

# 6 Key products for the CSTDA NMDS

A range of collection materials or products has been developed to support the new CSTDA NMDS. The AIHW produces national versions of these collection materials, to which jurisdictions sometimes make minor variations or additions to meet local needs. It is agreed by all jurisdictions that any such changes or additions should always be consistent with, and should not jeopardise the collection of, the national CSTDA NMDS agreed by all jurisdictions and endorsed by the National Disability Administrators.

Each of the key products for the CSTDA NMDS is outlined in this section, along with details of their main purpose and audience. Copies of national materials can be obtained from the AIHW web site ([www.aihw.gov.au/disability](http://www.aihw.gov.au/disability)).

## 6.1 Data Guide

The Data Guide is for use by all funded agencies preparing data for transmission to jurisdictions. It can be used as a hard copy reference document for people filling out paper forms or entering data into data transmission software. Software developers are encouraged to include the contents of the Data Guide in software, to enable a funded agency entering data on a specific item to click onto information about the data item's definition and justification.

The Data Guide aims to provide adequate information in an accessible and relevant format without burdening the user with detail that is not needed. It includes sections which:

- explain the data collection methods and transmission requirements;
- outline the CSTDA NMDS Privacy and Data Principles and associated procedures (see also Chapter 7);
- present all data items in a simplified information model; and
- provide details of all data items, including question format, response options, guide for use, justification for each data item and examples of use in statistical reports.

## 6.2 Service Type Outlet and Service User paper forms

Paper forms, developed by the AIHW and updated each year, are made available to all jurisdictions for distribution to interested funded agencies. The forms are designed for use by agencies that do not wish or are unable to adopt software for the purposes of transmitting data to jurisdictions.

## **6.3 Data Transmission and Technical Guide**

The Data Transmission and Technical Guide was developed to assist CSTDA-funded agencies to transmit data for the redeveloped CSTDA NMDS collection to the funding jurisdiction. It sets out technical requirements for data structure, essential for amalgamation of the data at a jurisdictional and national level. It is envisaged that this document will be used by agencies wishing to develop their own data transmission software; agencies wishing to purchase commercial software; and agencies wishing to update their existing databases to meet the requirements of the CSTDA NMDS collections. The Data Transmission and Technical Guide is also a useful reference tool for people and jurisdictions developing software for agency systems. The Data Transmission and Technical Guide should always be read in conjunction with documentation for the redeveloped CSTDA NMDS collection, particularly the CSTDA NMDS Data Guide. It is recommended that agencies using this document contact their funding jurisdiction as local variations may be added to the national MDS.

## **6.4 Data Dictionary**

The CSTDA NMDS Data Dictionary is a new feature of the collection. The Data Dictionary is a technical resource available to all contributors and users of the CSTDA NMDS collection (via the AIHW web site or on request from jurisdictions). The Data Dictionary is essentially a technical companion to the Data Guide and provides detailed data definitions for every data element in the new collection. The Data Dictionary has been prepared in accordance with international standards and is in the same format as the National Community Services Data Dictionary and the Home and Community Care (HACC) National MDS Data Dictionary.

The Disability Services Information Model, included in the CSTDA NMDS Data Dictionary, provides a high-level representation of the interrelationships between data items and concepts in the redeveloped CSTDA NMDS. The model is an important tool in understanding and retaining the logic of the data structures underlying the redeveloped CSTDA NMDS collection.

## **6.5 Network Guide**

The Network Guide is intended for use by staff in Commonwealth, State and Territory Governments and at the Australian Institute of Health and Welfare who are directly involved with the coordination and running of the CSTDA NMDS collection (the 'Network'). The Network Guide includes sections on how to coordinate the data collection in each jurisdiction according to the agreed timetable, how to provide data for the national collation (e.g. file structures, cleaning procedures and transmission protocols within jurisdictions and nationally). As with other collection materials, the Network Guide aims to promote national consistency in the way CSTDA NMDS data are collected and to improve the quality of the data obtained from the collection. The Network Guide will be updated each year. (Note: this is the only one of the national materials that is not on the public web site.)

## 6.6 Training materials

National training materials were developed, based on the collection's technical materials, particularly the Data Guide and paper forms. The national training materials were developed to support the delivery of two workshops:

- Familiarisation Workshop – a 1.5 hour introductory session to the CSTDA NMDS collection.
- Data Item Workshop – a one-day workshop covering the technical application of the Data Guide to all of the redeveloped CSTDA NMDS data items.

The training materials comprise:

- Familiarisation Workshop slides;
- Briefing paper (outlining the background to the CSTDA NMDS and its redevelopment);
- Data Item Workshop slides;
- Data Item Workbook;
- Workbook Activities;
- Data Item Workbook Answers;
- Familiarisation and Data Item Workshops evaluation sheets; and
- Trainer's Guide.

These materials can be used by jurisdiction staff when training funded agencies and also by funded agencies wishing to train their own staff.