning, Disability and Health (ICF).</p> <p>This glossary item is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).</p> <p>The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as Episode of care principal diagnosis, code (ICD-10-AM 3rd ed) ANN{.N[N]} and Episode of care additional diagnosis, code (ICD-10-AM 3rd ed) ANN{.N[N]}.</p> |
|------------------|---|



## Source and reference attributes

- Origin:* World Health Organization (WHO) 2001. International Classification of Functioning, Disability and Health. Geneva: WHO  
Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW
- Reference documents:* Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003) and the following websites
- WHO ICF website  
<http://www.who.int/classifications/icf/en>
  - Australian Collaborating Centre ICF website  
<http://www.aihw.gov.au/disability/icf/index.html>

## Relational attributes

- Related metadata references:* Supersedes [Participation - functioning, disability and health, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf](#) (17.19 KB)
- Metadata items which use this glossary item:* Activities and participation code (ICF 2001) AN[NNN] Health, Standard 29/11/2006  
Community services, Standard 16/10/2006  
Activities and participation code (ICF 2001) N[NNN] Community services, Superseded 16/10/2006  
Disability grouping code N[N] Community services, Superseded 08/05/2006  
Extent of environmental factors influence code (ICF 2001) [X]N Community services, Superseded 16/10/2006  
Extent of environmental factors influence code (ICF 2001) [X]N Health, Standard 29/11/2006  
Community services, Standard 16/10/2006  
Functioning and Disability DSS Health, Standard 29/11/2006  
Community services, Standard 16/10/2006  
Participation extent code (ICF 2001) N Community services, Superseded 16/10/2006  
Participation extent code (ICF 2001) N Health, Standard 29/11/2006  
Community services, Standard 16/10/2006  
Participation satisfaction level code N Health, Standard 29/11/2006  
Community services, Standard 16/10/2006  
Person—disability group, code N Community services, Standard 01/03/2005

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## Record linkage

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Glossary Item  |
| <i>METeOR identifier:</i>   | 327264   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | A process, technique or method that enables the bringing together of two or more records that are believed to belong to the same individual. |
| <i>Context:</i>             | Record linkage may facilitate improved service provision, treatment or case management to individual clients.                                |

### Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | <p>Linkage can occur across data systems or within data systems and may be done by using a range of identifiers.</p> <p>For statistical purposes, including planning, research or the measurement of service or program outcomes, record linkage facilitates separating multiple items clustered around individuals from total counts (for example, double counting of clients can be reduced when calculating total numbers of clients across several agencies).</p> <p>The proposed use of a linkage key in the Home and Community Care program (HACC) Minimum Data Set is intended to make it possible to count the number of HACC clients (without counting clients more than once) and the services which they receive. The Commonwealth-State Territory Disability Agreement National Minimum Data Set is using the statistical linkage key based on that for the HACC Minimum Data Set.</p> |
|------------------|--|

### Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare   |
| <i>Origin:</i>                  | Commonwealth Department of Health and Family Services<br>1998 Home and Community Care (HACC) Data Dictionary<br>Version 1.0 Canberra: DHFS |

### Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>                 | Supersedes <a href="#">Record linkage, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (13.63 KB)   |
| <i>Metadata items which use this glossary item:</i> | Estimated date flag code N Community services, Standard 01/03/2005<br>Person (name)—family name, text X[X(39)] Health, Superseded 04/05/2005<br>Community services, Superseded 25/08/2005<br>Person (name)—given name, text [X(40)] Health, Superseded 04/05/2005<br>Community services, Superseded 25/08/2005<br>Person (name)—given name, text [X(40)] Health, Standard 04/05/2005<br>Community services, Standard 25/08/2005<br>Housing assistance, Standard 20/06/2005 |

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## SAAP accommodation place

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Glossary Item  |
| <i>METeOR identifier:</i>   | 336726   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007  |
| <i>Definition:</i>          | A permanent bed which is owned or managed by a SAAP agency or paid for using SAAP funds. |

### Collection and usage attributes

|                       |   |
|-----------------------|---|
| <i>Guide for use:</i> | This does not include any additional temporary beds which the agency may use. |
|-----------------------|---|

### Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <i>Submitting organisation:</i> | SAAP Data Sub Committee<br>Australian Institute of Health and Welfare       |
| <i>Origin:</i>                  | SAAP National Data Collection Data Dictionary, Version 2,<br>November 2001. |

### Relational attributes

|   |   |
|---|---|
| <i>Metadata items which use this glossary item:</i> | Service provider organisation—accommodation places, N[N(8)]<br>Community services, Standard 30/11/2007<br>Total places N[N(8)] Community services, Standard<br>30/11/2007 |
|---|---|

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## Service type outlet

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### Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Glossary Item  |
| <i>METeOR identifier:</i>   | 344878   |
| <i>Registration status:</i> | Community services, Standard 27/04/2007  |
| <i>Definition:</i>          | A service type outlet is the unit of the funded agency that delivers a particular CSTDA service type at or from a discrete location. If a funded agency provides, say, both accommodation support and respite services, it is counted as two service type outlets. Similarly, if an agency is funded to provide more than one accommodation support service type (for example, group homes and attendant care) then it is providing (and is usually separately funded for) two different service types, that is, there are two service type outlets for the funded agency. |

### Relational attributes

|   |  |
|---|--|
| <i>Metadata items which use this glossary item:</i> | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 Community services, Standard 27/04/2007 |
|---|--|

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## Statistical Local Area

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### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 327460  |
| <i>Registration status:</i> | Community services, Standard 01/03/2006   |
| <i>Definition:</i>          | The smallest level of geography contained in the <i>Australian Standard Geographical Classification</i> (ASGC). |

### Collection and usage attributes

|                  |   |
|------------------|---|
| <i>Comments:</i> | <p>The Australian Standard Geographical Classification (ASGC) is a hierarchical classification system of geographical areas and consists of a number of interrelated structures. It provides a common framework of statistical geography and enables the production of statistics which are comparable.</p> <p>The product ASGC 2005 contains four comma delimited files showing the levels and hierarchy of those ASGC structures current for the edition: the Local Government Area Structure, the Main Structure, the Statistical District Structure and the Statistical Region Structure.</p> |
|------------------|---|

### Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | Australian Bureau of Statistics. Australian Standard Geographic Classification (ASGC 2005). |
|----------------|---|

### Relational attributes

|   |  |
|---|--|
| <i>Metadata items which use this glossary item:</i> | Address Health, Standard 01/03/2005  |
|   | Community services, Standard 08/05/2006  |
|   | Person—geographic location, code (ASGC 2005) NNNNN   |
|   | Community services, Superseded 30/11/2006  |
|   | Person—geographic location, code (ASGC 2006) NNNNN   |
|   | Community services, Superseded 30/11/2007  |
|   | Person—geographic location, code (ASGC 2007) NNNNN   |
|   | Community services, Standard 30/11/2007  |
|   | Person—geographic location, community services code (ASGC 2004) NNNNN Community services, Superseded 02/05/2006                        |
|   | Service provider organisation—geographic location (SLA), code (ASGC 2006) NNNNN Community services, Superseded 11/11/2007              |
|   | Service provider organisation—geographic location (SLA), code (ASGC 2007) NNNNN Community services, Standard 11/12/2007                |
|   | Service provider organisation—geographic location, code (ASGC 2005) NNNNN Community services, Superseded 30/11/2006                    |
|   | Service provider organisation—geographic location, community services code (ASGC 2004) NNNNN Community services, Superseded 29/04/2006 |

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# Student

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## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Glossary Item  |
| <i>METeOR identifier:</i>   | 350359   |
| <i>Registration status:</i> | Community services, Standard 30/11/2007                            |
| <i>Definition:</i>          | A person who is formally enrolled and active in a course of study. |

## Source and reference attributes

|                |   |
|----------------|---|
| <i>Origin:</i> | Australian Bureau of Statistics 2006. <i>Schools Australia</i> . Cat No. 4221.0. Canberra: ABS. |
|----------------|---|

## Relational attributes

|   |   |
|---|---|
| <i>Metadata items which use this glossary item:</i> | Person (employed)—employment related study indicator, code N[N] Community services, Standard 30/11/2007 |
|---|---|

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## Target group

---

### Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 333455  |
| <i>Registration status:</i> | Community services, Standard 01/03/2005   |
| <i>Definition:</i>          | A group of people sharing a common characteristic or set of characteristics which a particular government policy or program, or agency seeks to assist. |

### Collection and usage attributes

|                  |  |
|------------------|--|
| <i>Comments:</i> | Target group is used in describing service provider agencies, in service planning and in comparing community needs and service availability. Target groups may relate to population groups or communities, families/households, individuals, organisations or labour force groups. Characteristics may include age, cultural identity, geographic location, specific needs and other relevant characteristics. |
|------------------|--|

### Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Reference documents:</i> | Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0. AIHW Cat No. HWI 40. Canberra: AIHW. Reference through: <a href="http://www.aihw.gov.au/publications/hwi/nccsv2/index.html">http://www.aihw.gov.au/publications/hwi/nccsv2/index.html</a> |
|-----------------------------|--|

### Relational attributes

|   |  |
|---|--|
| <i>Metadata items which use this glossary item:</i> | Person—service activity type, (requested) code (NCCS v2.0) ANN{N{.NN}} |
|---|--|

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# Unincorporated business

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## Identifying and definitional attributes

|                             |   |
|-----------------------------|---|
| <i>Metadata item type:</i>  | Glossary Item   |
| <i>METeOR identifier:</i>   | 327462  |
| <i>Registration status:</i> | Community services, Standard 04/04/2006   |
| <i>Definition:</i>          | A business that does not possess a separate legal identity from its owner(s). The owner(s) bear full liability for any action or inaction of the business: they may sue and be sued for business activity or inactivity. Unincorporated enterprises include sole proprietorships, partnerships and family trusts. |

## Source and reference attributes

|                             |  |
|-----------------------------|--|
| <i>Origin:</i>              | Statistical concepts library, Standards for Social, Labour and Demographic Variables, Cash Income Variables, Framework for Standard Cash Income Variables, Classification and Coding, Canberra: Australian Bureau of Statistics. |
| <i>Reference documents:</i> | Reference online through:<br><a href="#">Ausstats Standards for Social, Labour and Demographic Variables, Cash Income Variables</a>  |

## Relational attributes

|   |  |
|---|--|
| <i>Metadata items which use this glossary item:</i> | Person—source of cash income (all) code NN Community services, Standard 29/04/2006       |
|   | Person—source of cash income (principal), code N Community services, Standard 29/04/2006 |
|   | Source of cash income code N Community services, Standard 29/04/2006                     |
|   | Source of cash income code NN Community services, Standard 29/04/2006                    |



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# Volunteer

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## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <i>Metadata item type:</i>  | Glossary Item  |
| <i>METeOR identifier:</i>   | 327272   |
| <i>Registration status:</i> | Community services, Standard 01/03/2005  |
| <i>Definition:</i>          | A person who willingly gives unpaid help in the form of time, service or skills through an organisation or group.  |
| <i>Context:</i>             | Voluntary work is an important contribution to national life. It meets needs within the community at the same time as it develops and reinforces social networks and cohesion. |

## Collection and usage attributes

|                  |   |
|------------------|---|
| <i>Comments:</i> | <p>The reimbursement of expenses in full or part (for example, token payments) or small gifts (for example, sports club T-shirts or caps) is not regarded as payment of salary, and people who receive these are still considered to be voluntary workers.</p> <p>People who receive payment in kind for the work they do (for example, receiving farm produce as payment for work done on a farm, rather than cash) are not considered to be volunteers.</p> <p>An organisation or group is any body with a formal structure. It may be as large as a national charity or as small as a local book club. Purely ad hoc, informal and temporary gatherings of people do not constitute an organisation.</p> <p>Persons on Community Service Orders and other similar work programs are not considered volunteers.</p> |
|------------------|---|

## Source and reference attributes

|                                 |  |
|---------------------------------|--|
| <i>Submitting organisation:</i> | Australian Bureau of Statistics<br>Australian Institute of Health and Welfare                        |
| <i>Origin:</i>                  | Australian Bureau of Statistics 2000 <i>Voluntary Work</i> , Australia Cat No. 4441.0. Canberra: ABS |

## Relational attributes

|   |  |
|---|--|
| <i>Related metadata references:</i>                 | Supersedes <a href="#">Volunteer, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005.pdf</a> (13.79 KB)  |
| <i>Metadata items which use this glossary item:</i> | Reason for community service cessation code N Community services, Standard 01/03/2005<br>Service provider organisation—full-time equivalent staff Community services, Standard 01/03/2005<br>Service provider organisation—full-time equivalent staff (volunteer/unpaid), total N[NNN{.N}] Community services, Standard 01/03/2005<br>Service provider organisation—hours worked (volunteer/unpaid staff), total NNNNN Community services, Superseded 27/04/2007<br>Service provider organisation—hours worked (volunteer/unpaid staff), total NNNNN Community services, Standard 27/04/2007 |

# **National community services data dictionary**

## **Summary of updates since version 4**

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

Please note that as with all statistical reports there is the potential for minor revisions of data in this report over its life. Please refer to the online version at <[www.aihw.gov.au](http://www.aihw.gov.au)>.

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# Summary of updates since version 4 of the National community services data dictionary

The purpose of this document is to inform users of updates to the National community services data dictionary (NCSDD) version 4 posted on METeOR in May 2006. This reflects changes to the national community services data standards between May 2006 and June 2008. These changes include the addition of eighty-two new data elements, nine new National Minimum Data Sets (NMDS), two new classifications, one new data set specification and seventeen new glossary items.

Revisions include three national minimum data sets, fourteen data elements, four classifications, and two glossary items. As a result of standards being revised three national minimum data sets, fourteen data elements, four classifications, and two glossary items have been superseded. No national standards have been retired since version 4 of the NCSDD was published.

All new standards have been agreed by the members of the National Community Services Data Committee (NCSDC), and endorsed by the National Community Services Information Management Group (NCSIMG).

**Table 1: Summary table of updates to the NCSDD since May 2006**

| Registration status | National Minimum Data Sets | Data Set Specifications | Data elements | Classifications | Glossary items |
|---------------------|----------------------------|-------------------------|---------------|-----------------|----------------|
| Standards (new)     | 9                          | 1                       | 82            | 2               | 17             |
| Standards (revised) | 3                          | Nil                     | 14            | 4               | 2              |
| Superseded          | 3                          | Nil                     | 13            | 3               | 2              |
| Retired             | Nil                        | Nil                     | Nil           | Nil             | Nil            |

**Table 2: New national minimum data sets**

| Name  | Description   |
|---|---|
| Child protection and support services (CPSS)—care and protection order episode NMDS (2008)                  | The Child Protection and Support Services National Minimum Data Set (CPSS NDMS) is designed to capture information on all children and young people involved in the child protection systems throughout Australia. There are three collections within the CPSS NMDS, all of which are unit record data. The first is the child protection specific data. The second is data on children who are on care and protection orders. The third is data on children in out-of-home care. |
| Child protection and support services (CPSS)—notifications, investigations, and substantiations NMDS (2008) | The Child Protection and Support Services National Minimum Data Set (CPSS NDMS) is designed to capture information on all children and young people involved in the child protection systems throughout Australia. There are three collections within the CPSS NMDS, all of which are unit record data. The first is the child protection specific data. The second is data on children who are on care and protection orders. The third is data on children in out-of-home care. |
| Child protection and support services (CPSS)—out of home care NMDS (2008)                                   | The Child Protection and Support Services National Minimum Data Set (CPSS NDMS) is designed to capture information on all children and young people involved in the child protection systems throughout Australia. There are three collections within the CPSS NMDS, all of which are unit record data. The first is the child protection specific data. The second is data on children who are on care and protection orders. The third is data on children in out-of-home care. |

*(continued)*

**Table 2 (continued): New national minimum data sets**

| <b>Name</b>   | <b>Description</b>   |
|---|--|
| Children's Services NMDS                                | The Children's Services National Minimum Data Set collects information about child care and preschool activities that are provided at services which are licensed and/or funded by Australian, state or territory governments to provide child care or preschool.  |
| Commonwealth State/Territory Disability Agreement NMDS  | <p>The Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) and its national collection is:</p> <ul style="list-style-type: none"> <li>• a set of nationally significant data items or pieces of information that are collected in all Australian jurisdictions; and</li> <li>• an agreed method of collection and transmission.</li> </ul> <p>The purpose of the CSTDA NMDS collection is to facilitate the annual collation of nationally comparable data about CSTDA-funded services, and to obtain reliable, consistent data with minimal load on the disability services field.</p> |
| Juvenile Justice NMDS                                   | There are three collections within the Juvenile Justice National Minimum Data Set (JJ NMDS). The first collection is the client collection which lists all clients active in the juvenile justice system for the collection year and contains all relevant client characteristic variables. All episodes in the collection year for these clients are reported in the second episode-related collection. Lastly, the centre collection provides some details on the detention centres administered by State and Territory juvenile justice departments.  |
| SAAP Administrative National Minimum Data Set           | The Supported Accommodation Assistance Program (SAAP) Administrative Data Collection is one of three data sets that comprise the SAAP National Data Collection. This collection identifies and describes the agencies funded under SAAP. It contains descriptive information (such as number, size, structure and service node) about the 1,300 or so non-government and community organisations providing accommodation and support services to people who are homeless or in crisis.   |
| SAAP Client Collection National Minimum Data Set        | The client collection is intended to collect information on all clients receiving ongoing or substantial support under SAAP. Data collection includes basic socio-demographic information and the services required by and provided to each client. Details about accompanying children are also obtained. Additionally, information is collected about the client circumstances before and after receiving SAAP support.  |
| SAAP Demand for Accommodation National Minimum Data Set | The SAAP data collection is designed to collect data on the level of met and unmet demand for SAAP accommodation services for individuals as well as groups requesting accommodation. A group of people may consist of a couple, a person with children, or a group of friends. In such cases data is collected on only one form. Information is collected about the number of people who request accommodation at SAAP agencies, which requests are met and which are unmet, and the reason for this.   |

**Table 3: Revised national minimum data sets**

| <b>Name</b>  | <b>Description</b>  |
|--|---|
| Child protection and support services (CPSS)—care and protection order episode NMDS (July 2007)                  | The Child Protection and Support Services National Minimum Data Set (CPSS NDMS) is designed to capture information on all children and young people involved in the child protection systems throughout Australia. There are three collections within the CPSS NMDS, all of which are unit record data. The first is the child protection specific data. The second is data on children who are on care and protection orders. The third is data on children in out-of-home care.   |
| Child protection and support services (CPSS)—notifications, investigations, and substantiations NMDS (July 2007) | The Child Protection and Support Services National Minimum Data Set (CPSS NDMS), is designed to capture information on all children and young people involved in the child protection systems throughout Australia. There are three collections within the CPSS NMDS, all of which are unit record data. The first is the child protection specific data, which includes contacts, notifications, substantiations and services provided. The second is data on children who are on care and protection orders. The third is data on children in out-of-home care. |

*(continued)*

**Table 3 (continued): Revised national minimum data sets**

| <b>Name</b>  | <b>Description</b>  |
|--|---|
| Child protection and support services (CPSS)—out of home care NMDS (July 2007) | The Child Protection and Support Services National Minimum Data Set (CPSS NDMS) is designed to capture information on all children and young people involved in the child protection systems throughout Australia. There are three collections within the CPSS NMDS, all of which are unit record data. The first is the child protection specific data. The second is data on children who are on care and protection orders. The third is data on children in out-of-home care. |

**Table 4: New data set specification**

| <b>Name</b>   | <b>Description</b>  |
|---|---|
| Functioning and disability data set specification (DSS) | The Functioning and disability data set specification (DSS) is new to the NHDD. Its aim is to ensure national consistency in relation to defining and measuring human functioning and disability. This DSS has been developed to be consistent with the International Classification of Functioning, Disability and Health (ICF). |

**Table 5: New data elements**

| <b>Short name</b>                         | <b>Technical name</b>   |
|---|---|
| Accommodation offer accepted              | Person—accommodation offer accepted indicator, code N                 |
| Accommodation offered                     | Person—accommodation offered indicator, code N                        |
| Accommodation period end date             | Service event—accommodation period end date, DDMMYYYY                 |
| Accommodation period start date           | Service event—accommodation period start date, DDMMYYYY               |
| Activity and participation life area      | Person—activity and participation life area, code (ICF 2001) AN[NNNN] |
| Age range (employed)                      | Person (employed)—age range, code N[N]                                |
| Amount of assistance                      | Client—amount of assistance, total hours NNN                          |
| Arrival time at service                   | Person—arrival time at service, hhmm                                  |
| Assistance with activities                | Person—need for assistance with activities in a life area, code N     |
| Body function                             | Person—body function, code (ICF 2001) AN[NNNN]                        |
| Body structure                            | Person—body structure, code (ICF 2001) AN[NNNN]                       |
| Carer Allowance (Child) receipt indicator | Parent/guardian—receipt of Carer Allowance (Child) indicator, code N  |
| Case management plan goal status          | Client—case management plan goal status, code N                       |
| Case plan review date                     | Client—case plan review date, DDMMYYYY                                |
| Caseworker allocation date                | Client—caseworker allocation date, DDMMYYYY                           |
| Change to body structure                  | Person—nature of impairment of body structure, code (ICF 2001) N      |
| Consent obtained indicator                | Client—consent obtained indicator, yes/no code N                      |
| Corporation indicator                     | Service provider organisation—corporation indicator, yes/no code N    |
| Date accommodation sought                 | Person—date accommodation sought, DDMMYYYY                            |
| Date estimate indicator                   | Date—estimate indicator, code N                                       |
| Date of initial case plan                 | Client—initial case plan date, DDMMYYYY                               |
| Day of operation                          | Service provider organisation—day of operation, code N                |
| Departure time from service               | Person—departure time from service, hhmm                              |
| Design capacity                           | Service provider organisation—design capacity, total beds N[NNNNN]    |

*(continued)*

**Table 5 (continued): New data elements**

| <b>Short name</b>                       | <b>Technical name</b>  |
|---|--|
| Difficulty with activities              | Person—level of difficulty with activities in life areas, code (ICF 2001) N              |
| Effective communication indicator       | Person—effective communication indicator, code N   |
| Employment related study indicator      | Person (employed)—employment related study indicator, code N[N]                          |
| Employment type                         | Person (employed)—employment type, code N  |
| Environmental factor                    | Person—environmental factor, code (ICF 2001) AN[NNN]                                     |
| Episode start date                      | Service episode—episode start date, DDMMYYYY   |
| Extent of participation                 | Person—extent of participation in a life area, code (ICF 2001) N                         |
| Fee schedule amount                     | Service provider organisation—fee schedule amount, total Australian currency N[NNNNN].NN |
| First accommodation attempt indicator   | Person—first accommodation attempt indicator, code N                                     |
| Full financial year funding indicator   | Service provider organisation—full financial year funding indicator, yes/no code N       |
| Funding allocated                       | Service provider organisation—funding allocated, total Australian currency N[N(8)]       |
| Funding end date                        | Service provider organisation—funding end date, DDMMYYYY                                 |
| Funding source                          | Service provider organisation—funding source, level of government code N                 |
| Funding start date                      | Service provider organisation—funding start date, DDMMYYYY                               |
| Hours worked by worker                  | Person (employed)—hours worked, total hours NNN  |
| Impairment of body function             | Person—extent of impairment of body function, code (ICF 2001) N                          |
| Impairment of body structure            | Person—extent of impairment of body structure, code (ICF 2001) N                         |
| Income unit composition                 | Income unit—income unit composition, code N  |
| Individual funding indicator            | Person—funding indicator, code N   |
| Influence of environmental factor       | Person—extent of environmental factor influence, code (ICF 2001) [X]N                    |
| Informal carer primary status           | Informal carer—primary status, code N  |
| Interpreter service type                | Person—type of interpreter service required, code N                                      |
| Length of employment in current service | Person (employed)—length of employment in current service, total years code N[NN]        |
| Length of experience in industry sector | Person (employed)—length of experience in industry sector, total years code N[NN]        |
| Letters of family name                  | Person—letters of family name, text XXX  |
| Letters of given name                   | Person—letters of given name, text XX  |
| Level of government                     | Service provider organisation—level of government, code N                                |
| Local Government Area                   | Service provider organisation—geographic location (LGA), code (ASGC 2007) NNNNN          |
| Location of impairment                  | Person—location of impairment of body structure, code (ICF 2001) N                       |
| Main service activity type indicator    | Service provider organisation—main service activity type indicator, code N               |
| Mobile service indicator                | Service provider organisation (service type)—mobile service indicator, yes/no code N     |
| Number of accommodation places          | Service provider organisation—accommodation places, N[N(8)]                              |
| Number of available places              | Service provider organisation (service type)—number of available places, total N[NN]     |
| Number of clients                       | Service provider organisation—number of clients, total people N[NNNN]                    |
| Number of licensed places               | Service provider organisation (service type)—number of licensed places, N[NN]            |
| Number of people accommodated           | Person—number of people accommodated, total N[N]   |

*(continued)*



**Table 5 (continued): New data elements**

| Short name  | Technical name   |
|---|--|
| One-off assistance offered indicator                  | Person—one-off assistance offered indicator, code N  |
| Paid employment indicator                             | Person (employed)—paid employment indicator, code N  |
| Preschool service received indicator                  | Child—preschool service received indicator, code N   |
| Recurrent funding commitments (agency level)          | Service provider organisation—recurrent funding commitments, total Australian currency N[N(8)] |
| Recurrent funding commitments (State/Territory level) | State or Territory Government—recurrent funding commitments, total Australian currency N[N(8)] |
| Reference person (household)                          | Person—reference person indicator (household), code N  |
| Referral for accommodation indicator                  | Person—referral for accommodation indicator, code N  |
| Registered/awaiting government payment indicator      | Person—registered/awaiting government payment indicator, code N                                |
| Satisfaction with participation                       | Person—level of satisfaction with participation in a life area, code N                         |
| School attendance indicator                           | Person—school attendance indicator, code N   |
| Sector type   | Service provider organisation—sector type, code N  |
| Service ongoing indicator                             | Service episode—service ongoing indicator, code N  |
| Service received indicator                            | Person—service received indicator, code N  |
| Session end time                                      | Service provider organisation (service type)—session end time, hhmm                            |
| Session start time                                    | Service provider organisation (service type)—session start time, hhmm                          |
| Student indicator                                     | Person—student/employment training indicator, code N   |
| Supported accommodation type                          | Service event—supported accommodation type, code N   |
| Tax exempt indicator                                  | Service provider organisation—income tax exempt indicator, code N                              |
| Temporary closure end date                            | Service provider organisation—temporary closure end date, DDMMYYYY                             |
| Temporary closure start date                          | Service provider organisation—temporary closure start date, DDMMYYYY                           |
| Tertiary qualification related to industry indicator  | Person (employed)—tertiary qualification related to industry indicator, code N                 |
| Urgency of accommodation assistance                   | Person—accommodation assistance urgency status, code N   |

**Table 6: Revised data elements**

| Short name                                  | Technical name  | Description of change  |
|---|---|--|
| Communication method                        | Person—communication method, code N   | Revision to value domain.  |
| Country of birth                            | Person—country of birth, code (SACC 2008) NNNN  | Revisions are a result of the release of the 2008 SACC.  |
| Department of Veterans' Affairs file number | Person—government funding identifier, Department of Veterans' Affairs file number AAXXNNNNA | Revision to the Data Element's technical name, definition, collection methods, and Value Domain's guide for use.   |
| Geographic location of organisation         | Service provider organisation—geographic location, code (ASGC 2006) NNNNN                   | Revisions are a result of the release of the 2006 ASGC.  |
| Geographic location of organisation (SLA)   | Service provider organisation—geographic location (SLA), code (ASGC 2007) NNNNN             | Revision to technical name to include ASGC 2007. Revision to updated ABS standards for the Australian Standard Geographical Classification (ASGC), Jul 2007. |

*(continued)*

**Table 6 (continued): Revised data elements**

| Short name                                     | Technical name   | Description of change   |
|--|--|---|
| Geographic location of person                  | Person—geographic location, code (ASGC 2006) NNNNN   | Revisions are a result of the release of the 2006 ASGC.   |
| Geographic location of person                  | Person—geographic location, code (ASGC 2007) NNNNN   | Revision to technical name to include ASGC 2007 and to guide for use. Revision to updated ABS standards for the Australian Standard Geographical Classification (ASGC), Jul 2007.   |
| Hours worked—paid staff                        | Service provider organisation—hours worked (paid staff), total NNNNN                           | Revision to data definition.  |
| Hours worked—volunteer/unpaid staff            | Service provider organisation—hours worked (volunteer/unpaid staff), total NNNNN               | Revision to data definition.  |
| Household family composition                   | Household—family composition, code N[NNN]  | Revision to technical name and updated ABS standards for family statistics 2005.  |
| Household type                                 | Household—household type, code N   | Revision to updated ABS standards for family statistics 2005.   |
| Main occupation of person                      | Person—occupation (main), code (ANZSCO 1st edition) N[NNN]{NN}                                 | Revisions to technical name to include ANZSCO 1st edition and to guide for use.   |
| Provider occupation category (self-identified) | Individual service provider—occupation (self-identified), code (ANZSCO 1st edition) N[NNN]{NN} | Revisions to technical name to include ANZSCO 1st edition and to guide for use updating commonly used Australian Standard Classification of Occupation codes with Australian New Zealand Standard Classification of Occupation codes. |
| Relationship in household                      | Person—relationship to household reference person, code NN                                     | Revision to updated ABS standards for family statistics, 2005.  |

**Table 7: New classification schemes**

| Name   | Description  |
|--|--|
| Family, household and income unit variables (family composition) 2005        | 'Family composition' is the Australian Bureau of Statistics' (ABS) standard variable for identifying the composition of families within households.                                    |
| Family, household and income unit variables (relationship in household) 2005 | 'Relationship in household' is the Australian Bureau of Statistics' (ABS) standard variable for identifying the familial and other relationships between persons in a given household. |

**Table 8: Revised classification schemes**

| Name   | Description of change   |
|--|---|
| Australian and New Zealand Standard Classification of Occupations (ANZSCO) 1st edition, 2006 | Revisions are a result of the introduction to Australian Standard Classification of Occupations (ASCO) 2nd edition, 2006. |
| Australian Standard Classification of Countries 2008   | Revisions are a result of the release of the Australian Standard Classification of Countries 2008.                        |
| Australian Standard Geographical Classification 2006   | Revisions are a result of the release of the Australian Standard Geographical Classification (ASGC) 2006.                 |
| Australian Standard Geographical Classification 2007   | Revisions are a result of the release of the Australian Standard Geographical Classification (ASGC) 2007.                 |

**Table 9: New glossary items**

| <b>Name</b>                  | <b>Description</b>   |
|------------------------------|--|
| Accommodation period         | The period during which a client was in SAAP supported accommodation. A client may have no accommodation periods or one or more accommodation periods within a support period.   |
| Body functions               | Body functions are the physiological functions of body systems (including psychological functions).  |
| Body Structures              | Body structures are anatomical parts of the body such as organs, limbs and their components.   |
| Child                        | A person: <ul style="list-style-type: none"> <li>• of any age who is a natural, adopted, step, or foster son or daughter of a couple or lone parent, usually resident in the same household</li> <li>• under 15 years of age, usually resident in the household, who forms a parent-child relationship with another member in the household. This includes otherwise related children under 15 and unrelated children under 15.</li> </ul>   |
| Corporation                  | A corporation is a legal entity that: <ul style="list-style-type: none"> <li>• is created for the purpose of producing goods and services for the market</li> <li>• may be a source of profit or other financial gain to its owner(s)</li> <li>• is collectively owned by shareholders who have the authority to appoint directors responsible for its general management.</li> </ul>  |
| CSTDA funding agency         | A funded agency is usually a legal entity providing one or more types of CSTDA-funded service types to CSTDA users at one or more different locations. The organisational unit that delivers a single service type at or from a discrete location is described as a service type outlet. Where a funded agency provides only one service type, the service type outlet and the funded agency are one and the same entity.  |
| Dependant                    | A dependant is defined as someone who lives in the primary care of parent(s), carer or guardian, is aged 24 years and under, and: <ul style="list-style-type: none"> <li>• is studying full-time (ages 5 and over); and/or</li> <li>• is not in receipt of a pension, payment or benefit (e.g. Youth Allowance) or a Prescribed Education Scheme payment (e.g. ABSTUDY); and/or</li> <li>• has an annual income of no more than the amount specified by Centrelink for basic eligibility for Family Tax Benefit Part A.</li> </ul> |
| Dependent child              | A person who is either a child under 15 or a dependent student.  |
| Dependent student            | A person who: <ul style="list-style-type: none"> <li>• is the natural, adopted, step, or foster child of a person in the household</li> <li>• is 15–24 years of age</li> <li>• attends a secondary or tertiary educational institution as a full-time student</li> <li>• has no partner or child of his/her own usually resident in the same household.</li> </ul>   |
| Environmental factors        | Environmental factors make up the physical, social and attitudinal environment in which people live and conduct their lives.   |
| Impairment of body function  | Impairments of body function are problems in body function such as a loss or significant departure from population standards or averages.  |
| Impairment of body structure | Impairments of body structure are problems in body structure such as a loss or significant departure from population standards or averages.  |
| Informal carer               | An informal carer includes any person, such as a family member, friend or neighbour, who is giving regular, ongoing assistance to another person.  |

*(continued)*

**Table 9 (continue): New glossary items**

| <b>Name</b>              | <b>Description</b>  |
|--------------------------|---|
| Local Government Area    | A spatial unit which represents the whole geographical area of responsibility of an incorporated Local Government Council, an Aboriginal or Island Council in Queensland, or a CGC in the Northern Territory. |
| Non-dependent child      | A person aged 15 or more, who is a child of a couple or lone parent, who is not a full-time student, aged 15-24 years, and who has no identified partner or child of his/her own.                             |
| SAAP accommodation place | A permanent bed which is owned or managed by a SAAP agency or paid for using SAAP funds.  |
| Student                  | A person who is formally enrolled and active in a course of study.  |

**Table 10: Revised glossary item**

| <b>Name</b> | <b>Description of change</b>  |
|-------------|---|
| Address     | Revisions to data element concept Address.  |
| Family      | Revisions to definition in line with the updated ABS 'Family, Household and Income Unit Standards', 2005. |

# Data elements included in National community services minimum data sets—short name order

| Data element name                    | National minimum data set   |  |  |                          |  |                                |                               |   |  |   |
|--------------------------------------|---|--|--|--------------------------|--|--------------------------------|-------------------------------|---|--|---|
|                                      | Child protection and support services (CPSS) - care and protection order episode NMDS | Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS | Child protection and support services (CPSS) - out-of-home care NMDS | Children's Services NMDS | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 | Functioning and Disability DSS | Juvenile Justice NMDS 2005-06 | SAAP Administrative National Minimum Data | SAAP Client Collection National Minimum Data Set | SAAP Demand for Accommodation National Minimum Data Set |
| Accommodation offer accepted         |   |  |  |                          |  |                                |                               |   |  | ✓   |
| Accommodation offered                |   |  |  |                          |  |                                |                               |   |  | ✓   |
| Accommodation period end date        |   |  |  |                          |  |                                |                               |   | ✓  |   |
| Accommodation period start date      |   |  |  |                          |  |                                |                               |   | ✓  |   |
| Activity and participation life area | ✓   | ✓  | ✓  | ✓                        | ✓  | ✓                              |                               |   |  |   |
| Address line (person)                |   |  |  |                          |  |                                |                               | ✓   |  |   |
| Age range (employed)                 |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Amount of assistance                 |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Arrival time at service              |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Assistance with activities           | ✓   | ✓  | ✓  | ✓                        |  | ✓                              |                               |   |  |   |

| Data element name   | National minimum data set   |  |  |                          |  |                                |                               |   |  |   |
|---|---|--|--|--------------------------|--|--------------------------------|-------------------------------|---|--|---|
|   | Child protection and support services (CPSS) - care and protection order episode NMDS | Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS | Child protection and support services (CPSS) - out-of-home care NMDS | Children's Services NMDS | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 | Functioning and Disability DSS | Juvenile Justice NMDS 2005-06 | SAAP Administrative National Minimum Data | SAAP Client Collection National Minimum Data Set | SAAP Demand for Accommodation National Minimum Data Set |
| Australian state/territory identifier                                 |   |  |  |                          |  |                                |                               |   | ✓  |   |
| Australian state/territory identifier (service provider organisation) |   |  |  |                          | ✓  |                                |                               | ✓   |  |   |
| Body function   |   |  |  |                          |  | ✓                              |                               |   |  |   |
| Body structure  |   |  |  |                          |  | ✓                              |                               |   |  |   |
| Carer Allowance (Child) receipt indicator                             |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Case management plan goal status                                      |   |  |  |                          |  |                                |                               |   | ✓  |   |
| Case management plan indicator  |   |  |  |                          |  |                                |                               |   | ✓  |   |
| Case plan review date   | ✓   |  | ✓  |                          |  |                                |                               |   |  |   |
| Caseworker allocation date  |   |  | ✓  |                          |  |                                |                               |   |  |   |
| Change to body structure  |   |  |  |                          |  | ✓                              |                               |   |  |   |
| Child abuse and neglect type  |   | ✓  |  |                          |  |                                |                               |   |  |   |
| Communication method  |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Consent obtained indicator  |   |  |  |                          |  |                                |                               |   | ✓  |   |
| Corporation indicator   |   |  |  | ✓                        |  |                                |                               |   |  |   |

| Data element name  | National minimum data set   |  |  |                          |  |                                |                               |   |  |   |
|--|---|--|--|--------------------------|--|--------------------------------|-------------------------------|---|--|---|
|  | Child protection and support services (CPSS) - care and protection order episode NMDS | Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS | Child protection and support services (CPSS) - out-of-home care NMDS | Children's Services NMDS | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 | Functioning and Disability DSS | Juvenile Justice NMDS 2005-06 | SAAP Administrative National Minimum Data | SAAP Client Collection National Minimum Data Set | SAAP Demand for Accommodation National Minimum Data Set |
| Country of birth   |   |  |  |                          | ✓  |                                |                               |   | ✓  | ✓   |
| Date accommodation sought  |   |  |  |                          |  |                                |                               |   |  | ✓   |
| Date accuracy indicator  |   |  |  |                          |  |                                |                               |   | ✓  |   |
| Date estimate indicator  | ✓   | ✓  | ✓  |                          | ✓  |                                |                               |   |  |   |
| Date of birth  | ✓   | ✓  | ✓  | ✓                        | ✓  |                                | ✓                             |   | ✓  |   |
| Date of initial case plan  | ✓   |  | ✓  |                          |  |                                |                               |   |  |   |
| Day of operation   |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Departure time from service                                      |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Design capacity  |   |  |  |                          |  |                                | ✓                             |   |  |   |
| Difficulty with activities                                       |   |  |  |                          |  | ✓                              |                               |   |  |   |
| Effective communication indicator                                |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Electronic communication address (service provider organisation) |   |  |  |                          |  |                                |                               | ✓   |  |   |
| Electronic communication medium (service provider organisation)  |   |  |  |                          |  |                                |                               | ✓   |  |   |
| Employment related study indicator                               |   |  |  | ✓                        |  |                                |                               |   |  |   |

| Data element name                     | National minimum data set   |  |  |                          |  |                                |                               |   |  |   |
|---------------------------------------|---|--|--|--------------------------|--|--------------------------------|-------------------------------|---|--|---|
|                                       | Child protection and support services (CPSS) - care and protection order episode NMDS | Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS | Child protection and support services (CPSS) - out-of-home care NMDS | Children's Services NMDS | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 | Functioning and Disability DSS | Juvenile Justice NMDS 2005-06 | SAAP Administrative National Minimum Data | SAAP Client Collection National Minimum Data Set | SAAP Demand for Accommodation National Minimum Data Set |
| Employment type                       |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Environmental factor                  |   |  |  |                          |  | ✓                              |                               |   |  |   |
| Episode end date                      | ✓   |  | ✓  |                          | ✓  |                                | ✓                             |   | ✓  |   |
| Episode start date                    | ✓   |  | ✓  |                          | ✓  |                                | ✓                             |   | ✓  |   |
| Extent of participation               |   |  |  |                          |  | ✓                              |                               |   |  |   |
| Family name                           |   |  |  |                          |  |                                |                               | ✓   |  |   |
| First service contact date            |   |  |  |                          |  |                                | ✓                             |   |  |   |
| Fee schedule amount                   |   |  |  | ✓                        |  |                                |                               |   |  |   |
| First accommodation attempt indicator |   |  |  |                          |  |                                |                               |   |  | ✓   |
| Full financial year funding indicator |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Full-time equivalent paid staff       |   |  |  |                          |  |                                |                               | ✓   |  |   |
| Full-time/part-time status            |   |  |  |                          |  |                                |                               |   | ✓  |   |
| Funding allocated                     |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Funding end date                      |   |  |  |                          |  |                                |                               | ✓   |  |   |



| Data element name                         | National minimum data set   |  |  |                          |  |                                |                               |   |  |   |
|---|---|--|--|--------------------------|--|--------------------------------|-------------------------------|---|--|---|
|   | Child protection and support services (CPSS) - care and protection order episode NMDS | Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS | Child protection and support services (CPSS) - out-of-home care NMDS | Children's Services NMDS | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 | Functioning and Disability DSS | Juvenile Justice NMDS 2005-06 | SAAP Administrative National Minimum Data | SAAP Client Collection National Minimum Data Set | SAAP Demand for Accommodation National Minimum Data Set |
| Funding source                            |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Funding start date                        |   |  |  |                          |  |                                |                               | ✓   |  |   |
| Geographic location of organisation (SLA) |   |  |  |                          | ✓  |                                |                               | ✓   |  |   |
| Given name(s)                             |   |  |  |                          |  |                                |                               | ✓   |  |   |
| Hours worked by worker                    |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Hours worked—paid staff                   |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Hours worked—volunteer/unpaid staff       |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Impairment of body function               |   |  |  |                          |  | ✓                              |                               |   |  |   |
| Impairment of body structure              |   |  |  |                          |  | ✓                              |                               |   |  |   |
| Indigenous status                         | ✓   | ✓  | ✓  | ✓                        | ✓  |                                | ✓                             |   | ✓  | ✓   |
| Individual funding indicator              |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Influence of environmental factor         |   |  |  |                          |  | ✓                              |                               |   |  |   |
| Informal carer co-residency               |   |  |  |                          | ✓  |                                |                               |   |  |   |

| Data element name                       | National minimum data set   |  |  |                          |  |                                |                               |   |  |   |
|---|---|--|--|--------------------------|--|--------------------------------|-------------------------------|---|--|---|
|   | Child protection and support services (CPSS) - care and protection order episode NMDS | Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS | Child protection and support services (CPSS) - out-of-home care NMDS | Children's Services NMDS | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 | Functioning and Disability DSS | Juvenile Justice NMDS 2005-06 | SAAP Administrative National Minimum Data | SAAP Client Collection National Minimum Data Set | SAAP Demand for Accommodation National Minimum Data Set |
| Informal carer existence indicator      |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Informal carer primary status           |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Interpreter service type                |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Interpreter services required           |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Labour force status                     |   |  |  | ✓                        | ✓  |                                |                               |   | ✓  |   |
| Last service provision date             |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Length of employment in current service |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Length of experience in industry sector |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Letters of family name                  | ✓   | ✓  | ✓  | ✓                        | ✓  |                                | ✓                             |   | ✓  |   |
| Letters of given name                   | ✓   | ✓  | ✓  | ✓                        | ✓  |                                | ✓                             |   | ✓  |   |
| Level of government                     |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Living arrangement                      |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Local Government Area                   |   |  |  |                          |  |                                |                               | ✓   |  |   |
| Location of impairment                  |   |  |  |                          |  | ✓                              |                               |   |  |   |

| Data element name                                   | National minimum data set   |  |  |                          |  |                                |                               |   |  |   |
|---|---|--|--|--------------------------|--|--------------------------------|-------------------------------|---|--|---|
|   | Child protection and support services (CPSS) - care and protection order episode NMDS | Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS | Child protection and support services (CPSS) - out-of-home care NMDS | Children's Services NMDS | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 | Functioning and Disability DSS | Juvenile Justice NMDS 2005-06 | SAAP Administrative National Minimum Data | SAAP Client Collection National Minimum Data Set | SAAP Demand for Accommodation National Minimum Data Set |
| Main language other than English spoken at home     | ✓   | ✓  | ✓  | ✓                        |  |                                |                               |   |  |   |
| Main service activity type indicator                |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Mobile service indicator                            |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Name title  |   |  |  |                          |  |                                |                               | ✓   |  |   |
| Number of accommodation places                      |   |  |  |                          |  |                                |                               | ✓   |  |   |
| Number of available places                          |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Number of clients                                   |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Number of licensed places                           |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Number of people accommodated                       |   |  |  |                          |  |                                |                               |   |  | ✓   |
| One-off assistance offered indicator                |   |  |  |                          |  |                                |                               |   |  | ✓   |
| Organisation name                                   |   |  |  |                          |  |                                | ✓                             | ✓   |  |   |
| Paid employment indicator                           |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Person identifier                                   |   |  |  |                          |  |                                | ✓                             |   |  |   |
| Postcode—Australian (person)                        |   | ✓  | ✓  | ✓                        | ✓  |                                | ✓                             |   | ✓  |   |
| Postcode—Australian (service provider organisation) |   |  |  |                          | ✓  |                                | ✓                             | ✓   |  |   |

| Data element name                                     | National minimum data set   |  |  |                          |  |                                |                               |   |  |   |
|---|---|--|--|--------------------------|--|--------------------------------|-------------------------------|---|--|---|
|   | Child protection and support services (CPSS) - care and protection order episode NMDS | Child protection and support services (CPSS) - notifications, investigations, and substantiations NMDS | Child protection and support services (CPSS) - out-of-home care NMDS | Children's Services NMDS | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 | Functioning and Disability DSS | Juvenile Justice NMDS 2005-06 | SAAP Administrative National Minimum Data | SAAP Client Collection National Minimum Data Set | SAAP Demand for Accommodation National Minimum Data Set |
| Place of residence—out-of-home care placement         |   |  | ✓  |                          |  |                                |                               |   |  |   |
| Preschool service received indicator                  |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Recurrent funding commitments (agency level)          |   |  |  |                          |  |                                |                               | ✓   |  |   |
| Recurrent funding commitments (State/Territory level) |   |  |  |                          |  |                                |                               | ✓   |  |   |
| Referral for accommodation indicator                  |   |  |  |                          |  |                                |                               |   |  | ✓   |
| Registered/awaiting government payment indicator      |   |  |  |                          |  |                                |                               |   | ✓  |   |
| Relationship of carer to care recipient               |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Satisfaction with participation                       |   |  |  |                          |  | ✓                              |                               |   |  |   |
| School attendance indicator                           |   |  |  | ✓                        |  |                                |                               |   |  |   |
| Sector type   |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Service ongoing indicator                             |   |  |  |                          |  |                                |                               |   | ✓  |   |
| Service operation days                                |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Service operation hours                               |   |  |  |                          | ✓  |                                |                               |   |  |   |
| Service operation weeks                               |   |  |  | ✓                        | ✓  |                                |                               |   |  |   |





Australian Government  
Australian Institute of  
Health and Welfare

# National data dictionaries

## *Explanatory booklet 2008*

**NATIONAL HEALTH  
DATA DICTIONARY**  
**Version 14**



**NATIONAL COMMUNITY  
SERVICES DATA DICTIONARY**  
**Version 5**



Community and Disability Services  
Ministers' Advisory Council



Australian Health Ministers' Advisory Council

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

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The fourteenth version of the National Health Data Dictionary (NHDD V14) and the fifth version of the National Community Services Data Dictionary (V5) are stored on two separate CD-ROMs. Each CD-ROM contains all of the existing, new and modified nationally endorsed data standards in a format based on the international standard ISO/IEC 11179 edition 2.<sup>1</sup>

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<sup>1</sup> ISO/IEC 11179-3:2003(E), Information technology—Metadata registries (MDR)—Registry metamodel and basic attributes, Geneva: International Standards Organisation

## The content of the CD-ROMs

Each CD-ROM contains:

- an introductory page and a table of contents
- the data dictionary containing all standard metadata items including data elements, classifications and glossary items
- a summary of the changes to the dictionary since its last publication
- details of the data collections such as the data set specifications and National Minimum Data Sets that use these standards
- this explanatory booklet.

## How to use the CD-ROMs

To use a CD-ROM:

- Insert the CD-ROM into your computer. It should automatically open to a Start page.
- Choose a document by clicking on the buttons.
- The documents are in PDF format and can be navigated using the Adobe functions.

The majority of hyperlinks within the document link internally to other parts of the document; however, some hyperlinks may take you to pages outside the document itself and into METeOR, the online metadata registry, in which case a new web browser window will open. This will occur where references are made to metadata items that have been superseded and/or links to other websites such as the Australian Bureau of Statistics, to view a specific classification scheme. To return to the data dictionary, just close the new window.

## What are the national data dictionaries?

The national data dictionaries contain standard data definitions and data elements for use in any Australian health or community services data collection. They are the authoritative source of information about endorsed national data standards and provide the basis for consistent national collection and reporting. National data standards are approved by the Australian Government and all state and territory relevant health and communities services departments as well as the Australian Bureau of Statistics (ABS) and the Australian Institute of Health and Welfare (AIHW). This work is funded under the Australian Health Ministerial Advisory Council (AHMAC) and the Community Services and Disability Ministerial Advisory Council (CSDMAC).

Where possible, data standards in the dictionaries are consistent with other national standard classifications to ensure overall comparability of national data. The ABS is the source of many key socioeconomic classifications used in data collections, such as the Australian Standard Classification of Languages (ASCL), Australian Standard Geographic Classification (ASGC), and the Australian and New Zealand Standard Classifications of Occupations (ANZSCO).

The data dictionaries have been downloaded from METeOR, which is an online metadata registry for development, registration and dissemination of metadata based on the second edition of the international standard ISO/IEC 11179 Information technology—Metadata registries (MDR) in 2003. For more information about METeOR see the 'METeOR' section on page 24. The data dictionaries are also available online at [meteor.aihw.gov.au](http://meteor.aihw.gov.au).

## Governance

The national data dictionaries are an initiative under the National Health Information Agreement and the National Community Services Information Agreement. These are auspiced by the respective Australian Health Ministers' Advisory Council (AHMAC) and the Community Services Disability Ministers' Advisory Council (CSDMAC).

Under these Agreements, all parties agree to ensure that the collection, compilation and interpretation of national information are appropriate and are carried out efficiently. This will require agreement on definitions, standards and rules of collection of information and on guidelines for the coordination of access, interpretation and publication of national health and community services information.

These data standards are endorsed and approved for use by all relevant health and community services state, territory and Commonwealth departments, the ABS and the AIHW.

# Why use data standards?

## Making data count

Data standards promote the quality, accuracy, interpretability, reliability, relevance, inter-changeability, transparency, currency, accessibility, coherence and comparability of data and information.

Without data standards there is the potential for data to be of poor quality. Data may fail to measure what it is supposed to measure, or not be comparable across collections or over time. Decisions based on poor quality data affect us all—whether it is hospital services, or delivery of services in the community.

Data standards enable consistent and comparable reporting of information about services and people, including describing what services are available, where services are located, to whom they are delivered, by whom are they delivered and when, how much they cost and what happened as a result of delivering services.

By making endorsed data standards readily available, users are assured that they can use these standards with confidence and that they will enable the maximum re-use of their data for future research: ‘create once, use often’.

## How are data standards developed?

### Identifying the need for data standards

Data standards are developed when a clear need for standards is identified from the sector, subject experts, program managers or policy makers. For example, a national cancer centre and the Australian Association of Cancer Registries conducted a review of data items used in cancer registries, and found many inconsistencies among registries in coverage and data collection comparability for a number of data items. This resulted in collaboration between a national cancer centre and the Australian Association of Cancer Registries, clinical specialists, government and non-government organisations to revise the items and to develop a preliminary NMDS. This resulted in agreement on a NMDS of 17 data items recommended as essential for long-term breast cancer control monitoring, evaluation and planning.

### Data standards development process

The data standards development process is outlined below.

#### 1. Proposal stage

A submission is made to the relevant data committee, which includes:

- origins (or background material)
- the rationale for the proposal
- a business case for adoption
- details of national consultation (including details of experts and/or others involved or consulted during development).

## **2. Development stage**

The development process is based on a number of data development principles and a methodology.<sup>2</sup>

## **3. Assessment stage**

An assessment is conducted on the degree of compliance with accepted data development standards (adherence to 11179/ METeOR business rules), the degree of overlap with, or the confounding of, existing data standards, the degree to which the data elements impact on existing metadata, systems and collections, and the clarity of the content.

## **4. Data committee approval**

Once an initial assessment has been conducted, the metadata is submitted to the relevant data committee for comment and approval.

## **5. Registration authority endorsement**

If a submission is approved by the data committee, the metadata items are then forwarded to the relevant registration authority for final endorsement as a national standard.

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<sup>2</sup> Australian Institute of Health and Welfare (AIHW) 2007. A guide to data development. AIHW Cat. No. HWI 94. Canberra: AIHW.

## Registration status progression

The registration status is the value assigned to a metadata item as it progresses through the data standards development process.

### The registration statuses in METeOR are:

|                                |  |
|--------------------------------|--|
| <b>Proposed</b>                | A developer has submitted this item for consideration by the registrar.  |
| <b>Recorded</b>                | The registrar has determined that the item meets basic quality criteria and is ready for consideration by the relevant data committee. |
| <b>Candidate</b>               | The item has been reviewed by a data committee and has been accepted onto their work program.  |
| <b>Standardisation pending</b> | A data committee has recommended the item to a registration authority for approval as a standard.                                      |
| <b>Standard</b>                | The item has been endorsed by a registration authority as a national data standard.  |
| <b>Superseded</b>              | A registration authority has superseded this item with another standard.   |
| <b>Retired</b>                 | The item has been nominated by registration authority as retired.  |
| <b>Not progressed</b>          | The item will no longer be considered by the registrar, a data committee or a registration authority.                                  |



## Who benefits from using data standards?

**Information managers**—use standard format and definitions to support receipt, transfer, storage, and management of data.

**Program managers**—use data standards as the basis of describing information requests (that is, data required under formal service/funding agreements, and contracts), measuring service activity, client flows, client characteristics, service usage, understanding demand, better planning of services, describing unmet need (need comparability of population and survey data) , and understanding ways to integrated service delivery resulting in better targeting and usage of services and ultimately cost savings.

**Researchers**—use data standards as the common language to support ad hoc survey work, as well as integrating data from other sources.

**Policy makers**—need aggregated information for future policy, management and funding decisions: that is, information to support comparisons across jurisdictions, programs and sectors.

**Statisticians**—use data standards for interpreting data and analysis of results, linking data sets for statistical purposes, time series analysis (over a period of time) and longitudinal studies (over a period of time within groups).

## Metadata structure

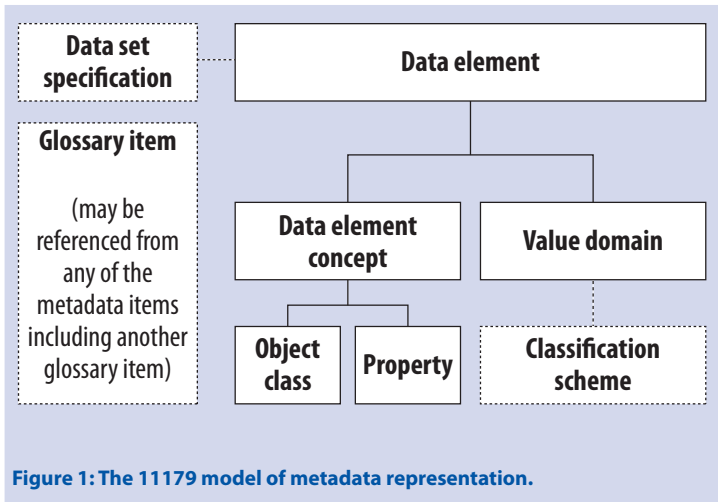
The data standards are based on the 2003 version of the ISO/IEC 11179 international standard for metadata registries. Part three of the standard is a model for a metadata registry and the formulation of metadata items.

There are six types of metadata defined by 11179 that apply to METeOR and the data dictionaries:

- object class
- property
- data element concept
- data element
- value domain
- classification scheme.

The structure underlying a data element is illustrated in Figure 1 (differences from the ISO/IEC standard are shown with dashed lines).

## Types of metadata



### Components of data elements

The 'things' that we want to know about include ideas (knowledge), persons, organisations, the environment and events. These things are termed object classes. Some examples of object classes are 'Person', 'Dwelling' and 'Service Provider Organisation'. A characteristic of the object class that all instances of the object class have in common is known as a property. A property is normally the item of interest. For example, the object class 'Person' can have properties such as 'Sex' and 'Date of birth'.

A data element concept is defined as a concept created by the union of an object class and a property. Only one object class and one property can be joined for each data element concept; for example, the data element concept: 'Person—date of birth'.

As can be seen from the diagram, a data element is formed when a data element concept is represented in the real world by a set of values (a value domain).

A value domain specifies how something is to be represented.

A value domain can specify:

- the range of permitted values; for example, a measure of weight in grams represented by 3 numeric characters
- all permissible values as a set of codes; for example, 'Code 1 Female', 'Code 2 Male'
- the values referenced from a nationally or internationally endorsed classification, such as all codes in the Australian Standard Classification of Languages (ASCL) 2005, or all activity codes listed in the International statistical classification of diseases and related health problems, Tenth revision, Australian modification, 5th edition.

A glossary item defines the meaning of a term within a specific context. Within METeOR examples of glossary items include 'Adoption' and 'Family'. These things of interest are not currently defined as object classes, but their meaning must be understood for data to be collected.

## **Data set specifications**

A collection of these data elements that describe things about which we want to know has been termed a data set specification (DSS). A DSS specifies a group of data elements and the conditions under which this group is collected. A DSS can define the sequence in which data elements are included, whether they are mandatory, what verification rules should be employed and the characteristics of the collection (such as its scope).

### *National Minimum Data Set*

A National Minimum Data Set (NMDS) is a special type of DSS. An NMDS is a minimum set of data elements agreed by the National Health or Community Services information groups for mandatory collection and reporting at a national level. Data elements may appear in more than one National Minimum Data Set.

The Data Dictionaries support data elements from a variety of national data sets, For example, the Commonwealth State Territory Disability Agreement (CSTDA) NMDS, Community Mental Health Care NMDS, and Admitted Patient Care NMDS. A full list is available on the CDs.

### *Non-mandatory data set specification*

All data set specifications that are not mandated for collection are metadata sets recommended for collection as best practice. It is recommended that, if collecting data for the purposes of primary patient care, planning or analysis, the entire DSS be collected.

## Integration of data elements in data dictionaries

The national health and community services data dictionaries contain 92 integrated data items that can be used consistently across the health and community services sectors. This is especially important for services that cross the sector boundaries such as aged care, mental health, drug and alcohol services and services for people with a disability. Examples of integrated data items include:

### *Address data items*

Address line, text [X(180)]

Australian postcode, code (Postcode datafile) {NNNN}

Australian state/territory identifier, code N

Street name, text [A(30)]

Suburb/town/locality name, text [A(50)]

### *Personal and demographic data items*

Activity and participation life area, code (ICF 2001) AN[NNN]

Age, total years N[NN]

Country of birth, code (SACC 2008) NNNN

Date of birth, DDMMYYYY

Family name, text X[X(39)]

Given name, text [X(40)]

Indigenous status, code N

Informal carer existence indicator, code N

Interpreter service required, yes/no code N

Labour force status, code N

Main language other than English spoken at home, code (ASCL 2005) NN{NN}

Marital status, code N

Mother's original family name, text [X(40)]

Occupation (main), code (ANZSCO 1st edition) N[NNN]{NN}

Person identifier, XXXXXX[X(14)]

Preferred language, code (ASCL 2005) NN{NN}

Proficiency in spoken English, code N

Sex, code N

Year of first arrival in Australia, date YYYY

#### *Service provider organisation data items*

Organisation end date, DDMMYYYY

Organisation name, text [X(200)]

Organisation start date, DDMMYYYY

## Quick reference guide

### Formulation of good data standards

1. A metadata item must have, at least, a name and a definition.
2. A metadata item can have an explicitly stated context within which the definition has meaning.
3. The name of the standard version of the metadata item must follow certain criteria:
  - a. the name must be unique within the context of the metadata item
  - b. the name must be stated in the singular
  - c. the name must reflect the concept being defined
  - d. the name must avoid the use of abbreviations or acronyms other than those widely accepted (such as radar, laser or pH)
  - e. the name should avoid the use of words that imply a pre-selected single instance.

### 4. Definition rules and guidelines

A definition must:

- a. be stated in the singular
- b. state what the concept is, not only what it is not
- c. be stated as a descriptive phrase or sentence(s)
- d. contain only commonly understood abbreviations

*continued*



### Quick reference guide (continued)

- e. be expressed without embedding definitions of other data or underlying concepts.

A data definition should:

- f. be expressed without embedding rationale, functional usage, domain information or procedural information
- g. state the essential meaning of the concept
- h. be precise and unambiguous
- i. be concise
- j. be able to stand alone
- k. avoid circular reasoning
- l. use the same terminology and consistent logical structure for related definitions
- m. contain information appropriate for the type of metadata item being defined
- n. use a preferred term to represent the definition of a concept specified elsewhere in the document
- o. pass the substitution test.

### 5. Context should be closely linked to definition.

*continued*

**Quick reference guide (continued)****6. Information must be included in a metadata item attribute only if it is appropriate for that attribute or metadata item.**

## a. Context

- i. Metadata can exist within a specific context.
- ii. Only information that is relevant to the environment or framework within which the definition for the metadata item is valid must be included in the Context attribute.
- iii. The contexts of two metadata items must be compatible when the definition of one metadata item references a term defined in another.

## b. Guide for use

Guide-for-use information must be included in any metadata item only if it is intended to provide advice or interpretation on how to use the particular metadata item or data collected using the metadata item.

- i. In metadata items other than data elements, guide-for-use information should be about how to use the item itself and not about any data that can be collected or used.
- ii. Data elements can also include information about how to use or interpret the data in the Guide for use.

## c. Collection methods

The 'Collection methods' attribute must only include information about how data is to be collected. The following

*continued*

### Quick reference guide (continued)

metadata items must not have a metadata attribute of 'Collection methods':

- object class
  - property
  - data element concept
  - value domain
  - glossary item.
- d. Permissible values in a Value domain must:
- i. be exhaustive within the set
  - ii. made into an exhaustive set of values by adding an 'Other' value to aggregate all other possibilities not covered by the stated set of values.
  - iii. be mutually exclusive within the set
  - iv. be a true representation of the concept defined in the data element.
- e. Allocation of code values should
- i. avoid the use of a code value for 'Other' that is contiguous with the last code in the sequence of permissible values or that, in any other way, does not provide for inclusions in the future.
  - ii. wherever possible, avoid the use of a coded value for 'Other' that may be commonly used as a supplementary value.

*continued*

**Quick reference guide (continued)**

- f. Supplementary values
  - i. Supplementary values must not be included in a value domain.
  - ii. Do not include valid permissible values in the supplementary values attribute of a value domain.
  - iii. Avoid the use of values that are contiguous with the last code in the permissible value sequence.
  - iv. To limit variations in the meaning within a specific data collection, use a default supplementary value meaning of 'Not stated/inadequately described'.
  - v. When using more than one supplementary value, use a logical set.
  - vi. It is appropriate that the Supplementary value field size is the same number of characters as the permissible value.
  - vii. Consistent use of supplementary codes/values across the data elements in a data set should be applied.
  - viii. In non-enumerated Value domains (that is those without defined value meanings such as in a measurement) the supplementary value used should not be a valid permissible value.

**7. Always use a standard format for referencing publications and not a mixture of referencing methods**

## METeOR

METeOR is the Australian Institute of Health and Welfare's online metadata registry.

METeOR currently integrates and presents information about:

- the National Community Services Data Dictionary
- the National Health Data Dictionary
- the National Housing Assistance Data Dictionary
- National Minimum Data Sets
- data set specifications.

METeOR includes the following tools:

- data search and browse tools allowing navigation of data standards of varying levels of endorsement and across the health, community services and housing assistance sectors
- data view, collation and download tools
- data development tools including areas in which multiple data developers may collaborate on the development of data standards
- data submission tools that enable data developers to submit draft data standards for consideration as a national standards
- data management tools that allow the registrar to change the registration status of data standards under authorisation of one or more registration authority
- comprehensive guidelines to assist metadata development and review.

METeOR is based on the 2003 version of the ISO/IEC 11179, titled Information technology—Metadata registries (MDR). This standard was applied to provide a detailed registry architecture in which data standards can be better defined, navigated and managed throughout the data development life-cycle. METeOR is an Internet-based application accessible through the following Internet address:

**[meteor.aihw.gov.au](http://meteor.aihw.gov.au)**



## Feedback and contact details

The development of the data dictionaries is an ongoing process, which is reliant on the support and input of a range of data development groups to expand its scope and utility.

The data committees welcome feedback on existing data standards in the data dictionaries, and also submissions (either for new data items, modifications to existing items or information on your data development activities).

### Feedback

Please feel free to contact the Institute by any of the means listed below.

#### *National Data Development and Standards Unit*

For further information about the data dictionaries and for any comments and suggestions about national standards development processes, please contact the National Data Development and Standards Unit at the Australian Institute of Health and Welfare.

Phone: (02) 6244 1000

Fax: (02) 6244 1299

[datadevelopment@aihw.gov.au](mailto:datadevelopment@aihw.gov.au)

#### *Data Development Hotline*

Phone: (02) 6244 1222

*Secretariat*

For further information about the national data committees and their processes, please look up the Committees page on the AIHW website.

<http://www.aihw.gov.au/committees/ncsdc/index.cfm>

<http://www.aihw.gov.au/committees/hdsc/index.cfm>







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NATIONAL COMMUNITY SERVICES DATA DICTIONARY

Version 5 • 2008

## Searching help

The *National community services data dictionary version 5* is searchable.

With the Dictionary open, the search feature in Adobe Reader® can be accessed by clicking Edit > Search.

Once you have entered your search term and clicked 'search', a list of results will be displayed. Clicking on any one of these results will take you to the page where the search term occurs.



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NATIONAL COMMUNITY SERVICES DATA DICTIONARY

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## Navigation tips

### **Bookmarks**

A list of bookmarks is provided on the left-hand side of the screen. Clicking on a bookmark will take you to the corresponding page in the Dictionary.

### **Links**

Links are provided in the *List of metadata items* and *Data Element Technical Names*.

### **Opening a specific page**

You can go to a specific page in the Dictionary by:

- clicking on View > Go To > Page...
- pressing Shift+Ctrl+N (Windows) or ⌘N (Mac OS X)
- typing the page number into the status bar at the bottom of the page and pressing the enter key



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