

3 CAAS Data Dictionary Version 1.0

3.1 Format

The format used to present data definitions is consistent with the format used in the *National Community Services Data Dictionary*, the *National Health Data Dictionary* and data dictionaries in related areas (such as HACC and ACAP). It is primarily based on the international standards for defining data elements issued by the International Organisation for Standardisation and the International Electrotechnical Commission ISO/IEC Standard 11179 Specification and Standardisation of Data Elements.

The data element template used as the framework for each data element definition is designed to prompt answers to a range of standard questions about each piece of information. Table 1 describes the specific questions that the fields in the template are designed to answer. Definitions for each of the data element attributes used in Version 1.0 are provided in Appendix A.

3.2 Content

There are two distinct types of data definitions included in the Data Dictionary. These are *data concepts* and *data elements*. The CAAS Data Dictionary contains definitions for a total of 5 data concepts and 28 data elements.

Data concepts are included to clarify the concepts underpinning related data elements within the Data Dictionary. They have no reporting requirement, but define the higher level concepts that many of the individual data elements describe. Dictionary entries for data concepts are presented in a more limited format than other data elements. Data elements, on the other hand, specify particular pieces of information that need to be collected. As a result their definitions include coding options for how this information should be recorded.

Figure 1 lists all data concepts and data elements included in the CAAS Data Dictionary, and illustrates the main relationships between them. Note that it is a minimum data set – that is, it does not contain all data items necessary for the management of CAAS. For example, Home address and Postal address are not included as distinct data items. However, components of Home address (suburb/town/locality name, postcode and state) are included as they may provide information for reporting purposes (such as reporting on the geographic location of clients). Postal address is required more for administrative purposes than reporting purposes and is not included in the Data Dictionary.

Figure 2 illustrates how the data concepts and data elements relate to each other, in terms of information collection, and also how they relate to the processes involved in administering CAAS. As the source of information for most of the data elements is the application form, the focus of Figure 2 is on the application process.

Table 1: Template used for specification of data elements

Name			
<hr/>			
<i>Admin. status:</i>			
Identifying and definitional attributes			
<i>Data element type:</i>			
<i>Definition:</i>	What is it you want to know?		
<i>Context:</i>	Who wants to know it and why?		
Relational and representational attributes			
<i>Datatype:</i>	<i>Representational form:</i>		
<i>Field size:</i>	<i>Min:</i>	<i>Max:</i>	<i>Representational layout:</i>
<i>Data domain:</i>	What is the range of possible answers?		
<i>Guide for use:</i>	Which one of the possible answers should I choose?		
<i>Collection methods:</i>	How and when should this information be obtained?		
<i>Related data:</i>	What other information is connected to this information?		
Administrative attributes			
<i>Source document:</i>	Where does it originate		
<i>Source organisation:</i>	What organisation is responsible for originating the data item		
<i>Comments:</i>	What else do I need to know to understand this definition?		

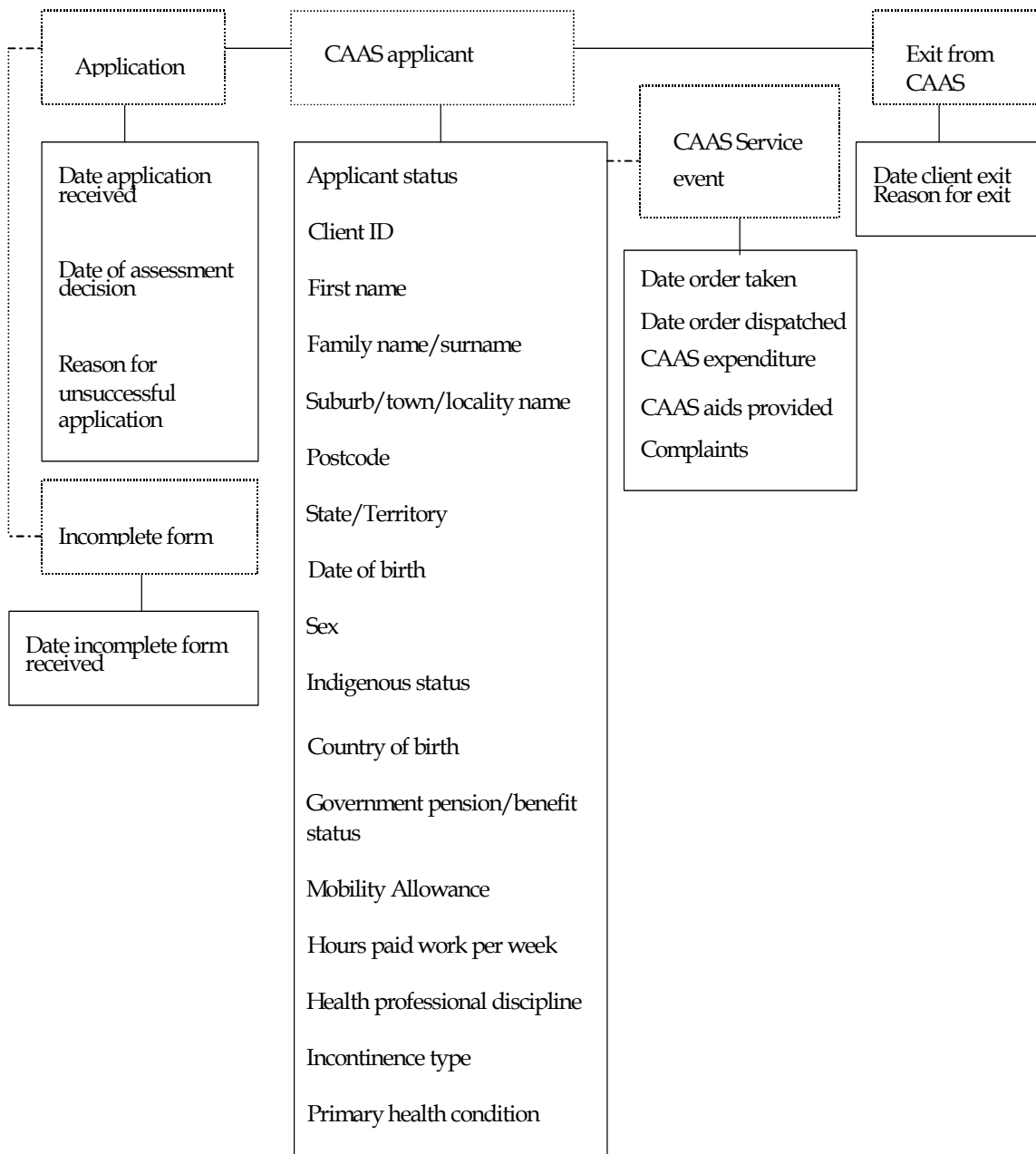
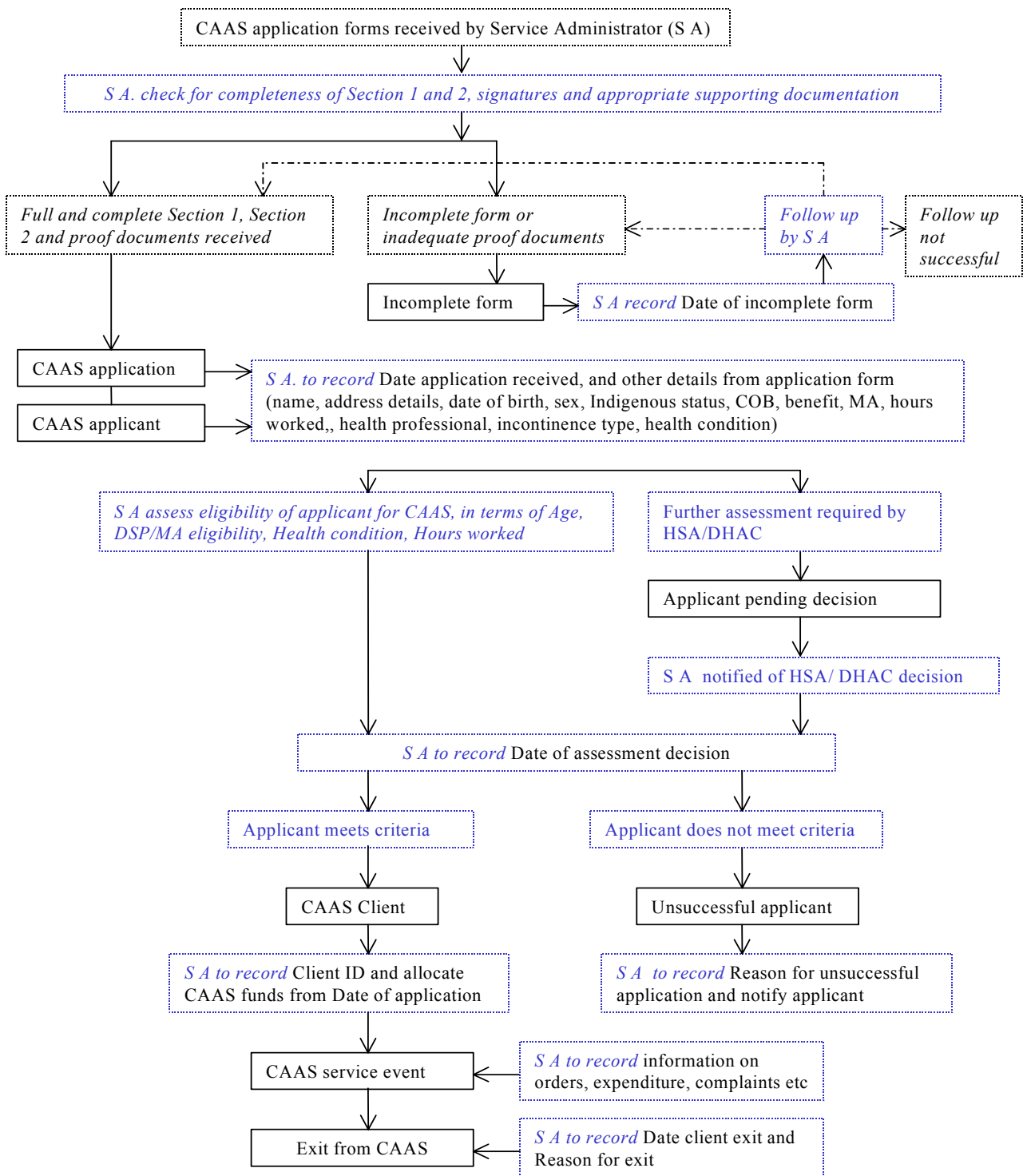


Figure 1: CAAS data model listing data concepts and data elements described in the CAAS data dictionary



Note: In the Figure 'S A' denotes Service Administrator

Figure 2: CAAS processes and their relationship to data concepts and data elements described in the CAAS data dictionary

3.3 Data definitions

The following section contains definitions of individual data elements and data concepts included in the CAAS Data Dictionary Version 1.0. They are presented in order of the data model, with data concepts first, followed by data elements.

Wherever possible, care has been taken to maintain comparability and consistency with national standards and data elements in related collections. Those of most relevance are:

- ABS standards
- *National Community Services Data Dictionary* (NCSDD Version 2.0)
- *National Health Data Dictionary* (NHDD Version 9.0)
- *Aged Care Assessment Program Data Dictionary* (ACAP DD Version 1.0)
- Community Aged Care Packages (CACP) Draft data items;
- Commonwealth/State Disability Agreement (CSDA) data items and data definitions; and
- Home and Community Care Minimum Data Set (HACC MDS Version 1.0)

3.4 List of data items

Data concepts:

Application
Incomplete form
CAAS applicant
CAAS service event
Exit from CAAS

Data elements:

Date application received
Date of assessment decision
Reason for unsuccessful application

Date incomplete form received

Applicant status
Client ID
First name
Family name/surname
Suburb/town/locality name
Postcode
State/Territory
Date of birth
Sex
Indigenous status
Country of birth
Government pension/benefit status
Mobility allowance
Hours paid work per week
Health professional discipline
Incontinence type
Primary health condition

Date order taken
Date order dispatched
CAAS expenditure
CAAS aids provided
Complaints

Date client exit
Reason for exit

Application

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: A fully completed and signed CAAS application form, including Section 1, Section 2 and appropriate proof of eligibility, received by the Service Administrator.

Context: To enable a proper assessment of CAAS eligibility and to manage the requirements under CAAS for the client, a full and complete application form is required. Applicants for CAAS may provide incomplete information to the Service Administrator. These should not be considered as applications until all the relevant information is provided. The date of receipt of a fully completed CAAS application is the date on which successful applicants become CAAS clients and the date from which the amount allocated to the client is calculated under CAAS.

Relational attributes

Related data: Related to Incomplete form and CAAS applicant

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments:

Incomplete form

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: A CAAS application form, received by the Service Administrator, which is NOT fully completed and/or signed and/or without appropriate proof of eligibility.

Context: Applicants for CAAS may provide incomplete information to the Service Administrator. These forms should not be considered as Applications until all the relevant information is provided.

The data concept 'Incomplete form' is required largely for the purposes of reporting and refining Application guidelines. Information on the number of incomplete forms received may provide a means of monitoring the clarity of the application guidelines for CAAS.

Relational attributes

Related data: Related to Application

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments: Incomplete forms will become Applications as soon as the missing information, signatures or supporting documentation is provided (regardless of whether or not the applicant satisfies the eligibility criteria). Some incomplete forms will not become Applications, however, if people do not complete them or provide appropriate supporting documentation.

CAAS Applicant

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: A person who has applied for assistance under the Continence Aids Assistance Scheme (CAAS) by providing a full and complete Application to the Service Administrator.

Context: The concept of a CAAS applicant is fundamental to the CAAS data collection. Information relating to successful CAAS applicants (or CAAS clients) is required for funding and reporting purposes. Information on unsuccessful applicants and ex-clients may prove useful in forward planning for the program.

Relational attributes

Related data: Related to the data concepts Application and Exit from CAAS and data element Applicant status.

Administrative attributes

Source document: Developed for the CAAS Data Dictionary

Source organisation: Australian Institute of Health and Welfare

Comments: NOTE: A person is not considered an applicant if they have provided only a partially completed CAAS application form (i.e. an Incomplete form) to the Service Administrator.

CAAS service event

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: The provision of assistance to a client under CAAS.

Context: Under their CAAS contract, the Service Administrator is required to provide a particular service to CAAS clients. They are also required to monitor clients' usage of CAAS, the aids ordered by clients, dispatch times and complaints. The Service Administrator is required to report this information on a regular basis to DHAC.

Relational attributes

Related data: Qualified by Applicant status
Related to Date order taken, date order dispatched

Administrative attributes

Source document: Developed for the CAAS Data Dictionary

Source organisation: Australian Institute of Health and Welfare

Comments: Assessment of application is not considered a service event as the applicant is not yet a client of CAAS. Service event is only applicable to those people who are CAAS clients.

Exit from CAAS

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: When a CAAS client ceases to be counted as a CAAS client and therefore ceases to be eligible for assistance under CAAS.

Context: Individuals may cease to be eligible for CAAS for a number of reasons, such as:

- they reach 65 years of age and are not working;
- they have a change in their circumstances (for example they become classified as 'high care' in an aged care home);
- they die;
- they leave Australia permanently; or
- they no longer access CAAS or do not contact the Service Administrator for an extended period of time (for example, 12 months or more).

For reporting and accounting purposes these individuals should not be counted as CAAS clients despite the fact that they may still have a record on the information system. They have exited the CAAS and are therefore considered to be 'ex-clients'.

Relational attributes

Related data: Related to Date of client exit and Reason for exit

Administrative attributes

Source document: Developed for the CAAS Data Dictionary

Source organisation: Australian Institute of Health and Welfare

Comments:

Date application received

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The date on which a fully completed and signed CAAS application form (Section 1 and Section 2), with appropriate supporting proof documentation, is received by the Service Administrator.

Context: As of June 2001, for successful applicants, the CAAS subsidy will be backdated to the date that a full application is received by the Service Administrator. This will be the date that the successful applicant for CAAS becomes a 'client'.
Therefore, for management and reporting purposes, recording of this date is necessary.

Relational and representational attributes

Datatype: Numeric *Representational form:* Date

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

Data domain: Valid date

Guide for use: For consistency with other relevant collections this data element should be recorded as a 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, a zero should be used to ensure that the date contains the required 8 digits. For example, for an application received on 1 July 2001, the Date application received should be recorded as 01072001.

The date may be the same as Date of assessment decision if there is no other action required by the Service Administrator to determine applicant's eligibility, such as referral to Health Services Australia or DHAC.

Where Date of assessment decision is different to Date application received the CAAS subsidy will still be backdated to the Date application received (ie the date the fully completed application was received initially, and not the date of Health Services Australia's or DHAC's assessment decision.

Collection methods: This should be recorded on receipt of each full and complete CAAS application form regardless of whether the application is successful or not or whether the application is then referred to

Health Services Australia or DHAC for assessment.

The date should not be recorded until the full application and appropriate supporting proof is received by the Service Administrator.

Related data:

Related to the concept Application

Used in conjunction with CAAS client status and Date of assessment decision

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments:

Date of assessment decision

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The date on which the Service Administrator makes the decision regarding the eligibility of an applicant for CAAS.

Context: This date is required for both accounting and management purposes. For many applications the Date of assessment decision will be the same as Date application received.
However, as some applications are referred to Health Services Australia or DHAC for assessment, both dates need to be recorded.

Relational and representational attributes

Datatype: Numeric *Representational form:* Date

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

Data domain: Valid date

Guide for use: For consistency with other relevant collections this data element should 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, a zero should be used to ensure that the date contains the required 8 digits. For example, for an application received on 1 July 2001, the Date application received should be recorded as 01072001.

The Date of assessment decision may be the same as Date application received if there is no other action required by the Service Administrator to determine applicant's eligibility, such as referral to Health Services Australia or DHAC.

However, as some applications are referred to Health Services Australia or DHAC for assessment, both dates need to be recorded. Those applicants whose application is referred are not counted as CAAS clients until a decision is made as to their eligibility. This may take weeks and cross over reporting periods. Their Applicant status is coded as 1 (i.e. Applicant pending decision) until a decision is made. Once the decision is made, the applicant, if successful, will become a CAAS

Client (Applicant status coded as 3) with the date of this backdated to the Date application received.

Where Date of assessment decision is different from Date application received the CAAS subsidy will be backdated to the Date application received (i.e. the date the fully completed application was received initially, and not the date of Health Services Australia's or DHAC's assessment decision).

Collection methods: This should be recorded for each full and complete CAAS application form received by the Service Administrator regardless of whether the application is successful or not or whether the application is then referred to Health Services Australia or DHAC.

The date should not be recorded until a decision regarding the outcome of the CAAS application is known by the Service Administrator. This may be when the Service Administrator has made the assessment or when they have received notification of the assessment from Health Services Australia or DHAC.

Related data: Related to Application
Used in conjunction with Applicant status, Date application received

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments:

Reason for unsuccessful application

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The reason why a person's application for CAAS is rejected or unsuccessful.

Context: This data element provides information on the reasons why unsuccessful applicants to CAAS are considered ineligible to receive assistance.

This information may assist in determining how CAAS criteria could to be clarified in order to deter ineligible people from applying. It may also provide information on people who do not meet the eligibility criteria for CAAS but who require similar assistance to that provided by CAAS. This may assist in future planning for CAAS.

Relational and representational attributes

Datatype: Numeric *Representational form:* Code

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

Data domain:

- 1 Does not meet age criteria
- 2 Does not meet health condition criteria
- 3 Does not meet other eligibility criteria (e.g. not in receipt of DSP or MA or working 8 hours or more)
- 4 No funds available to take on new clients at time of application
- 5 Other
- 9 Not stated/inadequately described

Guide for use: More than one code may be applicable and coded. For example an applicant may be both over 64 years of age and not working 8 hours or more. Therefore they are ineligible for CAAS assistance.

Codes 1 to 9 should only be coded for those applicants who are 'Unsuccessful applicants'.

Collection methods: To be recorded only for unsuccessful applicants, when a decision is made regarding the applicant's eligibility for

CAAS. This will be on receipt of the application and, for those applications forwarded to Health Services Australia, on receipt of a decision from Health Services Australia.

To be recorded for all unsuccessful applicants.

Related data: Is qualified by Applicant status

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments:

Date incomplete form received

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The date on which an Incomplete form is received by the Service Administrator.

Context: Date incomplete form received is important for reporting purposes. DHAC require information to be recorded on the number of incomplete CAAS application forms received within a specified reporting period. This information may assist them in determining the clarity of the application guidelines for CAAS. To enable a count to be undertaken within a period, the date of receipt of incomplete forms needs to be recorded.

Relational and representational attributes

Datatype: Numeric *Representational form:* Date

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

Data domain: Valid date

Guide for use: For consistency with other relevant collections this data element should be recorded as a 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, a zero should be used to ensure that the date contains the required 8 digits. For example, for an application received on 1 July 2001, the Date application received should be recorded as 01072001.

The CAAS form may be incomplete due to missing information, missing signature(s), missing sections, or inadequate supporting documentation.

Collection methods: This should be recorded on receipt of each Incomplete form.

Related data: Related to the concept Incomplete form.

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments:

Applicant status

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The status of a CAAS applicant who has a record on the Service Administrator's information system.

Context: Only CAAS clients can access CAAS assistance. However, information on unsuccessful applicants, applicants awaiting an assessment decision and ex-clients is also collected and held on the Service Administrator's information system.

For management, accounting and reporting purposes it is necessary to determine whether a person on the Service Administrator's information system is a current CAAS client, an unsuccessful applicant, an applicant pending a decision or an ex-client.

Information on applicants is required to gain an understanding of those who are applying unsuccessfully for CAAS. This may help to determine how the criteria may be clarified in order to deter ineligible people from applying. It may also provide information on the needs of people who do not meet the eligibility criteria for CAAS but who require similar assistance to that provided by CAAS.

Ex-clients records are retained on the Service Administrator's information system for a period of time (until the system is purged). As a result it is necessary to identify that they are ex-clients rather than current clients, for both CAAS management and reporting.

Relational and representational attributes

Datatype: Numeric *Representational form:* Code

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

Data domain:

1. Applicant pending decision
2. Unsuccessful applicant
3. CAAS client
4. Ex-client

Guide for use:

- 1 **Applicant pending decision:** A person who has provided a fully completed CAAS application form to the Service Administrator, including the appropriate supporting documentation and proof of eligibility, who is awaiting a decision on acceptance to the scheme. This will usually be in circumstances where the application has been forwarded to Health Services Australia or to DHAC for clarification on eligibility of the stated health condition or other criteria. As the applicant is neither rejected or accepted at that point they are not a 'CAAS client' or 'unsuccessful applicant'. Once the Service Administrator is notified of a decision the applicant will then become either a 'CAAS client' or 'unsuccessful applicant'.
- 2 **Unsuccessful applicant:** A person who has provided a fully completed CAAS application form to the Service Administrator, including the appropriate supporting documentation and proof of eligibility, and who has been determined by the Service Administrator or Health Services Australia or DHAC to be *ineligible* for assistance under CAAS.
- 3 **CAAS client:** A person who has provided a fully completed CAAS application form to the Service Administrator, including the appropriate supporting documentation and proof of eligibility, and who has been determined by the Service Administrator or Health Services Australia or DHAC to be *eligible* for CAAS.

Under current program guidelines, to be eligible for assistance under CAAS, a person **MUST:**

- have permanent loss of bladder and/or bowel function (that is, incontinence) due directly to a permanent neurological condition or severe intellectual impairment;

AND

- be aged between 16 and 64 years of age

OR

- aged 65 years or over AND working in paid employment at least 8 hours per week;

AND

- be eligible for Disability Support Pension (regardless of the actual pension received)

OR

- eligible for Mobility Allowance or in receipt of the equivalent Sales Tax Exemption or GST Exemption on a vehicle;

AND MUST NOT

- be a high care resident in a Commonwealth-funded aged care home;

OR

- be eligible for assistance with continence aids under the Rehabilitation Appliances Program available through the Department of Veterans' Affairs

OR

- be eligible for assistance from the Stoma Appliance Scheme.

Examples of the main types of eligible health conditions that result in permanent incontinence are:

- Diseases of the nervous system-such as Paralysis-non traumatic (paraplegia and quadriplegia), multiple sclerosis, cerebral palsy, muscular dystrophy, Parkinson's disease, Huntington's disease and motor neurone disease;
- Congenital malformations, such as spina bifida, severe Down syndrome, chromosomal abnormalities;
- Spinal cord injury (resulting in paraplegia or quadriplegia) or acquired brain injury;
- Neurological damage due to HIV/AIDS, diabetes or cerebrovascular disease; and
- Other neurological conditions or a severe intellectual impairment may also be considered eligible IF they have resulted directly in permanent and ongoing incontinence.

For the purposes of CAAS, the following types of incontinence are **NOT** eligible:

- stress incontinence;
- intermittent incontinence;
- incontinence that can be treated with an existing treatment regime;

- incontinence which is treatable by medication or surgery;
- incontinence resulting directly from surgery;
- incontinence resulting directly from medication; or
- incontinence resulting directly from particular diseases such as prostate, bowel or bladder cancer.

Note: It is important to note that the exclusions listed above do not refer to situations where surgery or the disease has resulted in a neurological condition which, in turn, has directly resulted in permanent incontinence. In these circumstances the incontinence would not be attributed directly to the surgery or the disease, but to the neurological condition resulting from the surgery of disease.

- 4 **Ex-client:** A person who was once a CAAS client but who is currently not considered a CAAS client as a result of any of the reasons listed under 'Reason for client exit'.

Collection methods: Information to be recorded on receipt of a full and complete CAAS application form and at other critical points where the status of the person changes. For example, when the Service Administrator is notified of an applicant's eligibility by Health Services Australia or DHAC, or on a client's exit from CAAS.

On receipt of an application a person will either be coded as an 'unsuccessful applicant', 'CAAS client' or, if Health Services Australia or DHAC assessment is required, as an 'Applicant pending decision'. When the assessment decision is made by Health Services Australia or DHAC, the person's status will change to either 'unsuccessful applicant' or 'CAAS client'. When the person has exited CAAS for any reason listed under 'Reason for exit' his or her status will change and they should be coded as 'ex-client'. These ex-clients should eventually be removed from the current information system in regular system purges, and their information archived.

Related data: Qualifies the data elements Client ID, Reason for unsuccessful application and the data concepts CAAS service event and Exit from CAAS.

Is qualified by the concept Application.

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments: For reporting and administrative purposes 'CAAS clients' can be categorised in various ways. For example, for reporting purposes they can be split into 'new clients' and 'existing clients', depending on the date of application (i.e. the date from which they are considered to be a CAAS client).

'CAAS client' may also be expanded to include codes for information management purposes (for example, to include codes for 'suspended client' and 're-activated client').

'Suspended client' may be used as a flag to the Service Administrator's call centre that some information is required to be updated before processing any further orders for the client. Once this is updated the client may be 're-activated'.

NOTE: The Service Administrator's information system will be purged of ex-clients and unsuccessful applicants on a regular basis (say every 2 years) to keep records up to date.

Client ID

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: This is the number assigned by the Service Administrator to uniquely identify each new client registered as eligible for assistance under CAAS.

Context: The Client ID is required to uniquely identify CAAS clients to manage their assistance under CAAS. It also enables CAAS clients who request assistance to be quickly and uniquely identified by the Service Administrator and for their record to be readily obtained. Therefore, it can facilitate a faster and more accurate service to CAAS clients.

Relational and representational attributes

Datatype: To be determined by the Service Administrator *Representational form:* CODE

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

Data domain: To be determined by the Service Administrator

Guide for use: Each client should have only one Client ID for CAAS. Each Client ID should be unique (i.e. no two CAAS clients should have the same Client ID).

Every CAAS client and ex-client with a record on the Service Administrator's information system should have a Client ID.

Collection methods: Client ID is only to be recorded for CAAS clients. 'Applicants pending decision' and 'Unsuccessful applicants' should NOT have a Client ID.

Client ID should be assigned to the CAAS client on approval of the application for CAAS.

Related data: Is qualified by Applicant status

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments:

The actual construct of the ID is to be determined by the Service Administrator.

First given name

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The name given to a person (also known as Christian name) which is that person’s identifying name within the family group, or the name by which the person is uniquely socially identified.

Context: First name is required to assist in the unique identification of CAAS applicants.

If reported and recorded consistently, First given name can be used in conjunction with other data elements to derive a statistical linkage key that is consistent with other related data collections such as HACC, ACAP and CSDA. The statistical linkage key can be derived from a combination of selected letters of the First given name (2nd and 3rd), selected letters of Family name/Surname (2nd, 3rd and 5th), Date of Birth, Sex.

Relational and representational attributes

Datatype: Alphabetic *Representational form:* TEXT

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

Data domain: (Name)

Guide for use: At times a person may be known by many names. Where uncertainty exists, clarification should be sought from the applicant. The name recorded on the proof documentation may assist in providing clarification.

Collection methods: The First given name should be recorded for all CAAS applicants on receipt of a fully completed and signed Application.

To minimise discrepancies in the recording and reporting of name information, only the person’s full (formal) First given name should be recorded and reported. These may be different from the name that the person may prefer to use in personal dealings.

First given name may be able to be verified from supporting documentation provided (e.g. evidence of benefit).

Related data: Is used in conjunction with the data element Family name/surname
May also be used in conjunction with Date of birth and Sex

Administrative attributes

Source document: National Community Services Data Dictionary Version 2, 2000

Source organisation: National Community Services Data Committee

Comments:

Family name/surname

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

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

Context: Family name/surname is required to assist in the unique identification of CAAS applicants.

If recorded consistently, Family name/surname can be used to derive a statistical linkage key that is consistent with other related data collections such as HACC, ACAP and CSDA. The statistical linkage key can be derived from a combination of selected letters of the First given name (2nd and 3rd), selected letters of Family name/Surname (2nd, 3rd and 5th), Date of Birth, Sex.

Relational and representational attributes

Datatype: Alphabetic *Representational form:* CODE

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

Data domain: (Name)

Guide for use: At times a person may be known by many names. Where uncertainty exists, clarification should be sought from the applicant. The name recorded on the proof documentation may assist in providing clarification.

Collection methods: The Family name/surname should be recorded for all CAAS applicants on receipt of a fully completed and signed Application.

To minimise discrepancies in the recording and reporting of name information, only the person's full (formal) Family name/surname should be recorded and reported. This may be different from the name that the person may prefer to use in personal dealings.

Family name/surname may be able to be verified from supporting documentation provided (e.g. evidence of benefit).

Related data: Is used in conjunction with the data element First given name
May also be used in conjunction with Date of birth and Sex

Administrative attributes

Source document: National Community Services Data Dictionary Version 2, 2000

Source organisation: National Community Services Data Committee

Comments:

Suburb/town/locality name

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

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

Context: In conjunction with the data element Postcode, the data element Suburb/town/locality name describes the geographic location of the residence of an applicant. Geographic location is important in the analysis of the spatial distribution of clients and other applicants.

Suburb/town/locality name together with Postcode is used to derive the Statistical Local Area (SLA) in which the person lives. SLAs are the basic building blocks of the Australian Standard Geographical Classification (ASGC) and of Commonwealth government planning regions.

Relational and representational attributes

Datatype: Alphabetic *Representational form:* Text

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

Data domain: Valid Australian suburb, town or locality name.

Guide for use: This data element records the name of the suburb or town/city or locality in which the person usually lives. It may be a town, city or suburb or commonly used location name such as a large agricultural property or Aboriginal community.

Collection methods: The data element should be recorded for all CAAS Applicants on receipt of a full and complete CAAS application form and supporting proof documentation by the Service Administrator. The source for this data element is Question 4 (Home Address) from Section 1 of the CAAS application form.

Related data: Used in conjunction with Postcode

Administrative attributes

Source document: National Community Services Data Dictionary Version 2 2000

Source organisation: National Community Services Data Committee

Comments:

Postcode

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The postal code for the geographic location of the person's residence.

Context: In conjunction with the data element Suburb/town/locality name, Postcode describes the geographic location of the residence of an applicant. Geographic location is important in the analysis of the spatial distribution of clients and other CAAS applicants.

Suburb/town/locality together with Postcode is used to derive the Statistical Local Area (SLA) in which the person lives. SLAs are the basic building blocks of the Australian Standard Geographical Classification (ASGC) and of Commonwealth government planning regions.

Relational and representational attributes

Datatype: Numeric *Representational form:* NUMERIC

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

Data domain: Valid Australia Post postal code.

Guide for use: This data element records the name of the postcode for the address at which the person usually lives.

Collection methods: The data element should be recorded for all CAAS Applicants on receipt of a full and complete CAAS application form and supporting proof documentation by the Service Administrator. The source for this data element is Question 4 (Home Address) from Section 1 of the CAAS application form.

Related data: Used in conjunction with Suburb/town/locality name

Administrative attributes

Source document: National Community Services Data Dictionary Version 2 2000

Source organisation: National Community Services Data Committee

Comments:

State/Territory

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The State/Territory in which the person lives.

Context: Distribution of CAAS clients by State/Territory is important for management of CAAS. the Service Administrator is also required to report to DHAC on CAAS clients' distribution by State/Territory.

Relational and representational attributes

Datatype: Numeric *Representational form:* Code

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

Data domain:

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

Guide for use: The order presented here is the standard for the ABS. Other organisations (including the Australian Institute of Health and Welfare) publish data in State order based on population (ie WA before SA and ACT before NT).

Collection methods: The data element should be recorded for all CAAS Applicants on receipt of a full and complete CAAS application form and supporting proof documentation by the Service Administrator. The source for this data element is Question 4 (Home Address) from Section 1 of the CAAS application form.

Related data: Is related to the data elements Suburb/town/locality name and Postcode

Administrative attributes

Source document: Australian Bureau of Statistics: Australian Standard Geographical Classification, 1998, ABS Catalogue No. 1216.0
National Community Services Data Dictionary Version 2, 2000

Source organisation: National Community Services Data Committee

Comments:

Date of birth

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The date of birth of the person.

Context: This data element is required to establish eligibility for CAAS. CAAS clients must be aged between 16 and 64 years of age, or 65 and over and working in paid work for at least 8 hours per week.

Date of birth is used in conjunction with Hours paid work per week to determine when a CAAS client is no longer eligible.

Date of birth is also used to derive age of clients for reporting purposes.

If recorded consistently, Date of birth can be used to derive a statistical linkage key that is consistent with other related data collections such as HACC, ACAP and CSDA. The statistical linkage key can be derived from a combination of selected letters of the First given name (2nd and 3rd), selected letters of Family name/Surname (2nd, 3rd and 5th), Date of Birth and Sex.

Relational and representational attributes

Datatype: Numeric *Representational form:* Date

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

Data domain: Valid date.

Guide for use: For consistency with other relevant collections this data element should 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, for a person born on 1 July 1967, their Date of birth would be reported as 01071967.

Collection methods: Date of birth should be recorded for all CAAS applicants on receipt of a full and complete CAAS application form and supporting proof documentation by the Service Administrator.

The source of the information is the CAAS application form. It may also be verified from proof documents provided with the application form.

Related data:

Related to the concept CAAS applicant and to the data elements Reason for unsuccessful application and Reason for exit.

Is used in conjunction with the data element Hours paid work per week.

May be used in conjunction with First given name, Family name/surname and Sex.

Administrative attributes

Source document: National Community Services Data Dictionary Version 2, 2000

Source organisation: National Community Services Data Committee

Comments:

Sex

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The biological sex of the person.

Context: The sex of the person is required for demographic analyses of CAAS applicants.

The data element Sex may also be used in conjunction with the data elements First given name, Family name/surname and Date of birth for statistical record linkage purposes.

Relational and representational attributes

Datatype: Numeric *Representational form:* Code

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

Data domain:

1. Male
2. Female

Guide for use: The sex to be recorded is based on the sex nominated by the person. Although this may lead to some error, it is considered preferable to any offence that may be caused by a question that suggests that there is some doubt about the person's sex or sexuality.

Collection methods: Sex should be recorded for all CAAS applicants on receipt of a full and complete CAAS application form and supporting proof documentation by the Service Administrator. The source of the information is the CAAS application form. It may also be verified from proof documents provided with the application form.

Related data: May be used in conjunction with First given name, Family name/surname and Date of birth.

Administrative attributes

Source document: National Community Services Data Dictionary Version 2, 2000

Source organisation: National Community Services Data Committee

Comments: The Australian Bureau of Statistics (ABS) advises that the correct term for this data element is 'sex'. The term 'sex' refers to the biological distinction between males and females. The

term 'gender' refers to the socially expected/perceived dimensions of behaviour associated with males and females-masculinity and femininity. Although the ABS makes a clear distinction between sex and gender, the ABS considers sex to be a reliable indicator of gender for those who wish to analyse data in terms of social and economic behaviour. ABS surveys only collect data on sex. The meaning, description and use of the concept is generally standard across all ABS data collections.

Indigenous status

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Whether or not the person identifies themselves as being of Aboriginal and/or Torres Strait Islander descent.

Context: Australia's Aboriginal and Torres Strait Islander peoples occupy a unique place in Australian society and culture. The health disadvantage of Aboriginal and Torres Strait Islander people is also clearly recognised. In the current climate of reconciliation, accurate and consistent statistics about Aboriginal and Torres Strait Islander people and their usage of particular services, such as CAAS, are needed in order to plan, promote, monitor and deliver essential services.

This data element may also be useful in the analysis of CAAS utilisation rates for various population groups in the community. This may assist in future targeting of CAAS.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

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

Data domain:

1. Aboriginal but not Torres Strait Islander origin
2. Torres Strait Islander but not Aboriginal origin
3. Aboriginal and Torres Strait Islander origin
4. Neither Aboriginal nor Torres Strait Islander origin
9. Not stated

Guide for use: This question refers to Australian Aboriginal and Torres Strait Islander peoples and not to people indigenous to other countries.

Code 9 should only be used when the applicant has not completed the question on the form relating to Indigenous status.

Collection methods: This data element should be recorded for all CAAS applicants on receipt of a full and complete CAAS application form and supporting proof documentation by the Service Administrator.

The source of the information is the CAAS application form. Non-Indigenous status should not be taken as the default where there is no response to the question on the CAAS application form relating to Indigenous status.

Related data: May be related to data element Country of birth.

Administrative attributes

Source document: Australian Bureau of Statistics: Standard for Statistics on Cultural and Language Diversity, November 1999, ABS Catalogue No. 1289.0

National Community Services Data Dictionary Version 2, 2000

Source organisation: National Community Services Data Committee

Comments: The Australian Bureau of Statistics' current position is that South Sea Islanders are not Aboriginal or Torres Strait Islanders and should not be coded as such.

Country of birth

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The country in which the person was born.

Context: This data element may be analysed to give some indication of the utilisation of CAAS by culturally diverse members of the population.

This data element may also be useful in the analysis of CAAS utilisation rates for various population groups in the community. This may assist in future targeting of CAAS.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

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

Data domain: Standard Australian Classification of Countries 1998 4-digit (individual country) level, ABS Catalogue No. 1269.0 (refer to Appendix B).

Guide for use: Code 9999 should be used when the country of birth has not been supplied by the applicant, or where insufficient information has been supplied to code the data element.

Collection methods: This data element should be recorded for all CAAS applicants on receipt of a full and complete CAAS application form and supporting proof documentation by the Service Administrator. The source of the information is the CAAS application form.

Related data: May be related to the data element Indigenous status

Administrative attributes

Source document: Australian Bureau of Statistics: Standard Australian Classification of Countries, ABS Catalogue No. 1269.0, 1998

Australian Bureau of Statistics: Standards for Statistics on Cultural and Linguistic Diversity. ABS Catalogue No. 1289.0, 1999

National Community Services Data Dictionary, Version 2, 2000

Source organisation: National Community Services Data Committee

Comments: It may be sufficient for Country of birth to be recorded at the 2-digit level, rather than the 4-digit level. Whichever is used, the use of the ABS standard codes, as specified in the Standard Australian Classification of Countries, is recommended. This standard was published by the Australian Bureau of Statistics in June 1998. This is a revised version of the previous Australian Standard Classification of Countries for Social Statistics (ASCCSS).

Government pension/benefit status

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The type of income support payment that a person receives from the Commonwealth Government, in the form of a government pension or benefit.

Context: Government pension or benefit status can be used as an indicator of financial disadvantage.

In conjunction with Mobility Allowance, it may provide useful information for future targeting of the CAAS.

This data item should not be used to determine eligibility for CAAS. The criteria for CAAS specify that a client must be ELIGIBLE for the Disability Support Pension (*regardless of the Pension that he or she is actually receiving*), or eligible for Mobility Allowance or in receipt of the equivalent Sales Tax or GST exemption on a vehicle. This data item collects information on pension or benefit RECEIVED.

Relational and representational attributes

Datatype: Numeric *Representational form:* Code

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

- Data domain:*
- 0. No government pension or benefit
 - 1. Disability Support Pension-full
 - 2. Disability Support Pension-part
 - 3. Age Pension-full
 - 4. Age Pension-part
 - 5. Veterans' Affairs Pension
 - 6. Other government pension or benefit (not including Mobility Allowance) e.g. unemployment related benefits
 - 9. Not stated/Inadequately described

Guide for use: This data element records information on whether or not an applicant is in RECEIPT of a government pension of benefit

and therefore should **not** be used to determine eligibility for CAAS. The eligibility criteria specify that a client must be ELIGIBLE for the Disability Support Pension (*regardless of the Pension that he or she is actually receiving*), or eligible for Mobility Allowance or in receipt of the equivalent Sales Tax or GST exemption on a vehicle.

Only one code should be recorded for each CAAS applicant. Code 0 should only be used where the applicant has clearly stated on their CAAS application that they are not in receipt of a government pension or benefit, and he or she has not provided proof documentation to the contrary.

Code 9 should only be used where the applicant has indicated that they 'don't know' the type of pension or benefit that they receive, and this cannot be determined from the proof documentation.

Collection methods: This data element should be recorded for all CAAS applicants on receipt of a full and complete CAAS application form and supporting proof documentation by the Service Administrator. The source of the information is the CAAS application form. Supporting proof documentation may also provide information for coding this data item by providing evidence of the type of pension/benefit received. If the information provided by the applicant differs from that provided by the proof documentation, this should be clarified with the applicant.

Related data: Is used in conjunction with Mobility Allowance.

Administrative attributes

Source document: HACC Data Dictionary Version 1.0, 1998

Source organisation: Australian Institute of Health and Welfare

Comments: Mobility allowance is not included in this data element as there is no means test applied as part of its eligibility criteria, and it is an allowance rather than a pension or benefit. A person may be in receipt of a Disability Support Pension and a Mobility Allowance.

Mobility allowance

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Whether or not the person is in receipt of Mobility Allowance or equivalent from the Commonwealth Government.

Context: In conjunction with Government pension/benefit status, this data element may provide useful information for future targeting of the CAAS as Mobility Allowance is not means tested. A person may be in receipt of MA or the equivalent exemptions while not eligible for a pension or benefit.

Relational and representational attributes

Datatype: Numeric *Representational form:* Code

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

Data domain:

1. Not in receipt of MA or equivalent tax exemptions
2. In receipt of Mobility Allowance or in receipt of sales tax exemption or a goods and services tax exemption instead of MA for the past 2 years
9. Not stated/inadequately described

Guide for use: This data element records information on whether or not an applicant is in RECEIPT of Mobility Allowance or equivalent tax exemptions and therefore should **not** be used to determine eligibility for CAAS. The eligibility criteria specify that a client must be ELIGIBLE for the Disability Support Pension (*regardless of the Pension that he or she is actually receiving*), or eligible for Mobility Allowance or in receipt of the equivalent Sales Tax or GST exemption on a vehicle for the past 2 years.

Only one code should be recorded for each CAAS applicant. Code 1 should only be used where the applicant has clearly stated on their CAAS application that they are not in receipt of Mobility Allowance or a tax exemption instead of Mobility Allowance over the past 2 years, and he or she has not provided proof documentation to the contrary.

Code 9 should only be used where the applicant has indicated that they 'don't know' whether or not they are in

receipt of Mobility Allowance and there is no proof documentation that assists in clarification.

Collection methods: This data element should be recorded for all CAAS applicants on receipt of a full and complete CAAS application form and supporting proof documentation by the Service Administrator. The source of the information is the CAAS application form. Supporting proof documentation may also provide information for coding this data item by providing evidence of the type of receipt of Mobility Allowance. If the information provided by the applicant differs from that provided by the proof documentation, this should be clarified with the applicant.

Related data: Is used in conjunction with Government pension/benefit status

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments:

Hours paid work per week

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The average hours of paid work undertaken by a person in a 7 day week.

Context: To be eligible for CAAS an applicant who is aged 65 years or over must also be in paid employment for at least 8 hours per week. This data item records the hours of paid work per week that the client states they are undertaking on application to CAAS.

Relational and representational attributes

Datatype: Numeric *Representational form:* Code

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

Data domain: Total hours

Guide for use: 00 should be used where the applicant is not currently working in paid employment.

99 should be coded where the applicant has indicated that they are in paid employment but has not provided details about the number of hours worked.

Hours should be expressed as a whole number (for example: 00, 08, 72).

Volunteer work should not be included.

Collection methods: This data element should be recorded for all CAAS applicants on receipt of a full and complete CAAS application form and supporting proof documentation by the Service Administrator. The primary source of the information is the CAAS application form. Supporting proof documentation may also provide information for coding this data item by providing evidence of the hours worked (for those applicants aged 65 years and over). If the information provided by the applicant differs from that provided by the proof documentation, this should be clarified with the applicant.

Related data: Is used in conjunction with Date of birth

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments: The work status of CAAS clients may change over time. This data item will not reflect that change as it is collected at the time of application to CAAS. The 'Reason for client exit' data item should be used to indicate if the hours worked by a client change to make that client no longer eligible for CAAS.

Health professional discipline

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The discipline of the professional person who has the appropriate expertise to assess an individual for CAAS eligibility in relation to their continence condition.

Context: Acceptance to CAAS relies heavily on the assessment by an appropriate health professional that an applicant has an eligible health condition AND is also eligible in terms of permanent incontinence as a direct result of that health condition. The same Health Professional also reports on the 'health condition' of the applicant on the CAAS application form.

An applicant to CAAS must get a Health Professional to complete Section 2 of the CAAS application form. They must provide this to the Service Administrator, along with Section 1 and relevant proof of eligibility.

Information on the Health Professional discipline will provide information on who in the main is undertaking the assessments of applicants, upon which the CAAS application relies heavily. It may also help determine how best to provide information on CAAS, and its eligibility requirements, to these professionals.

Relational and representational attributes

Datatype: Numeric *Representational form:* Code

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

Data domain:

- 1 Medical practitioners-general
- 2 Medical practitioner-specialist
- 3 Nursing professional
- 4 Health professional-occupational therapist
- 5 Health professional-physiotherapist
- 6 Other health professional
- 9 Not stated/Inadequately described

Guide for use: Nursing professional includes continence nurses.

Collection methods: This data element should be recorded for all CAAS applicants on receipt of a full and complete CAAS application form and supporting proof documentation by the Service Administrator. The primary source of the information is the CAAS application form (Section 2). The discipline is self-reported.

Related data: Is related to Primary health condition

Administrative attributes

Source document: ACAP Data Dictionary Version 1.0
ABS Australian Standard Classification of Occupations, Second Edition, 1997, ABS Cat No. 1220.0

Source organisation: Australian Institute of Health and Welfare

Comments: Note that Social Workers cannot make a determination on health condition for the purposes of CAAS eligibility.

Incontinence type

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The type of incontinence experienced by the person.

Context: The type of incontinence experienced by CAAS clients may be used in analyses of purchase patterns.

Relational and representational attributes

Datatype: Numeric *Representational form:* Code

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

Data domain:

1. Urinary
2. Bowel
3. Urinary and Bowel
9. Not stated/inadequately described

Guide for use:

Collection methods: This data element should be recorded for all CAAS applicants on receipt of a full and complete CAAS application form and supporting proof documentation by the Service Administrator. The primary source of the information is the CAAS application form (Section 2). Information is reported by the assessing health professional.

Related data:

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments:

Primary health condition

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The main disease or disorder diagnosed as a health concern that has directly resulted in permanent and ongoing incontinence.

Context: The underlying health condition of CAAS clients is part of the reporting requirements of the Service Administrator. There is interest in knowing the characteristics of CAAS clients, including their health condition.

Relational and representational attributes

Datatype: Numeric *Representational form:* Code

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

Data domain:

1. Paraplegia, quadriplegia (non-traumatic)
2. Multiple sclerosis
3. Cerebral palsy
4. Other diseases of the nervous system
5. Spina bifida or other congenital malformations
6. Spinal cord injury or acquired brain injury
7. Severe intellectual impairment
8. Other

Guide for use: Only one health condition should be coded. Health professionals are required to code on the CAAS application form the main health condition that is primarily responsible for the applicant’s permanent incontinence.

Code 8. ‘Other’ will generally only be an applicable code for those applicants who are not eligible for CAAS, due to ineligible health conditions.

Collection methods: This data element should be recorded for all CAAS applicants on receipt of a full and complete CAAS application form and supporting proof documentation by the Service Administrator. The primary source of the information is the

CAAS application form (Section 2). Information is reported by the assessing health professional.

Related data:

May qualify Applicant status

Related to Reason for unsuccessful application

Administrative attributes

Source document:

Extracted and modified from ACAP Data Dictionary
Version 1.0

ABS Disability, Ageing and Carers Survey 1998

International Statistical Classification of Diseases and Related
Health Problems - 10th Revision - Australian Modification
(ICD-10-AM)

Source organisation:

Australian Institute of Health and Welfare

Comments:

Health Services Australia provided advice to AIHW on
eligible health conditions for CAAS and how these should be
grouped.

Date order taken

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The date when an order for continence goods is received by the Service Administrator from a client.

Context: The Service Administrator is required to report on average dispatch times to clients for CAAS goods, as an indicator of service quality. Date order taken is required to calculate this, in conjunction with Date order dispatched.

Relational and representational attributes

Datatype: Numeric *Representational form:* Date

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

Data domain: For consistency with other relevant collections this data element should 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, a zero should be used to ensure that the date contains the required 8 digits. For example, for an order taken on 1 July 2001, the Date order taken should be recorded as 01072001.

Guide for use:

Collection methods: Information on this data element should only be recorded for CAAS clients.

To be collected for each CAAS client on every occasion that he or she places an order for aids under CAAS.

Related data: Is qualified by Applicant status

Is used in conjunction with Date order dispatched.

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments:

Date order dispatched

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The date when an order for continence goods is dispatched to a client.

Context: The Service Administrator is required to report on average dispatch times to clients for CAAS goods, as an indicator of service quality. Date order dispatched is required to calculate this, in conjunction with Date order taken.

Relational and representational attributes

Datatype: Numeric *Representational form:* Date

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

Data domain: Valid date

Guide for use: For consistency with other relevant collections this data element should 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, an order dispatched on 1 July, 2001, would be reported as 01072001.

Collection methods: Information on this data element will only be recorded for CAAS clients.

To be collected for each CAAS client on every occasion that an order is dispatched to him or her by the Service Administrator.

Related data: Is used in conjunction with Date order taken

Is qualified by Applicant status

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments:

CAAS expenditure

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The total cost in dollars of the continence aids ordered by each client in a specified time period under CAAS.

Context: CAAS expenditure, in conjunction with Date of application (which determines the amount of allowance in the first year of becoming a CAAS client), will provide information to determine clients' patterns of usage and the utilisation rate of CAAS. For example, it may be used to determine whether some clients under-utilise the subsidy.

Relational and representational attributes

Datatype: Numeric *Representational form:* Quantitative value

Field size: *Min:* 1 *Max:* 6 *Representational layout:* \$\$\$\$\$\$

Data domain: Value in dollars

Guide for use: The period to be specified will depend on reporting requirements.
This will only relate to the cost of aids obtained by clients under their CAAS entitlement through the Service Administrator.
It should exclude aids purchased by the client themselves (i.e. not under CAAS).

Collection methods: Information on this data element will only be recorded for CAAS clients.
To be collected for each CAAS client on every occasion that he or she orders continence aids through the Service Administrator under CAAS.

Related data: Is related to Date order taken
Is qualified by Applicant status and Date of application

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments:

CAAS aids provided

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The type of continence aids ordered by clients under CAAS in a specified period.

Context: This data item will provide useful information as to the types and mix of aids obtained by clients under CAAS. This could be useful for determining the needs of clients and for developing schedules for CAAS aids.

Relational and representational attributes

<i>Datatype:</i>	Alpha numeric	<i>Representational form:</i>	Code
<i>Field size:</i>	<i>Min:</i> 1 <i>Max:</i> 10	<i>Representational layout:</i>	Alpha numeric

Data domain: A list of aids to be included that can be obtained under CAAS.

Guide for use: See the Service Administrator’s catalogue for codes and descriptions of items available through CAAS.
The period to be specified will depend on reporting requirements.

Collection methods: Information on this data element will only be recorded for CAAS clients.
To be collected for each CAAS client on every occasion that he or she orders CAAS continence aids through the Service Administrator.

Related data: Is related to Date order taken and CAAS expenditure
Is qualified by Applicant status

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments:

Complaints

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: A complaint is a statement of grievance or dissatisfaction regarding the administration of CAAS, where the subject matter of the statement falls within the responsibility of the service administrator.

Context: Service administrators are required as part of their contract to report to DHAC on the number of complaints and the time taken to resolve issues.

Relational and representational attributes

Datatype: Numeric *Representational form:* Quantitative value

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

Data domain: A whole number

Guide for use: This data item records the number of complaints received by the service administrator, not the type.
The period to be specified will depend on reporting requirements.

Examples of complaints included:

- slow delivery of ordered products
- delivery of the wrong product
- products not in stock and placed on back order (and therefore subject to delivery delay)
- insufficient information about a product
- length of time taken to answer phones
- return of goods fee
- length of time taken to collect products that are being returned to the service administrator as a result of having been sent in error
- slow response to queries

It excludes for the purposes of this data item, complaints about:

- policy issues (such as those relating to eligibility criteria-age, accepted medical conditions etc.)
- level of subsidy
- scheduled items (such as xylocane) being unavailable through CAAS

Collection methods: To be recorded on receipt of a complaint from CAAS applicants, regardless of whether successful or not, CAAS clients, and CAAS ex clients.

Related data:

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments:

Date of client exit

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The date that a person ceases to be a client of CAAS.

Context: The date a person ceases to be a CAAS client is important in terms of management of the program and to ensure that ex-clients are not able to access aids under CAAS beyond that date.

Relational and representational attributes

Datatype: Numeric *Representational form:* Date

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

Data domain: A valid date

Guide for use: For consistency with other relevant collections this data element should 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, an exit date of 1 July 2001, would be reported as 01072001.

Collection methods: To be recorded for each ex-client when they cease to be a CAAS client for any reason.

Related data: Is related to Applicant status

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments:

Reason for client exit

Admin. status: CURRENT

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The reason a client is deemed to no longer be eligible for CAAS.

Context: It is of value for program development to understand the reasons people cease to be, or are deemed no longer to be, CAAS clients. This may have implications for provision of alternatives for people who are no longer eligible for CAAS. It is also important for management purposes to have a clear understanding of these reasons so that appropriate measures can be taken in any future dealings with these ex-clients or their carers and families.

Relational and representational attributes

Datatype: Numeric *Representational form:* Code

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

Data domain:

- 1 Client turned 65 years of age
- 2 Client died
- 3 Client has not spent funds for 12 months or more and did not respond to follow up contact
- 4 Other reason (including: classified as 'high care' in an aged care facility, no longer eligible for DSP, no longer working at least 8 hours if aged 65 years or older).

Guide for use: The reason an applicant is assessed as ineligible for CAAS upon application will be different to the reason a client is deemed no longer eligible. This data item records the reason a client is no longer eligible for CAAS.

4 Other reason includes:
moved to high care residential setting;
no longer eligible for DSP; and
no longer working at least 8 hours if aged 65 years or older.

Collection methods: To be recorded for each ex-client when they cease to be a CAAS client.

Related data: Is related to Applicant status, Date of exit, Date of birth, and Hours paid work per week.

Administrative attributes

Source document: Developed for the CAAS Data Dictionary Version 1.0

Source organisation: Australian Institute of Health and Welfare

Comments: