Community mental health establishments National Minimum Data Set

National Health Data Dictionary, Version 12

National Health Data Committee

2003

Australian Institute of Health and Welfare

Canberra

Introduction

A National Minimum Data Set (NMDS) is a core set of data elements agreed by the National Health Information Management Group for mandatory collection and reporting at a national level. One NMDS may include data elements that are also included in another NMDS. A 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.

The *National Health Data Dictionary* contains definitions of data elements that are included in NMDS collections in the health sector, including data elements used to derive some of the performance indicators required under Australian Health Care Agreements (bilateral agreements between the Commonwealth and State/Territory governments about funding and delivery of health services).

The following pages contain the Community mental health establishments NMDS and its associated data elements and data element concepts.

Contents

Community mental health establishments NMDS

Admin. status:	CURRENT	1/07/2000	Version number: 1

Metadata type: NATIONAL MINIMUM DATA SET

Start date: 1 July 1998

End date:

Latest evaluation date:

Scope: Data required for reporting by specialised psychiatric services that deliver ambulatory services, in both institutional and community settings, and/or community-based residential care. It does not extend to services provided to patients who are in general (non-specialised) care who may be receiving treatment or rehabilitation for psychiatric conditions.

The data provided through the NMDS – Community mental health establishments supplements that reported for psychiatric and acute care hospitals through the NMDS – Admitted patient mental health care.

Statistical units: Establishment-level data.

Collection methodology:

National reporting arrangements: State and Territory health authorities provide the data to the Australian Institute of Health and Welfare for national collation on an annual basis.

Periods for which data are collected and nationally collated: Financial years ending 30 June each year

Data elements included: Establishment identifier, version 4$^\nabla$

Full time equivalent staff, version 2

Geographical location of establishment, version 2

Non-salary operating costs, version 1

Number of available beds for admitted patients, version 2

Salaries and wages, version 1

Separations, version 2

Supporting data elements and data element concepts: Administrative expenses vers 1

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Domestic services vers 1

Drug supplies vers 1

Establishment number, version 4

Establishment sector, version 3

Food supplies vers 1

Interest payments vers 1

Medical and surgical supplies vers 1

♦ new in NMDS this version   ∇ modified this version

Supporting data elements and data element concepts (continued):	Other recurrent expenditure vers 1
	Patient transport vers 1
	Patient, version 2
	Payments to visiting medical officers vers 1
	Region code, version 2
	Repairs and maintenance vers 1
	Separation, version 3
	State/Territory identifier, version 3
	Superannuation employer contributions (including funding basis) vers 1
Data elements in common with other NMDSs:	See Appendix D
Scope links with other NMDSs:	
Source organisation:	National Health Information Management Group
Comments:	Statistical units are entities from or about which statistics are collected, or in respect of which statistics are compiled, tabulated or published.

♦ new in NMDS this version   ∇ modified this version

Data elements included

Establishment identifier

Identifying and Definitional Attributes

Knowledgebase ID:	***000050***	*Version No:*	***4***

Metadata type: Derived Data Element

Admin. status: Current

01/07/03

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

Context:

Relational and Representational Attributes

Datatype: Alphanumeric

Representational form: Code

Representational layout: NNA(N)NNNNN

Minimum size: 9

Maximum size: 9

Data domain: Concatenation of:

State/Territory identifier (character position 1)

Establishment sector (character position 2)

Region code (character positions 3–4)

Establishment number (character positions 5–9)

Guide for use:

Verification rules:

Collection methods:

Related metadata: supersedes previous data element Establishment identifier vers 3

is composed of Establishment number vers 4

is composed of Establishment sector vers 3

relates to the data element Person identifier vers 1

relates to the data element Person identifier type – health care vers 1

is composed of Region code vers 2

is composed of State/Territory identifier vers 3

Administrative Attributes

Source document:

Source organisation: National Health Data Committee

Information model link:

NHIM   Organisation characteristic

Data Set Specifications:	*Start date*	*End date*
NMDS – Admitted patient care	01/07/2003	
NMDS – Admitted patient mental health care	01/07/2003	
NMDS – Admitted patient palliative care	01/07/2003	
NMDS – Alcohol and other drug treatment services	01/07/2003	
NMDS – Community mental health care	01/07/2003	
NMDS – Community mental health establishments	01/07/2003	
NMDS – Elective surgery waiting times	01/07/2003	
NMDS – Emergency department waiting times	01/07/2003	
NMDS – Non-admitted patient emergency department care	01/07/2003	
NMDS – Perinatal	01/07/2003	
NMDS – Public hospital establishments	01/07/2003	
DSS – Health care client identification	01/01/2003	

Comments: Establishment identifier should be able to distinguish between all health care establishments nationally.

Full-time equivalent staff

Identifying and Definitional Attributes

Knowledgebase ID:	***000252***	***Version No:***	***2***

Metadata type: Derived Data Element

Admin. status: Current

01/07/97

Definition: Full-time equivalent staff units are the on-job hours paid for (including overtime) and hours of paid leave of any type for a staff member (or contract employee where applicable) divided by the number of ordinary-time hours normally paid for a full-time staff member when on the job (or contract employee where applicable) under the relevant award or agreement for the staff member (or contract employee occupation where applicable). Hours of unpaid leave are to be excluded.

Contract staff employed through an agency are included where the contract is for the supply of labour (e.g. nursing) rather than of products (e.g. photocopier maintenance). In the former case, the contract would normally specify the amount of labour supplied and could be reported as full-time equivalent units.

Context: Health expenditure:

To assist in analyses of the resource use and activity of public hospital establishments. Inclusion of these data, classified by staffing category, allows analysis of costs per unit of labour and analysis of staffing inputs against establishment outputs.

Relational and Representational Attributes

Datatype: Numeric

Representational form: Quantitative value

Representational layout: NNNNN

Minimum size: 1

Maximum size: 5

Data domain: Calculated number of staff (full-time equivalents) for each of the staffing categories listed in the Guide for use.

Guide for use: Staffing categories:

C1.1   Salaried medical officers

C1.2   Registered nurses

C1.3   Enrolled nurses

C1.4   Student nurses

C1.5   Trainee/pupil nurses

C1.6   Other personal care staff

C1.7   Diagnostic and health professionals

C1.8   Administrative and clerical staff

C1.9   Domestic and other staff

The average is to be calculated from pay period figures. The length of the pay period is assumed to be a fortnight.

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. If a full-time nurse under the same award is paid for 100 hours for that fortnight (20 hours overtime), then the full-time equivalent is 100 divided by 80 = 1.25.

Data on full-time equivalent staffing numbers by category should be consistent with data on salaries and wages by staffing category. If the full-time equivalent for contract staff is not collected then salaries for those contract staff should be included in other recurrent expenditure data items.

Where staff provide services to more than one establishment, full-time equivalent staff members should be apportioned between all establishments to which services are provided on the basis of hours paid for in each. (Salary costs should be apportioned on the same basis.)

Verification rules:

Collection methods:

Related metadata: supersedes previous data element Total full-time equivalent staff vers 1

Administrative Attributes

Source document:

Source organisation: National Health Data Committee

Information model link:

NHIM   Recurrent expenditure

Data Set Specifications:	*Start date*	*End date*
NMDS – Public hospital establishments	01/07/1997	
NMDS – Community mental health establishments	01/07/1998	

Comments: This metadata item was amended during 1996-97. Until then, both average and end-of-year counts of full-time equivalent staff were included, and the end-of-year counts used as surrogates for the average counts if the latter were unavailable. The average count is more useful for accurate analysis of staffing inputs for establishment outputs and for assessments and comparisons of labour costs.

Geographical location of establishment

Identifying and Definitional Attributes

Knowledgebase ID:	***000260***	*Version No:*	*2*

Metadata type:	Data Element
Admin. status:	Current
	01/07/97
Definition:	Geographical location of the establishment. For establishments with more than one geographical location, the location is defined as that of the main administrative centre.
Context:	Health services:
	To enable the analysis of service provision in relation to demographic and other characteristics of the population of a geographic area.

Relational and Representational Attributes

Datatype:	Numeric
Representational form:	Code
Representational layout:	NNNNN
Minimum size:	5
Maximum size:	5
Data domain:	*Australian Standard Geographical Classification* (Australian Bureau of Statistics, Cat. No. 1216.0)
Guide for use:	The geographical location is reported using a five digit numerical code to indicate the Statistical Local Area (SLA) within the reporting State or Territory, as defined in the Australian Standard Geographical Classification (ASGC). It is a composite of State identifier and SLA (first digit = State identifier, next four digits = SLA) for service delivery outlet.
	The ASGC is updated on an annual basis with a date of effect of 1 July each year. Therefore, the edition effective for the data collection reference year should be used.
	The Australian Bureau of Statistics' National Localities Index (NLI) can be used to assign each locality or address in Australia to an SLA. The NLI is a comprehensive list of localities in Australia with their full code (including SLA) from the main structure of the ASGC. For the majority of localities, the locality name (suburb or town, for example) is sufficient to assign an SLA. However, some localities have the same name. For most of these, limited additional information such as the postcode or State can be used with the locality name to assign the SLA.
	In addition, other localities cross one or more SLA boundaries and are referred to as split localities. For these, the more detailed information of the number and street of the establishment is used with the Streets Sub-index of the NLI to assign the SLA.
Verification rules:	
Collection methods:	
Related metadata:	relates to the data element Establishment type vers 1
	supersedes previous data element Geographic location vers 1

Administrative Attributes

Source document:	Australian Standard Geographical Classification (Australian Bureau of Statistics, Cat. No. 1216.0)

Source organisation:	National Health Data Committee

Information model link:

NHIM   Address element

Data Set Specifications:	*Start date*	*End date*
NMDS – Alcohol and other drug treatment services	01/07/2002	30/06/2003
NMDS – Public hospital establishments	01/07/1997	
NMDS – Community mental health establishments	01/07/1998	

Comments:	The geographical location does not provide direct information on the geographical catchment area or catchment population of the establishment.

Non-salary operating costs

Identifying and Definitional Attributes

Knowledgebase ID:	***000360***	***Version No: 1***
Metadata type:	Derived Data Element	
Admin. status:	Current	
	01/07/98	
Definition:	Total expenditure relating to non-salary operating items.	
Context:	Health care:	
	This data element is required to monitor trends of expenditure in the sector.	

Relational and Representational Attributes

Datatype:	Numeric
Representational form:	Currency
Representational layout:	$999,999,999
Minimum size:	2
Maximum size:	12
Data domain:	Australian dollars to the nearest whole dollar.
Guide for use:	Record values up to hundreds of millions of dollars.

Total is calculated from expenditure including:

- Payments to visiting medical officers
- Superannuation employer contributions (including funding basis)
- Drug supplies
- Medical and surgical supplies
- Food supplies
- Domestic services
- Repairs and maintenance
- Patient transport
- Administrative expenses
- Interest payments
- Depreciation
- Other recurrent expenditure.

Expenditure should include both the specific costs directly associated with the service and indirect costs for example personnel services.

Research and academic units that function as an integral part of ambulatory care should be reported against the appropriate service.

Validation rule:

Collection methods:

Related metadata: is calculated using Administrative expenses vers 1

is calculated using Depreciation vers 1

is calculated using Domestic services vers 1

is calculated using Drug supplies vers 1

is calculated using Food supplies vers 1

is calculated using Interest payments vers 1

is calculated using Medical and surgical supplies vers 1

is calculated using Other recurrent expenditure vers 1

is calculated using Patient transport vers 1

is calculated using Payments to visiting medical officers vers 1

is calculated using Repairs and maintenance vers 1

is calculated using Superannuation employer contributions (including funding basis) vers 1

Administrative Attributes

Source document:

Source organisation:

Information model link:

NHIM   Recurrent expenditure

Data Set Specifications:	***Start date***	***End date***
NMDS - Community mental health establishments	01/07/1998	

Comments:

Number of available beds for admitted patients

Identifying and Definitional Attributes

Knowledgebase ID:	**000255**	*Version No:*	**2**

Metadata type:	Data Element
Admin. status:	Current
	01/07/97

Definition: An available bed is a bed which is immediately available to be used by an admitted patient or resident if required. A bed is immediately available for use if it is located in a suitable place for care with nursing and auxiliary staff available within a reasonable period.

Inclusions: both occupied and unoccupied beds are included. For residential aged care services, the number of approved beds includes beds approved for respite care.

Exclusions: surgical tables, recovery trolleys, delivery beds, cots for normal neonates, emergency stretchers/beds not normally authorised or funded and beds designated for same-day non-admitted patient care are excluded. Beds in wards which were closed for any reason (except weekend closures for beds/wards staffed and available on weekdays only) are also excluded.

Context: Necessary to provide an indicator of the availability and type of service for an establishment.

Relational and Representational Attributes

Datatype:	Numeric
Representational form:	Quantitative value
Representational layout:	NNNN
Minimum size:	1
Maximum size:	4

Data domain: Average available beds, rounded to the nearest whole number

Guide for use: The average bed is to be calculated from monthly figures.

Verification rules:

Collection methods:

Related metadata: relates to the data element concept Admitted patient vers 3

supersedes previous data element Number of available beds for admitted patients vers 1

Administrative Attributes

Source document:

Source organisation: National Health Data Committee

Information model link:

NHIM   Aggregate resource

Data Set Specifications:	*Start date*	*End date*
NMDS – Public hospital establishments	01/07/1997	
NMDS – Community mental health establishments	01/07/1998	

Comments: This National Health Data Dictionary entry was amended during 1996–97. Until then, both average and end-of-year counts of available beds were included, and the end-of-year counts used as surrogates for the average counts if the latter were unavailable. The average count is more useful for accurate characterisation of establishments and comparisons.

Salaries and wages

Identifying and Definitional Attributes

Knowledgebase ID:	**000254**	*Version No:*	**1**

Metadata type:	Data Element
Admin. status:	Current
	01/07/89

Definition: Salary and wage payments for all employees of the establishment (including contract staff employed by an agency, provided staffing (ME) data is also available). This is to include all paid leave (recreation, sick and long-service) and salary and wage payments relating to workers compensation leave for the following staffing categories (see below).

Generally, salary data by staffing categories should be broadly consistent with full-time equivalent staffing numbers. Where staff provide services to more than one hospital, their salaries should be apportioned between all hospitals to whom services are provided on the basis of hours worked in each hospital.

Salary payments for contract staff employed through an agency should be included under salaries for the appropriate staff category provided they are included in full-time equivalent staffing. If they are not salary, payments should be shown separately.

Context: Health expenditure:

Salaries and wages invariably constitute the major component of recurrent and, indeed, total expenditure for the establishments forming part of this data set and are vital to any analysis of health expenditure at the national level. The categories correspond with those relating to full-time equivalent staffing which is a requirement for any proper analysis of average salary costs.

Relational and Representational Attributes

Datatype:	Numeric
Representational form:	Currency
Representational layout:	$999,999,999
Minimum size:	2
Maximum size:	12

Data domain: Australian dollars. Rounded to nearest whole dollar.

Guide for use: Record as currency up to hundreds of millions of dollars.

Figures should be supplied for each of the staffing categories:

C1.1 Salaried medical officers

C1.2 Registered nurses

C1.3 Enrolled nurses

C1.4 Student nurses

C1.5 Trainee/pupil nurses

C1.6 Other personal care staff

C1.7 Diagnostic and health professionals

C1.8 Administrative and clerical staff

C1.9 Domestic and other staff

Verification rules:

Collection methods: For contract staff, see comments under the data element Total full-time
                              equivalent staff. Salary data for contract staff, provided the contract is for the
                              supply of labour (e.g. nursing) rather than products (e.g. photocopier
                              maintenance), should be shown under the appropriate staff salary category
                              provided that corresponding staffing (full-time equivalent) data is available. If
                              not, it should be shown separately.

Related metadata: relates to the data element Establishment type vers 1

                              relates to the data element Full-time equivalent staff vers 2

Administrative Attributes

Source document:

Source organisation: National minimum data set working parties

Information model link:

NHIM   Recurrent expenditure

Data Set Specifications:	*Start date*	*End date*
NMDS – Public hospital establishments	01/07/1989	
NMDS – Community mental health establishments	01/07/1998	

Comments:

Separations

Identifying and Definitional Attributes

Knowledgebase ID:	**000205**	*Version No:*	**2**

Metadata type:	Derived Data Element
Admin. status:	Current
	01/07/94
Definition:	The total number of separations occurring during the reference period. This includes both formal and statistical separations.
Context:	Admitted patient care:
	Needed as the basic count of the number of separations from care for an establishment.

Relational and Representational Attributes

Datatype:	Numeric
Representational form:	Quantitative value
Representational layout:	NNNNNN
Minimum size:	1
Maximum size:	6
Data domain:	A number, representing the number of completed episodes of care.
Guide for use:	The sum of the number of separations where the Discharge date has a value:

- – >= the beginning of the reference period (typically a financial year)
- – <= the end of the reference period.

This sum may be calculated at:

- – individual establishment level or
- – system (i.e. State/Territory) level, i.e. the sum of the number of establishments.

Verification rules:	
Collection methods:	
Related metadata:	relates to the data element concept Separation vers 3
	is derived from Separation date vers 5
	supersedes previous derived data element Separations vers 1

Administrative Attributes

Source document:	
Source organisation:	National Health Data Committee
Information model link:	

NHIM   Performance indicator

Data Set Specifications:	*Start date*	*End date*
NMDS – Community mental health establishments	01/07/1998	
NMDS – Public hospital establishments	01/07/1994	

Comments:

Supporting data elements and data element concepts

Establishment number

Identifying and Definitional Attributes

Knowledgebase ID:	***000377***	*Version No:*	***4***

Metadata type: Data Element

Admin. status: Current

01/07/03

Definition: An identifier for an establishment, unique within the State or Territory.

Context: All health services.

Relational and Representational Attributes

Datatype: Numeric

Representational form: Identification number

Representational layout: NNNNN

Minimum size: 5

Maximum size: 5

Data domain: Valid establishment number

Guide for use:

Verification rules:

Collection methods:

Related metadata: is a composite part of Establishment identifier vers 4

supersedes previous data element Establishment number vers 3

Administrative Attributes

Source document:

Source organisation:

Information model link:

NHIM   Organisation characteristic

Data Set Specifications:	*Start date*	*End date*
DSS – Health care client identification	01/01/2003	

Comments: This data element supports the provision of unit record and/or summary level data by State and Territory health authorities as part of the NMDS – Emergency department waiting times.

Establishment number should be a unique code for the health care establishment used in that State/Territory or uniquely at a national level.

Establishment sector

Identifying and Definitional Attributes

Knowledgebase ID:	**000379**	*Version No:*	**3**

Metadata type: Data Element

Admin. status: Current

01/07/01

Definition: A section of the health care industry with which a health care establishment can identify.

Context:

Relational and Representational Attributes

Datatype: Numeric

Representational form: Code

Representational layout: N

Minimum size: 1

Maximum size: 1

Data domain: 1   Public

2   Private

Guide for use:

Verification rules:

Collection methods:

Related metadata: is a composite part of Establishment identifier vers 4

supersedes previous data element Establishment sector vers 2

Administrative Attributes

Source document:

Source organisation:

Information model link:

NHIM   Organisational setting

Data Set Specifications:	*Start date*	*End date*
DSS – Health care client identification	01/01/2003	

Comments:

Patient

Identifying and Definitional Attributes

Knowledgebase ID:	***000117***	***Version No: 1***
Metadata type:	Data Element Concept	
Admin. status:	Current	
	01/07/95	

Definition: A patient is a person for whom a hospital accepts responsibility for treatment and/or care. There are two categories of patient – admitted and non-admitted patients. Boarders are not patients.

Context: Admitted patient care and public hospital establishments.

Relational and Representational Attributes

Datatype:

Representational form:

Representational layout:

Minimum size:

Maximum size:

Data domain:

Guide for use:

Verification rules:

Collection methods:

Related metadata: relates to the data element concept Admitted patient vers 3

Administrative Attributes

Source document:

Source organisation: National Health Data Committee

Information model link:

NHIM   Recipient role

Data Set Specifications: *Start date*   *End date*

Comments: While the concept of a person for whom a service provider accepts responsibility for treatment or care is also applicable to non-admitted patient and public hospital establishments care and to welfare services, different terminology is often used in these other care settings e.g. client, resident.

Region code

Identifying and Definitional Attributes

Knowledgebase ID:	**000378**	*Version No:*	**2**

Metadata type: Data Element

Admin. status: Current

01/07/97

Definition: An identifier for location of health services in a defined geographic or administrative area.

Context: All health services.

Relational and Representational Attributes

Datatype: Alphanumeric

Representational form: Code

Representational layout: AN

Minimum size: 1

Maximum size: 2

Data domain: Any valid region code created by a jurisdiction.

Guide for use: Domain values are specified by individual States/Territories.

Regions may also be known as Areas or Districts.

Verification rules:

Collection methods:

Related metadata: is a composite part of Establishment identifier vers 4

Administrative Attributes

Source document:

Source organisation:

Information model link:

NHIM   Organisation characteristic

Data Set Specifications:	*Start date*	*End date*
DSS – Health care client identification	01/01/2003	

Comments:

Separation

Identifying and Definitional Attributes

Knowledgebase ID:	***000148***	*Version No:*	**3**

Metadata type:	Data Element Concept
Admin. status:	Current
	01/07/00
Definition:	Separation is the process by which an episode of care for an admitted patient ceases. A separation may be formal or statistical.
	Formal separation:
	The administrative process by which a hospital records the cessation of treatment and/or care and/or accommodation of a patient.
	Statistical separation:
	The administrative process by which a hospital records the cessation of an episode of care for a patient within the one hospital stay.
Context:	Admitted patient care.

Relational and Representational Attributes

Datatype:	
Representational form:	
Representational layout:	
Minimum size:	
Maximum size:	
Data domain:	
Guide for use:	This treatment and/or care provided to a patient prior to separation occurs over a period of time and can occur in hospital and/or in the person's home (for hospital-in-the-home patients).
Verification rules:	
Collection methods:	
Related metadata:	relates to the data element concept Admission vers 3
	relates to the data element concept Admitted patient vers 3
	relates to the data element Care type vers 4
	supersedes previous data element Separation vers 2
	relates to the data element Separation date vers 5

Administrative Attributes

Source document:	
Source organisation:	National Health Data Committee
Information model link:	

NHIM   Exit/leave from service event

Data Set Specifications:		*Start date*	*End date*

Comments:	While this concept is also applicable to non-Admitted patient care and welfare services, terminology different from 'separation' is often used in these other care settings.

State/Territory identifier

Identifying and Definitional Attributes

Knowledgebase ID: **000380**   *Version No:*   **3**

Metadata type: Data Element

Admin. status: Current

                        01/07/03

Definition: An identifier for Australian State or Territory.

Context: Public health care.

Relational and Representational Attributes

Datatype: Numeric

Representational form: Code

Representational layout: N

Minimum size: 1

Maximum size: 1

Data domain: 1   New South Wales

                        2   Victoria

                        3   Queensland

                        4   South Australia

                        5   Western Australia

                        6   Tasmania

                        7   Northern Territory

                        8   Australian Capital Territory

                        9   Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis
                                Bay Territory)

Guide for use:

Verification rules:

Collection methods:

Related metadata: relates to the data element Address type vers 1

                        relates to the data element Australian postcode vers 1

                        relates to the data element Postal delivery point identifier vers 1

                        is a composite part of Establishment identifier vers 4

                        supersedes previous data element State identifier vers 2

                        relates to the data element Suburb/town/locality vers 1

Administrative Attributes

Source document: Adapted from Australian Standard Geographic Classification, Australian Bureau of Statistics, Catalogue No. 1216.0

Source organisation: National Health Data Committee

Information model link:

NHIM   Address element

Data Set Specifications: *Start date*   *End date*

DSS – Health care client identification   01/01/2003

Comments: