

## Detailed description of the format for data element definitions

All data element definitions included in the National Community Services Data Dictionary are presented in the following format, based on ISO/IEC Standard 11179 *Specification and Standardization of Data Elements* – the international standard for defining data elements issued by the International Organization for Standardization and the International Electrotechnical Commission. The meaning of the various parts of the format are provided below.

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### «NAME»

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*Admin. status:*

#### Identifying and definitional attributes

*Knowledgebase ID: Data item version no.:*

*Data element type:*

*Definition:*

*Context:*

#### Relational and representational attributes

*Datatype:*

*Representational form:*

*Field size:*

*Min.*

*Max.*

*Representational layout:*

*Data domain:*

*Guide for use:*

*Collection methods:*

*Related data:*

#### Administrative attributes

*Source document:*

*Source organisation:*

*Comments:*

Once data element definitions are endorsed by the National Community Services Information Management Group for inclusion in the *National Community Services Data Dictionary*, the NCSDC Secretariat allocates an identifying number (Knowledgebase

identifier), a data element version number and an Administrative status for each definition. The NCSDC Secretariat also records the name of any National Minimum Data Set that includes the data element as well as the date of effect for the data element in the National Minimum Data Set, as agreed by the National Community Services Information Management Group.

<b>Name:</b>	A single or multi-word designation assigned to a data element. This appears in the heading for each unique data definition in the Dictionary.
<b>Admin. status:</b>	The operational status (CURRENT, DRAFT, SUPERSEDED, RETIRED) of the data element or data concept and the date from which this status is effective.
<b>Knowledgebase ID:</b>	An identifier for the data element within the Knowledgebase: Australia's Health and Community Services Data Registry' (the Knowledgebase). See Appendix 3 for a description of the Knowledgebase.
<b>Data item version no.:</b>	A version number for each data element, beginning with 1 for the initial version of the data element, and 2, 3 etc. for each subsequent revision. This meets the ISO/IEC Standard 11179 requirement for 'identification of a data element specification in a series of evolving data element specifications within a registration authority'.
<b>Data element type:</b>	A data element may be either: <ol style="list-style-type: none"><li>a DATA CONCEPT – a concept which, can be represented in the form of a data element, described independently of any particular representation. For example, 'Informal carer', which does not have any particular representation of its own, except through data elements such as 'Carer availability', 'Relationship of carer to care recipient' etc.</li><li>a DATA ELEMENT – a unit of data for which the definition, identification, representation and permissible values are specified by means of a set of attributes. For example, a person's "Date of birth" is a unit of data for which the definition, identification, representation and permissible values are specified.</li><li>a DERIVED DATA ELEMENT – a data element whose values are derived by calculation from the values of other data elements.</li><li>a COMPOSITE DATA ELEMENT – a data element whose values represent a grouping of the values of other data elements in a specified order.</li></ol>
<b>Definition:</b>	A statement that expresses the essential nature of a data element and its differentiation from all other data elements.

**Context:** A designation or description of the application environment or discipline in which a name is applied or from which it originates. For the Dictionary this attribute may also include the justification for collecting the items and uses of the information.

### **Relational and representational attributes**

**Data type:** The type of symbol, character or other designation used to represent a data element. Examples include integer, numeric, alphanumeric, alphabetic etc. For example, the data type for 'Marital status' is a numeric drawn from a domain or codeset in which numeric characters such as 1 = Never married, 4 = Separated used to denote a data domain value (*see* Data domain below).

**Representational form:** Name or description of the form of representation for the data element, such as 'CODE', 'QUANTITATIVE VALUE', and 'DATE'. For example, the representational form for 'Country of birth' is 'CODE' because the form of representation is individual numbers that each, represent a different country.

**Field size (minimum and maximum):** The minimum and maximum number, respectively, of storage units (of the corresponding datatype) to represent the data element value. For example, a data element value expressed in dollars may require a minimum field size of one character (1) up to a maximum field size of nine characters (999, 999, 999). Field size does not generally include characters used to mark logical separations of values e.g. commas, hyphens or slashes.

**Representational layout:** The layout of characters in data element values expressed by a character string representation. Examples include 'DDMMYYYY' for calendar date, 'N' for a 1-digit numeric field, and '\$\$\$,\$\$\$,\$\$\$' for data elements about expenditure.

**Data domain:** The set of representations of permissible instances of the data element, according to the representation form, layout, data type and maximum size specified in the corresponding attributes. The set can be specified by name (such as valid date), by reference to a source (such as the ABS Classification of Languages), or by enumeration of the representation of the instances (for example, for 'Labour force status' values are 1 = Employed, 2 = Unemployed, etc).

**Guide for use (optional):** Additional comments or advice on the interpretation or application of the attribute 'data domain' (this attribute has no direct counterpart in the ISO/IEC Standard 11179 but has been included to assist in clarification of issues relating to the classification of data elements).

<b>Collection methods (optional):</b>	Comments and advice concerning the actual capture of data for the particular data element, including guidelines on the design of questions for use in collecting information, and treatment of 'not stated' or non-response. (This attribute is not specified in the ISO/IEC Standard 11179 but has been added to cover important issues about the actual collection of data).
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**Related data (optional):** A reference between the data element (or data concept) and any related data element/concept in the Dictionary, including the type of this. Examples include: 'has been superseded by', 'is calculated using', and 'supplements the data element'.

### **Administrative attributes**

**Source document (optional):** The document from which definitional or representational attributes originate.

**Source organisation:** The organisation responsible for the source document and/or the development of the data definition (this attribute is not specified in the ISO/IEC Standard 11179 but has been added for completeness). The Source organisation is not necessarily the organisation responsible for the ongoing development/maintenance of the data element definition.

**Comments (optional):** Any additional explanatory remarks on the data element.

### Code list for Country of birth

#### 1 Oceania and Antarctica

- 11 Australia (includes External Territories)
  - 1101 Australia
  - 1102 Norfolk Island
  - 1199 Australian External Territories, nec
- 12 New Zealand
  - 1201 New Zealand
- 13 Melanesia
  - 1301 New Caledonia
  - 1302 Papua New Guinea
  - 1303 Solomon Islands
  - 1304 Vanuatu
- 14 Micronesia
  - 1401 Guam
  - 1402 Kiribati
  - 1403 Marshall Islands
  - 1404 Micronesia, Federated States of
  - 1405 Nauru
  - 1406 Northern Mariana Islands
  - 1407 Palau
- 15 Polynesia (excludes Hawaii)
  - 1501 Cook Islands
  - 1502 Fiji
  - 1503 French Polynesia
  - 1504 Niue
  - 1505 Samoa
  - 1506 Samoa, American
  - 1507 Tokelau
  - 1508 Tonga
  - 1511 Tuvalu
  - 1512 Wallis and Futuna
  - 1599 Polynesia (excludes Hawaii), nec
- 16 Antarctica
  - 1601 Adelie Land (France)
  - 1602 Argentinian Antarctic Territory
  - 1603 Australian Antarctic Territory

- 1604 British Antarctic Territory
- 1605 Chilean Antarctic Territory
- 1606 Queen Maud Land (Norway)
- 1607 Ross Dependency (New Zealand)

#### 2 North-West Europe

- 21 United Kingdom
  - 2101 Channel Islands
  - 2102 England
  - 2103 Isle of Man
  - 2104 Northern Ireland
  - 2105 Scotland
  - 2106 Wales
- 22 Ireland
  - 2201 Ireland
- 23 Western Europe
  - 2301 Austria
  - 2302 Belgium
  - 2303 France
  - 2304 Germany
  - 2305 Liechtenstein
  - 2306 Luxembourg
  - 2307 Monaco
  - 2308 Netherlands
  - 2311 Switzerland
- 24 Northern Europe
  - 2401 Denmark
  - 2402 Faeroe Islands
  - 2403 Finland
  - 2404 Greenland
  - 2405 Iceland
  - 2406 Norway
  - 2407 Sweden

#### 3 Southern and Eastern Europe

- 31 Southern Europe
  - 3101 Andorra
  - 3102 Gibraltar
  - 3103 Holy See
  - 3104 Italy
  - 3105 Malta
  - 3106 Portugal

- 3107 San Marino
- 3108 Spain
- 32 South Eastern Europe
  - 3201 Albania
  - 3202 Bosnia and Herzegovina
  - 3203 Bulgaria
  - 3204 Croatia
  - 3205 Cyprus
  - 3206 Former Yugoslav Republic of Macedonia (FYROM)
  - 3207 Greece
  - 3208 Moldova
  - 3211 Romania
  - 3212 Slovenia
  - 3213 Yugoslavia, Federal Republic of
- 33 Eastern Europe
  - 3301 Belarus
  - 3302 Czech Republic
  - 3303 Estonia
  - 3304 Hungary
  - 3305 Latvia
  - 3306 Lithuania
  - 3307 Poland
  - 3308 Russian Federation
  - 3311 Slovakia
  - 3312 Ukraine
- 4 North Africa and the Middle East**
  - 41 East North Africa
    - 4101 Algeria
    - 4102 Egypt
    - 4103 Libya
    - 4104 Morocco
    - 4105 Sudan
    - 4106 Tunisia
    - 4107 Western Sahara
    - 4199 North Africa, nec
  - 42 Middle East
    - 4201 Bahrain
    - 4202 Gaza Strip and West Bank
    - 4203 Iran
    - 4204 Iraq
    - 4205 Israel
    - 4206 Jordan
    - 4207 Kuwait
    - 4208 Lebanon
    - 4211 Oman
    - 4212 Qatar
    - 4213 Saudi Arabia
    - 4214 Syria
    - 4215 Turkey
    - 4216 United Arab Emirates
    - 4217 Yemen
- 5 South-East Asia**
  - 51 Mainland South-East Asia
    - 5101 Burma (Myanmar)
    - 5102 Cambodia
    - 5103 Laos
    - 5104 Thailand
    - 5105 Viet Nam
  - 52 Maritime South-East Asia
    - 5201 Brunei Darussalam
    - 5202 Indonesia
    - 5203 Malaysia
    - 5204 Philippines
    - 5205 Singapore
    - 5206 East Timor
- 6 North-East Asia**
  - 61 Chinese Asia (includes Mongolia)
    - 6101 China (excludes SARs and Taiwan Province)
    - 6102 Hong Kong (SAR of China)
    - 6103 Macau (SAR of China)
    - 6104 Mongolia
    - 6105 Taiwan
  - 62 Japan and the Koreas
    - 6201 Japan
    - 6202 Korea, Democratic People's Republic of (North)
    - 6203 Korea, Republic of (South)
- 7 Southern and Central Asia**
  - 71 Southern Asia
    - 7101 Bangladesh
    - 7102 Bhutan
    - 7103 India
    - 7104 Maldives
    - 7105 Nepal
    - 7106 Pakistan
    - 7107 Sri Lanka
  - 72 Central Asia
    - 7201 Afghanistan
    - 7202 Armenia
    - 7203 Azerbaijan

7204 Georgia  
7205 Kazakhstan  
7206 Kyrgyz Republic  
7207 Tajikistan  
7208 Turkmenistan  
7211 Uzbekistan

## **8 Americas**

81 Northern America  
8101 Bermuda  
8102 Canada  
8103 St Pierre and Miquelon  
8104 United States of America

82 South America  
8201 Argentina  
8202 Bolivia  
8203 Brazil  
8204 Chile  
8205 Colombia  
8206 Ecuador  
8207 Falkland Islands  
8208 French Guiana  
8211 Guyana  
8212 Paraguay  
8213 Peru  
8214 Suriname  
8215 Uruguay  
8216 Venezuela  
8299 South America, nec

83 Central America  
8301 Belize  
8302 Costa Rica  
8303 El Salvador  
8304 Guatemala  
8305 Honduras  
8306 Mexico  
8307 Nicaragua  
8308 Panama

84 Caribbean  
8401 Anguilla  
8402 Antigua and Barbuda  
8403 Aruba  
8404 Bahamas  
8405 Barbados  
8406 Cayman Islands  
8407 Cuba  
8408 Dominica  
8411 Dominican Republic

8412 Grenada  
8413 Guadeloupe  
8414 Haiti  
8415 Jamaica  
8416 Martinique  
8417 Montserrat  
8418 Netherlands Antilles  
8421 Puerto Rico  
8422 St Kitts and Nevis  
8423 St Lucia  
8424 St Vincent and the Grenadines  
8425 Trinidad and Tobago  
8426 Turks and Caicos Islands  
8427 Virgin Islands, British  
8428 Virgin Islands, United States

## **9 Sub-Saharan Africa**

91 Central and West Africa  
9101 Benin  
9102 Burkina Faso  
9103 Cameroon  
9104 Cape Verde  
9105 Central African Republic  
9106 Chad  
9107 Congo  
9108 Congo, Democratic Republic of  
9111 Cote d'Ivoire  
9112 Equatorial Guinea  
9113 Gabon  
9114 Gambia  
9115 Ghana  
9116 Guinea  
9117 Guinea-Bissau  
9118 Liberia  
9121 Mali  
9122 Mauritania  
9123 Niger  
9124 Nigeria  
9125 Sao Tome and Principe  
9126 Senegal  
9127 Sierra Leone  
9128 Togo

92 Southern and East Africa  
9201 Angola  
9202 Botswana  
9203 Burundi  
9204 Comoros  
9205 Djibouti  
9206 Eritrea

9207 Ethiopia  
9208 Kenya  
9211 Lesotho  
9212 Madagascar  
9213 Malawi  
9214 Mauritius  
9215 Mayotte  
9216 Mozambique  
9217 Namibia  
9218 Reunion  
9221 Rwanda  
9222 St Helena  
9223 Seychelles  
9224 Somalia  
9225 South Africa  
9226 Swaziland  
9227 Tanzania  
9228 Uganda  
9231 Zambia  
9232 Zimbabwe  
9299 Southern and East Africa, nec

## Alphabetic code list for Country of birth

Adélie Land (France)	1601	Chile	8204
Afghanistan	7201	Chilean Antarctic Territory	1605
Albania	3201	China (excludes SARs and Taiwan Province)	6101
Algeria	4101	Colombia	8205
Andorra	3101	Comoros	9204
Angola	9201	Congo	9107
Anguilla	8401	Congo, Democratic Republic of	9108
Antigua and Barbuda	8402	Cook Islands	1501
Argentina	8201	Costa Rica	8302
Argentinian Antarctic Territory	1602	Cote d'Ivoire	9111
Armenia	7202	Croatia	3204
Aruba	8403	Cuba	8407
Australia	1101	Cyprus	3205
Australian Antarctic Territory	1603	Czech Republic	3302
Australian External Territories nec	1199	Denmark	2401
Austria	2301	Djibouti	9205
Azerbaijan	7203	Dominica	8408
Bahamas	8404	Dominican Republic	8411
Bahrain	4201	East Timor	5206
Bangladesh	7101	Ecuador	8206
Barbados	8405	Egypt	4102
Belarus	3301	El Salvador	8303
Belgium	2302	England	2102
Belize	8301	Equatorial Guinea	9112
Benin	9101	Eritrea	9206
Bermuda	8101	Estonia	3303
Bhutan	7102	Ethiopia	9207
Bolivia	8202	Faeroe Islands	2402
Bosniaand Herzegovina	3202	Falkland Islands	8207
Botswana	9202	Fiji	1502
Brazil	8203	Finland	2403
British Antarctic Territory	1604	Former Yugoslav Republic of Macedonia (FYROM)	3206
Brunei Darussalam	5201	France	2303
Bulgaria	3203	French Guiana	8208
Burkina Faso	9102	French Polynesia	1503
Burma (Myanmar)	5101	Gabon	9113
Burundi	9203	Gambia	9114
Cambodia	5102	Gaza Strip and West Bank	4202
Cameroon	9103	Georgia	7204
Canada	8102	Germany	2304
Cape Verde	9104	Ghana	9115
Cayman Islands	8406	Gibraltar	3102
Central African Republic	9105	Greece	3207
Chad	9106		
Channel Islands	2101		

Greenland	2404	Malta	3105
Grenada	8412	Marshall Islands	1403
Guadeloupe	8413	Martinique	8416
Guam	1401	Mauritania	9122
Guatemala	8304	Mauritius	9214
Guinea	9116	Mayotte	9215
Guinea-Bissau	9117	Mexico	8306
Guyana	8211	Micronesia, Federated States of	1404
Haiti	8414	Moldova	3208
Holy See	3103	Monaco	2307
Honduras	8305	Mongolia	6104
Hong Kong (SAR of China)	6102	Montserrat	8417
Hungary	3304	Morocco	4104
Iceland	2405	Mozambique	9216
India	7103	Namibia	9217
Indonesia	5202	Nauru	1405
Iran	4203	Nepal	7105
Iraq	4204	Netherlands	2308
Ireland	2201	Netherlands Antilles	8418
Isle of Man	2103	New Caledonia	1301
Israel	4205	New Zealand	1201
Italy	3104	Nicaragua	8307
Jamaica	8415	Niger	9123
Japan	6201	Nigeria	9124
Jordan	4206	Niue	1504
Kazakhstan	7205	Norfolk Island	1102
Kenya	9208	North Africa, nec	4199
Kiribati	1402	Northern Ireland	2104
Korea, Democratic People's Republic of (North)	6202	Northern Mariana Islands	1406
Korea, Republic of (South)	6203	Norway	2406
Kuwait	4207	Oman	4211
Kyrgyz Republic	7206	Pakistan	7106
Laos	5103	Palau	1407
Latvia	3305	Panama	8308
Lebanon	4208	Papua New Guinea	1302
Lesotho	9211	Paraguay	8212
Liberia	9118	Peru	8213
Libya	4103	Philippines	5204
Liechtenstein	2305	Poland	3307
Lithuania	3306	Polynesia (excludes Hawaii), nec	1599
Luxembourg	2306	Portugal	3106
Macau (SAR of China)	6103	Puerto Rico	8421
Madagascar	9212	Qatar	4212
Malawi	9213	Queen Maud Land (Norway)	1606
Malaysia	5203	Réunion	9218
Maldives	7104	Romania	3211
Mali	9121	Ross Dependency (New Zealand)	1607
		Russian Federation	3308

Rwanda	9221	Uruguay	8215
Samoa	1505	Uzbekistan	7211
Samoa, American	1506	Vanuatu	1304
San Marino	3107	Venezuela	8216
Sao Tomé and Príncipe	9125	Viet Nam	5105
Saudi Arabia	4213	Virgin Islands, British	8427
Scotland	2105	Virgin Islands, United States	8428
Senegal	9126	Wales	2106
Seychelles	9223	Wallis and Futuna	1512
Sierra Leone	9127	Western Sahara	4107
Singapore	5205	Yemen	4217
Slovakia	3311	Yugoslavia, Federal Republic of	3213
Slovenia	3212	Zambia	9231
Solomon Islands	1303	Zimbabwe	9232
Somalia	9224		
South Africa	9225		
South America, nec	8299		
Southern and East Africa, nec	9299		
Spain	3108		
Sri Lanka	7107		
St Helena	9222		
St Kitts and Nevis	8422		
St Lucia	8423		
St Pierre and Miquelon	8103		
St Vincent and the Grenadines	8424		
Sudan	4105		
Suriname	8214		
Swaziland	9226		
Sweden	2407		
Switzerland	2311		
Syria	4214		
Taiwan	6105		
Tajikistan	7207		
Tanzania	9227		
Thailand	5104		
Togo	9128		
Tokelau	1507		
Tonga	1508		
Trinidad and Tobago	8425		
Tunisia	4106		
Turkey	4215		
Turkmenistan	7208		
Turks and Caicos Islands	8426		
Tuvalu	1511		
Uganda	9228		
Ukraine	3312		
United Arab Emirates	4216		
United States of America	8104		

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