

About metadata standards

This section contains definitions of individual data standards that are considered by the NCSDC and subsequently endorsed by the NCSIMG. These data standards are based on the 2003 version of the ISO/IEC 11179 (see Appendix 1) and presented in a standard format (see Appendix 2). The data standards included in this dictionary do not provide exhaustive coverage of all relevant definitions in the community services sector. Subsequent versions of the dictionary will include a progressively more extensive range of agreed and widely-applicable data standards.

Data standards are grouped by data standard type, in alphabetical order of their 'common name'. The data standards are presented in the following order:

- data elements
- supporting metadata items
 - object classes
 - properties
 - classification schemes
 - glossary items.

A list of the names of these data standards is provided at the beginning of this publication (see pages xv-xxi).

Data elements

Address line (person)

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – address line
<i>Definition:</i>	A composite of one or more standard address components that describes a low level of geographical/physical description of a location that, used in conjunction with the other high-level address components i.e. Suburb/town/locality, Postcode – Australian, Australian state/territory, and Country, forms a complete geographical/physical address of a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Address line

Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	A high-level address component is defined as a broad geographical area that is capable of containing more than one specific physical location. Some examples of a broad geographical area are:
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- Suburb, town or locality
- Postcode – Australian or international
- State, Territory, local government area, electorate, statistical local area
- Postal delivery point identifier
- Countries, provinces, etc. other than in Australia

These components of a complete address do not form part of the Address line.

When addressing an Australian location, following are the standard address data elements that may be concatenated in the Address line:

- Building/complex sub-unit type
- Building/complex sub-unit number
- Building/property name
- Floor/level number
- Floor/level type
- House/property number
- Lot/section number
- Street name
- Street type code
- Street suffix code

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

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

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

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

Multiple Address lines may be recorded as required.

Collection methods:

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

- Building/complex sub-unit type is to be collected in conjunction with Building/complex sub-unit number and vice versa.
- Floor/level type is to be collected in conjunction with Floor/level number and vice versa.

- Street name is to be used in conjunction with Street type code and Street suffix code.
- Street type code is to be used in conjunction with Street name and Street suffix code.
- Street suffix code is to be used in conjunction with Street name and Street type code.
- House/property number is to be used in conjunction with Street name.

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	Health Data Standards Committee AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia.
<i>Reference documents:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

<i>Related metadata references:</i>	Is formed using Person (address) – street suffix, code A[A] NHIG, Standard 01/03/2005
	Is formed using Person (address) – street type, code A[AAA] NHIG, Standard 01/03/2005
	Is formed using Person (address) – street name, text [A(30)] NHIG, Standard 01/03/2005
	Is formed using Person (address) – lot/section identifier, N[X(14)] NHIG, Standard 01/03/2005
	Is formed using Person (address) – house/property identifier, text [X(12)] NHIG, Standard 01/03/2005
	Is formed using Person (address) – floor/level type, code A[A] NHIG, Standard 01/03/2005
	Is formed using Person (address) – floor/level identifier, [NNNA] NHIG, Standard 01/03/2005
	Is formed using Person (address) – building/complex sub-unit type, code A[AAA] NHIG, Standard 01/03/2005
	Is formed using Person (address) – building/complex sub-unit identifier, [X(7)] NHIG, Standard 01/03/2005
	Is formed using Person (address) – building/property name, text [X(30)] NHIG, Standard 01/03/2005

Address line (service provider organisation)

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – address line
<i>Definition:</i>	A composite of one or more standard address components that describes a low level of geographical/physical description of a location that, used in conjunction with the other high-level address components i.e. Suburb/town/locality, Postcode – Australian, Australian state/territory, and Country, forms a complete geographical/physical address of an organisation.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Address line

Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A high-level address component is defined as a broad geographical area that is capable of containing more than one specific physical location. Some examples of a broad geographical area are:</p> <ul style="list-style-type: none">• Suburb, town or locality• Postcode• Australian or international• State, Territory, local government area, electorate,
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statistical local area

- Postal delivery point identifier
- Countries, provinces, etc. other than in Australia

These components of a complete address do not form part of the Address line.

When addressing an Australian location, following are the standard address data elements that may be concatenated in the Address line:

- Building/complex sub-unit type
- Building/complex sub-unit number
- Building/property name
- Floor/level number
- Floor/level type
- House/property number
- Lot/section number
- Street name
- Street type code
- Street suffix code

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

Collection methods:

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

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

Street name.

Source and reference attributes

Submitting organisation: Standards Australia

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

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

Relational attributes

Related metadata references:

- Is formed using Service provider organisation (address) – building/property name, text [X(30)] NHIG, Standard 04/05/2005
- Is formed using Service provider organisation (address) – building/complex sub-unit identifier, [X(7)] NHIG, Standard 04/05/2005
- Is formed using Service provider organisation (address) – building/complex sub-unit type, code A[AAA] NHIG, Standard 04/05/2005
- Is formed using Service provider organisation (address) – floor/level identifier, [NNNA] NHIG, Standard 04/05/2005
- Is formed using Service provider organisation (address) – floor/level type, code A[A] NHIG, Standard 04/05/2005
- Is formed using Service provider organisation (address) – house/property identifier, text [X(12)] NHIG, Standard 04/05/2005
- Is formed using Service provider organisation (address) – lot/section identifier, N[X(14)] NHIG, Standard 04/05/2005
- Is formed using Service provider organisation (address) – street name, text [A(30)] NHIG, Standard 04/05/2005
- Is formed using Service provider organisation (address) – street type, code A[AAA] NHIG, Standard 04/05/2005
- Is formed using Service provider organisation (address) – street suffix, code A[A] NHIG, Standard 04/05/2005

Address type (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – address type, code N
<i>METeOR identifier:</i>	286728
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A code set representing a type of address, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – address type
<i>Definition:</i>	The type of geographical/physical location where a person can be located.
<i>Object Class:</i>	Person
<i>Property:</i>	Address type

Value domain attributes

Representational attributes

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

Collection and usage attributes

<i>Guide for use:</i>	CODE 1 Business This code is used to indicate an address that is the physical location of a business, an office or from where a service is delivered.
	CODE 2 Mailing or postal This code is used to indicate an address that is only for correspondence purposes.

CODE 3 Residential

This code is used to indicate where a person is living. Note that this code is not valid for organisations.

CODE 4 Temporary residential

Temporary accommodation address (such as for a person from rural Australia who is visiting an oncology centre for a course of treatment, or a person who usually resides overseas). Note that this is not valid for organisations.

CODE 9 Unknown/Not stated/inadequately described

This code may also be used where the person has no fixed address or does not wish to have their residential or a correspondence address recorded.

Data Element attributes

Collection and usage attributes

Guide for use:

A single address may have multiple address types associated with it. Record as many as required.

Collection methods:

At least one address must be recorded (this may be an unknown Address type).

Health care establishments should always attempt to collect the residential address of a person who is a health care client when a service is provided. When recording the address for a health care provider or organisation, the business address should always be collected. In addition, other addresses may also need to be recorded for individuals and organisations.

Overseas address:

For individuals record the overseas address as the residential address and record a temporary accommodation address as their contact address in Australia.

Comments:

'No fixed address' is coded as unknown because it (the concept) is not a type of address for a person but is an attribute of the person only i.e. it is not a location for which an address may be derived. It is not recommended that an implementation collects this attribute as an address type. A person not having a fixed address constrains the number of address types that can be collected i.e. temporary accommodation and residential address types cannot be collected. However, if it is imperative that this occurs, it is suggested that code 9 be used.

Source and reference attributes

Submitting organisation:

Standards Australia

Australian Institute of Health and Welfare

Origin:

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

Reference documents:

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

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

Address type (service provider organisation)

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – address type
<i>Definition:</i>	The type of geographical/physical location where an organisation can be located.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Address type

Value domain attributes

Representational attributes

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

Collection and usage attributes

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

Collection and usage attributes

Guide for use: A single address may have multiple address types associated with it. Record as many as required.

Collection methods: At least one address must be recorded (this may be an unknown Address type). When recording the address for a health care provider or organisation, the business address should always be collected. In addition, other addresses may also need to be recorded for individuals and organisations.

Source and reference attributes

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

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

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

Address—country identifier (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – country identifier, code (SACC 1998) NNNN
<i>METeOR identifier:</i>	288091
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The country component of the address of a person, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – country identifier
<i>Definition:</i>	The country component of the address of a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Country identifier

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Standard Australian Classification of Countries 1998
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NNNN
<i>Maximum character length:</i>	4

Collection and usage attributes

<i>Guide for use:</i>	<p>The Standard Australian Classification of Countries 1998 (SACC) is a four-digit, three-level hierarchical structure specifying major group, minor group and country.</p> <p>A country, even if it comprises other discrete political entities such as states, is treated as a single unit for all data domain purposes. Parts of a political entity are not included in different groups. Thus, Hawaii is included in Northern America (as part of the identified country United States of America), despite being geographically close to and having similar social and cultural characteristics as the units classified to Polynesia.</p>
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Data Element attributes

Collection and usage attributes

Collection methods: Collect the data at the 4-digit level.

Comments: Note that the Standard Australian Classification of Countries (SACC) is mappable to but not identical to Australian Standard Classification of Countries for Social Statistics (ASCCSS).

Source and reference attributes

Reference documents: Standard Australian Classification of Countries, Catalogue number 1269.0, 1998, Canberra: Australian Bureau of Statistics
Standard Australian Classification of Countries, Revision 2.01, Canberra 1999, Australian Bureau of Statistics. Catalogue Number 1269.0
Standard Australian Classification of Countries, Revision 2.02, Canberra 2004, Australian Bureau of Statistics. Catalogue Number 1269.0

Age

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Person – age
<i>Definition:</i>	The age of the person.
<i>Context:</i>	Age is a core data element in a wide range of social, labour and demographic statistics.
<i>Object Class:</i>	Person
<i>Property:</i>	Age

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	Number
<i>Format:</i>	N[NN]
<i>Maximum character length:</i>	3
<i>Supplementary codes:</i>	999 Unknown/not stated
<i>Unit of measure:</i>	Year

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Age in single years (if aged under one year, record as zero). If age (or date of birth) is unknown or not stated, and cannot be estimated, use Code 999.
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National community services and housing assistance data dictionary specific:

If year of birth is known (but date of birth is not) use the date, 0101YYYY of the birth year to estimate age (where YYYY is the year of birth).

National housing assistance data dictionary specific:

In the housing assistance data collections age is calculated at 30 June for the corresponding year.

Collection methods:

Although collection of date of birth allows more precise calculation of age, this may not be feasible in some data collections, and alternative questions are: Age last birthday?

What was age last birthday?

What is age in complete years?

Comments:

National community services data dictionary specific:

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

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

Source and reference attributes

Submitting organisation:

National Public Health Information Working Group

Origin:

Australian Bureau of Statistics, *Standards for Social, Labour and Demographic Variables*. Reference through:
www.abs.gov.au/Ausstats/abs@nsf/StatsLibrary

Assessment date

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Service event – assessment date
<i>Definition:</i>	The date(s) on which the agency undertook an assessment of the client(s) need for assistance, appropriateness of service provision and/or circumstances.
<i>Context:</i>	Service provision and planning: To help locate information about a client's circumstances in time. As some information about clients can change over time it is necessary to have some way of identifying the currency of this information. The most recent date of assessment can be taken as an indication of the last time that the agency has reviewed and updated the information they have recorded about the client's characteristics and circumstances.
<i>Object Class:</i>	Service event
<i>Property:</i>	Assessment date

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

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

Source and reference attributes

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

Assistance—reason not provided

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Service event – reason assistance not provided
<i>Definition:</i>	The reason assistance was not provided to a person by a community services agency.
<i>Context:</i>	Service provision and planning: This item is a useful measure for planning purposes and can provide information on service gaps, resource limitations, poor referral relationships between agencies, unmet demand etc.
<i>Object Class:</i>	Service event
<i>Property:</i>	Reason assistance not provided

Collection and usage attributes

<i>Guide for use:</i>	This may be recorded for a particular type of assistance, a particular request for service, a particular assessment event or a particular referral event.
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Value domain attributes

Representational attributes

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

Supplementary codes: 9 Not stated/inadequately described

Collection and usage attributes

Guide for use:

Record main reason assistance not provided.

More specific categories in the data domain (that can map to this data domain) can also provide useful information at an agency or locality level about service gaps and resource limitations. For example code 6 can be broken up into a number of more specific categories to ascertain whether people are having trouble accessing services due to lack of interpreter services, disabled access to a building, etc. This information can help individual agencies better allocate their resources.

Examples of the above categories are:

CODE 3 Outlet refused service to person/offer refused

Due to inappropriate behaviour or person failed to present and did not contact the agency.

CODE 4 Person or service provider unable to attend

For example, unscheduled staff absence or unscheduled events such as bad weather or electricity failure.

CODE 5 Assistance currently not available

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

CODE 6 Facilities for special needs not available/service inaccessible

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

Data Element attributes

Collection and usage attributes

Collection methods:

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

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

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Assistance received date

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Service event – assistance received date
<i>Definition:</i>	The date on which a client receives assistance from an agency.
<i>Context:</i>	Service provision and planning: Allows a description or profile of service utilisation by a person or persons during a period of service or reporting period. This item can be used in calculating the total amount of assistance received by a person in a reporting period (as in the HACC MDS). Information on the total amount of assistance received in a specified time period is important for program planning and accountability. In conjunction with information concerning client need or dependency, this information can provide an indication of the appropriateness and adequacy of services as well as information on equity in service provision across client groups and geographic areas.
<i>Object Class:</i>	Service event
<i>Property:</i>	Assistance received date

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

Guide for use: This metadata item should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a person received assistance from an agency on 1 July 2000 the Assistance receipt date should be recorded as 01072000 as specified in the representational layout.

Collection methods: The date recorded should reflect the date on which the client received any type of assistance. Where a client receives more than one occasion of service on the same day, the agency should separately record each occasion of service against the same date.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

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

Assistance request date

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Service event – assistance request date
<i>Definition:</i>	The date on which a person or persons requests assistance from an agency.
<i>Object Class:</i>	Service event
<i>Property:</i>	Assistance request date

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a person requested assistance from an agency on
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July 1 2000 the Date assistance requested should be recorded as 01072000 as specified in the representational layout.

Collection methods:

This item should be collected on the date on which a person(s) made the initial request for assistance. The person(s) requesting assistance need not necessarily be a client as a request does not necessarily result in provision of a service.

May be collected for individual types of assistance or service requested.

Comments:

A request does not necessarily result in provision of a service.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

Supported Accommodation Assistance Program (SAAP)
National Data Collection Agency 2001. National Data
Collection Data Dictionary. Version 2. Unpublished

Assistance urgency

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Service event – assistance urgency
<i>Definition:</i>	The assessed time period within which assistance is needed by a person.
<i>Context:</i>	Client needs and service and resource planning: Gives an indication of the immediacy of need for people making requests for assistance. This information can also be used to help plan the level and amount of different types of services, such as crisis care and to measure the appropriateness of a person's waiting time for assistance.
<i>Object Class:</i>	Service event
<i>Property:</i>	Assistance urgency

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																				
<i>Data type:</i>	Number																				
<i>Format:</i>	N{.N}																				
<i>Maximum character length:</i>	2																				
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Within 48 hours</td></tr><tr><td>1.1</td><td>Immediate</td></tr><tr><td>1.2</td><td>Within 24 hours</td></tr><tr><td>1.3</td><td>More than 24 hours but within 48 hours</td></tr><tr><td>2</td><td>More than 2 days but within 14 days</td></tr><tr><td>2.1</td><td>3–4 days</td></tr><tr><td>2.2</td><td>5–6 days</td></tr><tr><td>2.3</td><td>More than 6 days but within 14 days</td></tr><tr><td>3</td><td>More than 14 days</td></tr></tbody></table>	Value	Meaning	1	Within 48 hours	1.1	Immediate	1.2	Within 24 hours	1.3	More than 24 hours but within 48 hours	2	More than 2 days but within 14 days	2.1	3–4 days	2.2	5–6 days	2.3	More than 6 days but within 14 days	3	More than 14 days
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2.1	3–4 days																				
2.2	5–6 days																				
2.3	More than 6 days but within 14 days																				
3	More than 14 days																				

Supplementary codes: 9 Not stated/inadequately described

Data Element attributes

Collection and usage attributes

Guide for use: This metadata item measures a perceived need by the service provider and/or professional making the assessment, not a perceived want.

Collection methods: Determination of 'urgency' should follow an assessment event or some determination by the agency of need.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: SAAP National Data Collection Data Dictionary Version 1.1, July 1999. Draft Aged Care Assessment Program Minimum Data Set, version 2.

Australian state/territory identifier

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – Australian state/territory identifier, code N
<i>METeOR identifier:</i>	286919
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	The Australian state or territory where a person can be located, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – Australian state/territory identifier
<i>Definition:</i>	The Australian state or territory where a person can be located.
<i>Object Class:</i>	Person
<i>Property:</i>	Australian state/territory identifier

Value domain attributes

Representational attributes

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

Collection and usage attributes

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

Source and reference attributes

Reference documents: Australian Bureau of Statistics 2005. Australian Standard Geographical Classification (ASGC). Cat. no. 1216.0. Canberra: ABS. Viewed on 30/09/2005

Data Element attributes

Collection and usage attributes

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

Source and reference attributes

Origin: Australian Bureau of Statistics 2004. Australian Standard Geographical Classification (ASGC) (Cat. no. 1216.0). Viewed 13 October 2005.

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

Relational attributes

Related metadata references: See also Person (address) – Australian postcode, code (Postcode datafile) {NNNN} NHDAMG, Standard 10/02/2006

Australian state/territory identifier (service provider organisation)

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – Australian state/territory identifier
<i>Definition:</i>	An identifier of the Australian state or territory where an organisation or agency can be located.
<i>Context:</i>	This is a geographic indicator which is used for analysis of the distribution of agencies or establishments and services.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Australian state/territory identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																				
<i>Data type:</i>	Number																				
<i>Format:</i>	N																				
<i>Maximum character length:</i>	1																				
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Collection and usage attributes

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

Source and reference attributes

Reference documents: Australian Bureau of Statistics 2005. Australian Standard Geographical Classification (ASGC). Cat. no. 1216.0. Canberra: ABS. Viewed on 30/09/2005

Data Element attributes

Collection and usage attributes

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

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Health Data Standard Committee
National Community Services Data Committee

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

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

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

Carer co-residency

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Informal carer – co-residency status, code N
<i>METeOR identifier:</i>	270167
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	Whether or not an informal carer lives with the person for whom they care, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Informal carer – co-residency status
<i>Definition:</i>	Whether or not an informal carer lives with the person for whom they care.
<i>Context:</i>	Personal and social support
<i>Object Class:</i>	Informal carer
<i>Property:</i>	Co-residency status

Value domain attributes

Representational attributes

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

Collection and usage attributes

<i>Guide for use:</i>	A co-resident carer is a person who provides care and assistance on a regular and sustained basis to a person who lives in the same household. A non-resident carer is a person who provides care and assistance on a regular and sustained basis to someone who usually lives in a different household.
<i>Comments:</i>	<p>There is inconsistency between this definition of carer co-residency, and the Australian Bureau of Statistics definition of principal carer, 1993 Disability, Ageing and Carers Survey and, primary carer used in the 1998 survey.</p> <p>The ABS defines a primary carer as a person of any age who provides the most informal assistance, in terms of help or</p>

supervision, to a person with one or more disabilities. The assistance has to be ongoing, or likely to be ongoing, for at least six months and be provided for one or more of the core activities (communication, mobility and self-care). This may not be appropriate for community services agencies wishing to obtain information about a person's carer regardless of the amount of time that care is for, or the types of care provided. This type of information can of course be collected separately, but for most collections it is not needed and would place a burden on service providers.

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>This metadata item is usually used to record residency status of the person who provides most care to the person.</p> <p>If a client has both a co-resident (e.g. a spouse) and a visiting carer (e.g. a daughter or son), the coding response should be related to the carer who provides the most significant care and assistance related to the client's capacity to remain living at home. The expressed views of the client and/or their carer(s) or significant other should be used as the basis for determining this.</p>
<i>Collection methods:</i>	<p>This item can be collected when either the carer or the person being cared for is the client of an agency.</p> <p>Agencies may be required to collect this item at the beginning of each service episode. Agencies should also assess the currency of this information at subsequent assessments or re-assessments.</p> <p>Some agencies may record this information historically so that they can track changes over time. Historical recording refers to the practice of maintaining a record of changes over time where each change is accompanied by the appropriate date.</p>
<i>Comments:</i>	<p>This item helps to establish a profile of the characteristics of informal carers and as such increases knowledge about the dynamics and patterning of the provision of informal care. In particular, whether the informal carer lives with the person for whom they care or not is one indication of the level of informal support available to clients and of the intensity of care provided by the carer.</p>

Source and reference attributes

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

Case management plan indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Client – case management plan indicator, code N
<i>METeOR identifier:</i>	321129
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	Whether or not a current (at the time of recording) case management plan has been developed for the client, as represented by a code.
<i>Context:</i>	<p>A case management plan is a personal plan or a support agreement that usually has a statement of the person(s) problems or needs, some goals for the person(s) and strategies to achieve those goals. It is usually developed between the person and agency as a result of an assessment process.</p> <p>The plan or agreement can relate to services provided by one agency or a number of agencies.</p> <p>Establishing clear agreements between clients and their community service providers is recognised as good practice (e.g. in Supported Accommodation Assistance Program and child protection). Therefore, collecting information on whether a case management plan has been developed, implemented and agreed to can be useful in measuring performance of agencies. This is especially the case if collected in conjunction with information regarding the quality of the plan e.g. whether the plan is reviewed regularly, whether plan is devised in consultation with all relevant parties etc.</p> <p>In addition, it may be a useful management tool for agencies to be aware of the existence, or lack of, case management plans for an individual client.</p>

Data Element Concept attributes

<i>Data element concept:</i>	Client – case management plan indicator
<i>Definition:</i>	Whether or not a current (at the time of recording) case management plan has been developed for the client.
<i>Context:</i>	
<i>Object Class:</i>	Client
<i>Property:</i>	Case management plan indicator

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare.
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Value domain attributes

Representational attributes

<i>Representation class:</i>	Code	
<i>Data type:</i>	Number	
<i>Format:</i>	N	
<i>Maximum character length:</i>	1	
<i>Permissible values:</i>	Value	Meaning
	1	Yes
	2	No
<i>Supplementary codes:</i>	9	Not stated/inadequately described

Collection and usage attributes

<i>Guide for use:</i>	CODE 9 Not stated/inadequately described This code is not for use in primary data collections.
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Data Element attributes

Collection and usage attributes

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

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	National Community Services Data Dictionary Version 2, 2000

Child abuse and neglect type

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Child – abuse and neglect type
<i>Definition:</i>	The type of physical, sexual or emotional actions or inactions which have resulted in, or are likely to result in, significant harm or injury to a child, or risk of significant harm or injury to a child.
<i>Context:</i>	There are considerable variations across States and Territories in the recording of type of abuse and neglect, reflecting each jurisdiction's own definitions, legislation, policies and practices relating to child protection and child welfare.
<i>Object Class:</i>	Child
<i>Property:</i>	Abuse and neglect type

Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

Guide for use: These categories may be used in different ways by different jurisdictions, depending on the state or territories own definitions, policies and practices. In addition, a child subject to abuse and neglect is often subject to more than one type of abuse and neglect (for example, sexual abuse is often also associated with emotional abuse).

Comments: The National Child Protection and Support Services Working Group, is undertaking considerable work to improve the comparability of child protection data. This work will impact upon the definitions and data collections in the child protection area.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Reference documents: Child protection, Australia, 1997-98 (AIHW)
Comparability of Child Protection Data 1999 (AIHW)
Children Protection Australia: data collection standards, tables, & counting rules 1998-1999 (AIHW)

Communication method

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – communication method, code N
<i>METeOR identifier:</i>	322186
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The method of communication, including sign language, most effectively used by the person, as represented by a code.
<i>Context:</i>	Method of communication is an important indicator of potential barriers to social inclusion, particularly in conjunction with data on country of birth and interpreter services required.

Data Element Concept attributes

<i>Data element concept:</i>	Person – communication method
<i>Definition:</i>	The method of communication, including sign language, most effectively used by the person.
<i>Object Class:</i>	Person
<i>Property:</i>	Communication method

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code												
<i>Data type:</i>	Number												
<i>Format:</i>	N												
<i>Maximum character length:</i>	1												
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Spoken language (effective)</td></tr><tr><td>2</td><td>Sign language (effective)</td></tr><tr><td>3</td><td>Other effective non-spoken communication (e.g. Canon Communicator, Compic)</td></tr><tr><td>4</td><td>Little or no effective communication</td></tr><tr><td>5</td><td>Child aged under 5 years (not applicable)</td></tr></tbody></table>	Value	Meaning	1	Spoken language (effective)	2	Sign language (effective)	3	Other effective non-spoken communication (e.g. Canon Communicator, Compic)	4	Little or no effective communication	5	Child aged under 5 years (not applicable)
Value	Meaning												
1	Spoken language (effective)												
2	Sign language (effective)												
3	Other effective non-spoken communication (e.g. Canon Communicator, Compic)												
4	Little or no effective communication												
5	Child aged under 5 years (not applicable)												
<i>Supplementary codes:</i>	9 Not stated/inadequately described												

Collection and usage attributes

<i>Guide for use:</i>	Code 1 and 2 The communication must be effective in that the person must be able to communicate more than just basic needs, to unfamiliar people, using this method.
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Code 5 Child aged under 5 years (not applicable)

This item is considered 'not applicable' to young children. Hence, children aged 0-4 years should always be represented by code '5'.

If the communication method varies over time and it is difficult to say what the usual method is, please report the most effective method during the reference week.

Source and reference attributes

Origin: Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2005-06.

Data Element attributes

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: data guide – data items and definitions 2002-03.

Country of birth

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – country of birth, code (SACC 1998) NNNN
<i>METeOR identifier:</i>	270277
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 20/06/2005
<i>Definition:</i>	The country in which the person was born, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – country of birth
<i>Definition:</i>	The country in which the person was born.
<i>Context:</i>	Country of birth is important in the study of access to services by different population sub-groups. Country of birth is the most easily collected and consistently reported of a range of possible data items that may indicate cultural or language diversity. Country of birth may be used in conjunction with other data such as period of residence in Australia, etc., to derive more sophisticated measures of access to (or need for) services by different population sub-groups.
<i>Object Class:</i>	Person
<i>Property:</i>	Country of birth

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Standard Australian Classification of Countries 1998
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NNNN
<i>Maximum character length:</i>	4

Collection and usage attributes

<i>Guide for use:</i>	The Standard Australian Classification of Countries 1998 (SACC) is a four-digit, three-level hierarchical structure specifying major group, minor group and country. A country, even if it comprises other discrete political entities such as states, is treated as a single unit for all data domain purposes. Parts of a political entity are not included in
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different groups. Thus, Hawaii is included in Northern America (as part of the identified country United States of America), despite being geographically close to and having similar social and cultural characteristics as the units classified to Polynesia.

Data Element attributes

Collection and usage attributes

Collection methods:

Some data collections ask respondents to specify their country of birth. In others, a pre-determined set of countries is specified as part of the question, usually accompanied by an 'other (please specify)' category.

Recommended questions are:

In which country were you/was the person/was (name) born?

Australia

Other (please specify)

Alternatively, a list of countries may be used based on, for example common Census responses.

In which country were you/was the person/was (name) born?

Australia

England

New Zealand

Italy

Viet Nam

Scotland

Greece

Germany

Philippines

India

Netherlands

Other (please specify)

In either case coding of data should conform to the SACC.

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

Comments:

This metadata item is consistent with that used in the Australian Census of Population and Housing and is recommended for use whenever there is a requirement for comparison with Census data.

Source and reference attributes

Origin: National Health Data Committee
National Community Services Data Committee

Reference documents: Australian Bureau of Statistics 1998. Standard Australian Classification of Countries (SACC) (Cat. no. 1269.0), Canberra. Viewed 3 August 2005.

Date accuracy indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Date – accuracy indicator, code AAA
<i>METeOR identifier:</i>	294429
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	An indicator of the accuracy of the components of a reported date, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Date – accuracy indicator
<i>Definition:</i>	An indicator of the accuracy of the components of a reported date.
<i>Context:</i>	This data element is designed to flag whether each component in a date is accurate, estimated or unknown.
<i>Object Class:</i>	Date
<i>Property:</i>	Accuracy indicator

Value domain attributes

Representational attributes

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

EEA	Day and month are estimated, year is accurate
EEE	Day, month and year are estimated
EEU	Day and month are estimated, year is unknown
EUA	Day is estimated, month is unknown, year is accurate
EUE	Day is estimated, month is unknown, year is estimated
EUU	Day is estimated, month and year are unknown
UAA	Day is unknown, month and year are accurate
UAE	Day is unknown, month is accurate, year is estimated
UAU	Day is unknown, month is accurate, year is unknown
UEA	Day is unknown, month is estimated, year is accurate
UEE	Day is unknown, month and year are estimated
UEU	Day is unknown, month is estimated, year is unknown
UUA	Day and month are unknown, year is accurate
UUE	Day and month are unknown, year is estimated
UUU	Day, month and year are unknown

Collection and usage attributes

Guide for use:

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

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

A - the referred date component is accurate

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

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

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

field 1 (D) - refers to the accuracy of the day component

field 2 (M) - refers to the accuracy of the month component

field 3 (Y) - refers to the accuracy of the year component.

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

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

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

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

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

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

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

Data Element attributes

Collection and usage attributes

Collection methods:

Collection constraints:

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

Example:

Some jurisdictions use 0107YYYY and some use 0101YYYY when only the year is known. When month and year are known some use the 15th day as the date i.e. 15MMYYYY. Where this occurs in a data collection that is used for reporting or analysis purposes there will be dates in the collection with

the attributes 0107YYYY etc that are accurate and some that are not accurate. Without a corresponding flag to determine this accuracy the analysis or report will be contaminated by those estimated dates.

Comments:

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

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

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

Source and reference attributes

Submitting organisation: Standards Australia

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

Relational attributes

Related metadata references: See also Individual service provider – occupation start date NHIG, Standard 04/05/2005
See also Individual service provider – occupation end date, DDMMYYYY NHIG, Standard 04/05/2005
See also Service provider organisation – organisation start date, DDMMYYYY NHIG, Standard 04/05/2005
See also Service provider organisation – organisation end date, DDMMYYYY NHIG, Standard 04/05/2005
See also Person – date of death NHIG, Standard 04/05/2005
See also Person – date of birth, DDMMYYYY NHIG, Standard 04/05/2005

Date of birth

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – date of birth, DDMMYYYY
<i>METeOR identifier:</i>	287007
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 20/06/2005
<i>Definition:</i>	The date of birth of the person.

Data Element Concept attributes

<i>Data element concept:</i>	Person – date of birth
<i>Definition:</i>	The date of birth of the person.
<i>Context:</i>	Required for a range of clinical and administrative purposes. Date of birth enables derivation of age for use in demographic analyses, assists in the unique identification of clients if other identifying information is missing or in question, and may be required for the derivation of other metadata items (e.g. the diagnosis related group for admitted patients).
<i>Object Class:</i>	Person
<i>Property:</i>	Date of birth

Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	If date of birth is not known or cannot be obtained, provision should be made to collect or estimate age. Collected or estimated age would usually be in years for adults and to the nearest three months (or less) for children aged less than two years. Additionally, an estimated date flag or a date accuracy indicator should be reported in conjunction with all estimated dates of birth.
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For data collections concerned with children's services, it is suggested that the estimated date of birth of children aged under 2 years should be reported to the nearest 3 month period, i.e. 0101, 0104, 0107, and 0110 of the estimated year of birth. For example, a child who is thought to be aged 18 months in October of one year would have his/her estimated date of birth reported as 0104 of the previous year. Again, an estimated date flag or date accuracy indicator should be reported in conjunction with all estimated dates of birth.

Collection methods:

Information on date of birth can be collected using the one question:

What is your/(the person's) date of birth?

In self-reported data collections, it is recommended that the following response format is used:

Date of birth: __ / __ / _____

This enables easy conversion to the preferred representational layout (DDMMYYYY).

For record identification and/or the derivation of other metadata items that require accurate date of birth information, estimated dates of birth should be identified by a date accuracy indicator to prevent inappropriate use of date of birth data. The linking of client records from diverse sources, the sharing of patient data, and data analysis for research and planning all rely heavily on the accuracy and integrity of the collected data. In order to maintain data integrity and the greatest possible accuracy an indication of the accuracy of the date collected is critical. The collection of an indicator of the accuracy of the date may be essential in confirming or refuting the positive identification of a person. For this reason it is strongly recommended that the data element Date – accuracy indicator, code AAA also be recorded at the time of record creation to flag the accuracy of the data.

Comments:

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

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

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

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

Source and reference attributes

<i>Origin:</i>	National Health Data Committee National Community Services Data Committee
<i>Reference documents:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

<i>Related metadata references:</i>	Is used in the formation of Episode of admitted patient care – major diagnostic category, code (AR-DRG v5.1) NN NHIG, Standard 01/03/2005
	Is used in the formation of Episode of admitted patient care – diagnosis related group, code (AR-DRG v5.1) ANNA NHIG, Standard 01/03/2005
	Is used in the formation of Episode of admitted patient care (postnatal) – length of stay (including leave days), total N[NN] NHIG, Standard 01/03/2005
	Is used in the formation of Episode of admitted patient care (antenatal) – length of stay (including leave days), total N[NN] NHIG, Standard 01/03/2005

Date of death

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – date of death, DDMMYYYY
<i>METeOR identifier:</i>	287305
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The date of death of the person.

Data Element Concept attributes

<i>Data element concept:</i>	Person – date of death
<i>Definition:</i>	The date of death of the person.
<i>Context:</i>	Required for: <ul style="list-style-type: none">• statistical survival analysis for derivation of the length of time between diagnosis with primary cancer and death• where it is necessary to identify that a person has died (eg in a longitudinal health record or provider index).
<i>Object Class:</i>	Person
<i>Property:</i>	Date of death

Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Recorded for persons who have died. Where Date of birth is collected, Date of death must be equal to or greater than Date of birth for the same person.
<i>Collection methods:</i>	It is recommended that in cases where all components of the date of death are not known or where an estimate is arrived at from age, a valid date be used together with a flag to indicate that it is an estimate. For record identification and/or the derivation of other metadata items that require accurate date of death information, estimated dates of death should be identified by a date

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

Source and reference attributes

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

Days per week of operation

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – number of service operation days (7 day period), total N[N]
<i>METeOR identifier:</i>	323188
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The number of days per week that the agency is usually open for the provision of services.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – number of service operation days
<i>Definition:</i>	The number of days during a specified period that the agency is usually open for the provision of services.
<i>Context:</i>	Service planning: This metadata item is used to gain a greater understanding of patterns of service delivery.
<i>Property:</i>	Number of service operation days

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	Number
<i>Format:</i>	N[N]
<i>Maximum character length:</i>	2
<i>Supplementary codes:</i>	90 No regular pattern of operation through a week 99 Not stated/inadequately described
<i>Unit of measure:</i>	Day

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Record whole numbers only rounded up to the nearest whole day, for the total number of days per week on which the agency provides any service to service users. An agency is considered to be operating whenever service is
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provided to service users (e.g. if an agency is open for 4 days per week for service provision to service users, and 1 day per week for management/administration then the agency should indicate that it operates 4 days per week).

The service must be provided by the agency but not necessarily from its physical setting. For example 'own home respite' that is arranged by an agency to occur on a particular day on which the office of that agency is not open still counts as a day of operation for that agency.

When an agency is available for service users on a day but does not provide services to service users on that day it should still be counted as a day of operation. For example, an agency may be open for service, such as an advocacy service, but no service users are seen.

Information about total number of staff hours for each agency is reported by the data elements *Service provider organisation – hours worked (paid staff)*, *total NNNNN* and *Service provider organisation – hours worked (volunteer/unpaid staff)*, *total NNNNN*.

Services which have no regular weekly pattern of operation should record code 90 'no regular pattern of operation through a week'. This includes, for example, cases where a service will be made available to a service user after hours only upon request (e.g. staff on call).

Collection methods:

This data element should be reported by all agencies.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

National Community Services Data Committee

Origin:

National Community Services Data Dictionary Version 2, 2000.

Reference documents:

Australian Institute of Health and Welfare 2005.

Commonwealth State /Territory Disability Agreement

National Minimum Data Set collection: Data guide-data items and definitions 2005-06.

Disability group

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – disability group, code N
<i>METeOR identifier:</i>	337532
<i>Registration status:</i>	NCSIMG, Standard 08/05/2006
<i>Definition:</i>	The disability group that most clearly expresses the experience of disability by a person as represented by a code.
<i>Context:</i>	<p>Disability groupings constitute a broad categorisation of disabilities in terms of the underlying health condition, impairment, activity limitations, participation restrictions, environmental factors and support needs.</p> <p>Disability is the umbrella term for any or all of: an impairment of body structure or function, a limitation in activities, or a restriction in participation. Disability is defined in terms of three components: 'Body functions and structures', 'Activity and Participation' and 'Environmental factors'.</p>

Data Element Concept attributes

<i>Data element concept:</i>	Person – disability group
<i>Definition:</i>	The grouping that most clearly expresses the experience of disability of a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Disability group

Value domain attributes

Representational attributes

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

Collection and usage attributes

Guide for use:

Code 1 Intellectual/learning

Intellectual/learning disability is associated with impairment of intellectual functions with limitations in a range of daily activities and restrictions in participation in a range of life areas. Supports may be needed throughout life; the level of support tends to be consistent over a period of time but may not change in association with changes in life circumstances.

This grouping includes:

Developmental delay is applicable to children aged 0-5 only. Conditions appearing in the early developmental period, with no specific diagnosis.

Intellectual disability applies to conditions appearing in the developmental period (age 0–18) associated with impairment of mental functions, difficulties in learning and performing certain daily life skills and limitation of adaptive skills in the context of community environments compared to others of the same age. Includes Down syndrome, tuberous sclerosis, cri-du-chat syndrome etc.

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

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

Code 2 Psychiatric

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

Code 3 Sensory/speech

This grouping includes:

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

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

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

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

Code 4 Physical/diverse

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

This grouping includes:

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

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

Neurological disability applies to impairments of the nervous system occurring after birth, and includes epilepsy and

organic dementias (e.g. Alzheimer's Disease) as well as such conditions as multiple sclerosis and Parkinson's.

Source and reference attributes

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

Data Element attributes

Collection and usage attributes

Guide for use: This metadata item may be used as a basis for the broad description of similar experiences of disability and patterns of impairments, activity limitations, participation restrictions, support needs and related health conditions. 'Disability group' is not a diagnostic grouping, and there is not a one-to-one correspondence between a health condition and a disability group. Where a precise diagnosis is to be recorded, Episode of care – principal diagnosis, code (ICD-10-AM 3rd edn) ANN{.N[N]} and Episode of care – additional diagnosis, code (ICD-10-AM 3rd edn) ANN{.N[N]} may be used. The collection of data on disability-related metadata items and diagnosis, together, allows the relationship of the components of disability and related health conditions to be more thoroughly explored. Consumer groups, service providers and governments may use these groupings to make national and international comparisons. The experience of disability is complex and multi-dimensional. It can be described using impairments of structure and/or function, patterns of activity limitation, participation restrictions, environmental factors and support needs. Each of these dimensions can inform the decision on which group to use.

Collection methods: Data collections may report at a lower level of detail. However, it is important that the two levels of classification can be mapped to each other.

Code 1 Intellectual /learning
Intellectual
Specific learning
Autism
Developmental delay

Code 2 Psychiatric
Psychiatric

Code 3 Sensory/speech

Deafblind

Vision

Hearing

Speech

Code 4 Physical/diverse

Physical

Acquired brain impairment

Neurological

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

Electronic communication address (person)

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – electronic communication address
<i>Definition:</i>	A unique combination of characters used as input to electronic communication equipment for the purpose of contacting a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Electronic communication address

Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

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

Universal Resource Locator (URL)

One form of electronic address used as a locator for an internet-based web site.

Example: <http://www.aihw.gov.au> This is the full address, however, it is not essential to record 'http://www' as the commonly used internet browsers assume these characters are included. Therefore, the URL address could be recorded as

'aihw.gov.au'.

Email addresses

Email addresses are a combination of a username and an internet domain name (URL) joined by an @ symbol. The use of the full URL is not valid in an email address.

Example: myuserid@bigpond.net.au

Telephone numbers

- Record the prefix plus telephone number. For example, 08 8226 6000 or 0417 123456.
- Do not record punctuation in telephone numbers. For example, (08) 8226 6000 or 08-8226 6000 would not be correct.

Unknown contact details - leave the field blank.

Source and reference attributes

Submitting organisation: Standards Australia

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

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

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

In AS5017 this data element is represented by 'Telephone number (client)'. In AS4846 this data element is represented by 'Provider electronic communication details'. Refer to the current standard for more details.

Electronic communication address (service provider organisation)

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – electronic communication address
<i>Definition:</i>	A unique combination of characters used as input to electronic communication equipment for the purpose of contacting an organisation.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Electronic communication address

Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Multiple electronic communication addresses (for example, multiple phone numbers, fax numbers and e-mail) may be recorded as required. Each instance should have an appropriate Electronic communication medium and usage code assigned. Universal Resource Locator (URL) One form of electronic address used as a locator for an internet-based web site.
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Example: <http://www.aihw.gov.au> This is the full address, however, it is not essential to record 'http://www' as the commonly used internet browsers assume these characters are included. Therefore, the URL address could be recorded as 'aihw.gov.au'.

Email addresses

Email addresses are a combination of a username and an internet domain name (URL) joined by an @ symbol. The use of the full URL is not valid in an email address.

Example: myuserid@bigpond.net.au

Telephone numbers

Record the prefix plus telephone number. For example, 08 8226 6000 or 0417 123456.

Do not record punctuation in telephone numbers. For example, (08) 8226 6000 or 08-8226 6000 would not be correct.

Unknown contact details

Leave the field blank.

Source and reference attributes

Submitting organisation: Standards Australia

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

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

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

In AS5017 this data element is represented by 'Telephone number (client)'. In AS4846 this data element is represented by 'Provider electronic communication details'. Refer to the current standard for more details.

Electronic communication medium (person)

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – electronic communication medium
<i>Definition:</i>	A type of communication mechanism used by a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Electronic communication medium

Value domain attributes

Representational attributes

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

Data Element attributes

Source and reference attributes

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

Electronic communication medium (service provider organisation)

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – electronic communication medium
<i>Definition:</i>	A code representing a type of communication mechanism used by an organisation.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Electronic communication medium

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

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

Source and reference attributes

Submitting organisation: Standards Australia

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

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

Electronic communication usage code (person)

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – electronic communication usage code
<i>Definition:</i>	The manner of use that a person applies to an electronic communication address.
<i>Object Class:</i>	Person
<i>Property:</i>	Electronic communication usage code

Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Only applicable to individuals, and not organisations.
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Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	AS 4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
<i>Reference documents:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

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

In AS5017 an alternative data element is presented as 'Telephone number type (client)'. In AS4846 this data element is called 'Provider electronic communication type'. In both instances alternative alphabetic codes are presented. Refer to the current standard for more details.

Eligibility status

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Person – eligibility status
<i>Definition:</i>	An indicator of a person's eligibility to receive a service as determined by an assessment.
<i>Object Class:</i>	Person
<i>Property:</i>	Eligibility status

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	The actual eligibility criteria may differ according to the type of assistance and the agency.
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Collection methods:

To be measured only where the person's eligibility for assistance has been assessed.

Instances in which a client who has been assisted on a previous occasion and subsequently seeks further assistance, should generally be considered as another occasion of assistance, and a new 'eligibility status' should be recorded. For example, instances where a significant amount of time has lapsed since previous assistance or where the reasons for seeking assistance have changed should be regarded as additional occasions of assistance.

Source and reference attributes

Submitting organisation:

Australian institute of health and welfare

End date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service episode – end date, DDMMYYYY
<i>Synonymous names:</i>	Service cessation date
<i>METeOR identifier:</i>	270160
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The date on which a service episode was completed.

Data Element Concept attributes

<i>Data element concept:</i>	Service episode – episode end date
<i>Definition:</i>	The date on which a service episode was completed.
<i>Context:</i>	This metadata item may be used in the calculation of measures of periods of support and duration of assistance.
<i>Object Class:</i>	Service episode
<i>Property:</i>	Episode end date

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

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

Collection methods:

The end date must be related to a particular service episode. For each separate service episode a separate end date should be recorded.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Family name

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – family name
<i>Definition:</i>	That part of a name a person usually has in common with some other members of his/her family, as distinguished from his/her given names.
<i>Context:</i>	Administrative purposes and individual identification.
<i>Object Class:</i>	Person
<i>Property:</i>	Family name

Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	The agency or establishment should record the client's full family name on their information systems. National Community Services Data Dictionary specific: In instances where there is uncertainty about which name to record for a person living in a remote Aboriginal or Torres Strait Islander community, Centrelink follows the practice of recording the Indigenous person's name as it is first provided to Centrelink. Or, where proof of identity is required, as the name is recorded on a majority of the higher point scoring documents that are produced as proof of identity.
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Collection methods:

This metadata item should be recorded for all persons who receive services from or are of interest to an organisation. For the purposes of positive identification, it may also be recorded for providers of those services who are individuals.

Mixed case should be used.

Family name should be recorded in the format preferred by the person. The format should be the same as that written by the person on a (pre) registration form or in the same format as that printed on an identification card, such as Medicare card, to ensure consistent collection of name data.

It is acknowledged that some people use more than one family name (e.g. formal name, birth name, married/maiden name, tribal name) depending on the circumstances. Each name should be recorded against the appropriate Name type (see Comments).

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

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

What is your family name? _____

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

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

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

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

Hyphenated family names:

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

Punctuation:

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

Examples:

- hyphen, e.g. Wilson-Phillips

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

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

Do not leave a space before or after the apostrophe, i.e. between the 'O' and the apostrophe, nor a space between the apostrophe and 'Brien'.

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

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

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

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

Registered unnamed newborn babies:

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

Persons with only one name:

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

Registering an unidentified person:

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

Registering health care clients from disaster sites:

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

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

If the family name needs to be shortened:

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

Use of incomplete names or fictitious names:

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

Baby for adoption:

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

Prefixes:

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

Ethnic Names:

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

Misspelled family name:

If the person's family name has been misspelled in error, update the family name with the correct spelling and record the misspelled family name as an alias name. Recording

misspelled names is important for filing documents that may be issued with previous versions of the person's name. Discretion should be used regarding the degree of recording that is maintained.

Comments:

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

National Community Services Data Dictionary specific:

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

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare
Standards Australia

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

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

Relational attributes

Related metadata references: See also Person (name) – given name, text [X(40)] NHDAMG,
Standard 20/06/2005

Field of education

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Person – field of education
<i>Definition:</i>	The main field of education undertaken by a person in relation to current study or completed education.
<i>Context:</i>	This metadata item provides an indication of diversity in aspects of educational attainment.
<i>Object Class:</i>	Person
<i>Property:</i>	Field of education

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Classification of Education 2001
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NN[{{NN}}{NN}]
<i>Maximum character length:</i>	6
<i>Supplementary codes:</i>	99(9999) Not stated/inadequately described

Collection and usage attributes

<i>Guide for use:</i>	Code 99(9999), Not stated/inadequately described, is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the metadata item has not been collected.
<i>Collection methods:</i>	<p>A standard question module for self-enumerated collections is not available for this metadata item.</p> <p>For community services data collection it is recommended that collection methods permit coding to the 4-digit level.</p> <p>Accurate data is best achieved using computer-assisted coding of both the field of education and the level of highest educational attainment at the same time.</p> <p>Computer-assisted coding will return a nine-digit code comprising both the field of education and level of highest educational attainment codes.</p>

Data Element attributes

Collection and usage attributes

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

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Australian Standards Classification of Education (ASCED 2001).
Australian Bureau of Statistics Cat. no 1272.0
<http://www.abs.gov.au/Ausstats/abs@.nsf/66f306f503e529a5ca25697e0017661f/f501c031bd9ac9c5ca256aaf001fca33!OpenDocument> (last viewed 21 Dec 2005)

First language spoken

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Person – first language spoken
<i>Definition:</i>	The language the person identifies, or remembers, as being the first language that they could understand to the extent of being able to conduct a conversation.
<i>Object Class:</i>	Person
<i>Property:</i>	First language spoken

Value domain attributes

Representational attributes

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

Collection and usage attributes

<i>Guide for use:</i>	<p>The Australian Standard Classification of Languages (ASCL) has a three-level hierarchical structure. The most detailed level of the classification consists of base units (languages) which are represented by four-digit codes. The second level of the classification comprises narrow groups of languages (the Narrow Group level), identified by the first two digits. The most general level of the classification consists of broad groups of languages (the Broad Group level) and is identified by the first digit. The classification includes Australian Indigenous languages and sign languages.</p> <p>For example, the Lithuanian language has a code of 3102. In this case 3 denotes that it is an Eastern European language, while 31 denotes that it is a Baltic language. The Pintupi Aboriginal language is coded as 8713. In this case 8 denotes that it is an Australian Indigenous language and 87 denotes</p>
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that the language is Western Desert language.

Language data may be output at the Broad Group level, Narrow Group level or base level of the classification. If necessary significant Languages within a Narrow Group can be presented separately while the remaining Languages in the Narrow Group are aggregated. The same principle can be adopted to highlight significant Narrow Groups within a Broad Group.

Data Element attributes

Collection and usage attributes

Collection methods:

Data should be captured, classified and stored at the base level of the classification wherever possible as this allows the greatest flexibility for output.

Recommended question:

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

English

Italian

Greek

Cantonese

Mandarin

Arabic

Vietnamese

German

Spanish

Tagalog (Filipino)

Other (please specify)

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

Comments:

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

Source and reference attributes

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

Relational attributes

Related metadata references: See also Person – proficiency in spoken English, code N NHDAMG, Standard 10/02/2006

See also Person – main language other than English spoken at home, code (ASCL 2005) NN{NN} NHDAMG, Standard 10/02/2006

See also Person – country of birth, code (SACC 1998) NNNN NHDAMG, Standard 20/06/2005

First service contact date

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Service event – first service contact date
<i>Definition:</i>	The date on which the agency provides the first service to the client.
<i>Context:</i>	This metadata item is used in calculation of measures of periods of support and duration of assistance.
<i>Object Class:</i>	Service event
<i>Property:</i>	First service contact date

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>Due to the considerable variation in the types of services provided in the community services sector, it is not possible at this stage to define in generic terms what will constitute the first service contact date.</p> <p>This metadata item should always be recorded as an 8 digit valid date comprising day, month and year. Year should always be recorded in its full 4 digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits.</p>
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Collection methods: For each separate service episode a separate 'Service event – first service contact date, DDMMYYYY' should be recorded.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Full-time equivalent paid staff

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – full-time equivalent staff
<i>Definition:</i>	The aggregate full time equivalent staff units for all paid staff. Full time equivalent staff units are the on-job hours paid for (including overtime) and hours of paid leave of any type for a staff member (or contract employee where applicable) divided by the number of ordinary-time hours normally paid for a full-time staff member when on the job (or contract employee where applicable).
<i>Context:</i>	Resource and service planning: To assist in analyses of the resource use and activity of institutional health care providers. Inclusion of these data, classified by staffing category, allows analysis of costs per unit of labour and analysis of staffing inputs against establishment outputs.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Full-time equivalent staff

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

Guide for use:

Calculated number of staff (full-time equivalents) for each staffing category.

The ordinary time hours normally worked may differ according to the type of work. The hours under the relevant award or agreement should be used if known. If the relevant award or agreement staff hours for an occupation is not known, or the worker is undertaking a variety of tasks, 38 hours per week should be used as a substitute.

Hours of unpaid leave are to be excluded.

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

If under the relevant award of agreement a full-time nurse is paid for an 80 (ordinary time) hour fortnight, the full-time equivalent for a part time nurse who works 64 hours is 0.8 (64 divided by 80). If a full-time nurse under the same award is paid for a 100 hours for that fortnight (20 hours overtime), then the full time equivalent is 100 divided by 80=1.25. This number would then be added to the full time equivalent staff units for all other staff and the number rounded to one decimal place.

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

Collection methods:

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

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

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Full-time equivalent volunteer/unpaid staff

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – full-time equivalent staff
<i>Definition:</i>	The aggregate full time equivalent staff units for all volunteer/unpaid staff. Full-time equivalent staff units are the on-job hours of any type, divided by the ordinary time hours normally worked for a full-time staff member.
<i>Context:</i>	Resource and service planning: To help in the analysis of resource use and staffing of community service agencies.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Full-time equivalent staff

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

Guide for use:

The ordinary time hours normally worked may differ according to the type of work a volunteer is doing. The hours under the relevant award or agreement should be used if known. If the relevant award or agreement staff hours for an occupation is not known, or the volunteer is undertaking a variety of tasks, 38 hours per week should be used as a substitute.

Example:

A volunteer kitchen hand works 10 hours over a week. The relevant award specifies that a full time kitchen hand usually works 38 hours in a week.

Full time equivalent staff units = $10/38 = 0.263$ (for that person for a week) This number would then be added to the full time equivalent staff units for all other staff and the number rounded to one decimal place.

Collection methods:

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

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

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Full-time/part-time status

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Person (employed) – full-time/part-time status
<i>Definition:</i>	Whether a person in paid employed is employed full-time or part-time.
<i>Context:</i>	Resource and service planning: One of a group of items that provide a description of a person's labour force characteristics.
<i>Object Class:</i>	Person
<i>Property:</i>	Full-time/part-time status

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Australian Bureau of Statistics 1999. Standards for Social, Labour and Demographic Variables, Labour Force Variables. Full-Time/Part-Time Status.

Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

Guide for use: Applies only to people whose labour force status is employed. (See metadata item Person – labour force status, code N for a definition of 'employed'). Paid employment includes persons who performed some work for wages or salary, in cash or in kind, and persons temporarily absent from a paid employment job but who retained a formal attachment to that job.

Code 1 Full-time:

Employed persons are working full-time if they:

(a) usually work 35 hours or more in a week (in all paid jobs) or

(b) although usually working less than 35 hours a week, actually worked 35 hours or more during the reference period.

Code 2 Part-time:

Employed persons are working part-time if they usually work less than 35 hours a week (in all paid jobs) and either did so during the reference period, or were not at work in the reference period.

Code 9 Not stated/ inadequately described:

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

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

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

Source and reference attributes

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

Geographic location of organisation

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – geographic location, code (ASGC 2005) NNNNN
<i>METeOR identifier:</i>	316965
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The geographical location of an agency using a five-digit numerical code which indicates the Statistical Local Area (SLA) within the State or Territory of Australia.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – geographic location
<i>Definition:</i>	The geographical location of an agency.
<i>Context:</i>	This is used in analysis of geographical patterns of service distribution and utilisation.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Geographic location

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Geographical Classification 2005
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NNNNN
<i>Maximum character length:</i>	5

Data Element attributes

Collection and usage attributes

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

<i>Origin:</i>	Australian Bureau of Statistics (ABS)
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Geographic location of person

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – geographic location, code (ASGC 2005) NNNNN
<i>METeOR identifier:</i>	313897
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The geographical location of a person using a five-digit numerical code which indicates the Statistical Local Area (SLA) within the State or Territory of Australia.

Data Element Concept attributes

<i>Data element concept:</i>	Person – geographic location
<i>Definition:</i>	The geographical location of a person.
<i>Context:</i>	This is used in analysis of geographical patterns of service distribution and utilisation.
<i>Object Class:</i>	Person
<i>Property:</i>	Geographic location

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Geographical Classification 2005
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NNNNN
<i>Maximum character length:</i>	5

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>The geographical location is reported using a five digit numerical code. The first digit is the single-digit code to indicate State or Territory. The remaining four digits are the numerical code for the Statistical Local Area (SLA) within the State or Territory.</p> <p>The single digit codes for the states and territories and the four digit codes for the SLAs are as defined in the Australian Standard Geographical Classification (ASGC).</p> <p>The ASGC is updated on an annual basis with a date of effect of 1 July each year. Therefore, the edition effective for the data collection reference year should be used.</p>
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The codes for SLA are unique within each State and Territory, but not within the whole country. Thus, to define a unique location, the code of the State or Territory is required in addition to the code for the SLA.

The Australian Bureau of Statistics' (ABS) National Localities Index (NLI) (ABS Catalogue number 1252.0) can be used to assign each locality or address in Australia to a SLA. The NLI is a comprehensive list of localities in Australia with their full code (including State or Territory and SLA) from the main structure of the ASGC.

For the majority of localities, the locality name (suburb or town, for example) is sufficient to assign a SLA. However, some localities have the same name. For most of these, limited additional information such as the postcode or State can be used with the locality name to assign the SLA. In addition, other localities cross one or more SLA boundaries and are referred to as split localities. For these, the more detailed information of the number and street of the person's residence is used with the Streets Sub-index of the NLI to assign the SLA.

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

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

Source and reference attributes

Origin:

Australian Bureau of Statistics (ABS)

Given name sequence number

Identifying and definitional attributes

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

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – given name sequence number
<i>Definition:</i>	The numerical order of the given names or initials of a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Given name sequence number

Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

Guide for use:

To be used in conjunction with Given name.

Example: Mary Georgina Smith

In the example above 'Mary' would have a given name sequence number of 1 and 'Georgina' would have a given name sequence number of 2.

Example: Jean Claude Marcel Moreaux

If the person has recorded a single given name as more than one word, displaying spaces in between the words(e.g. Jean Claude), their given names are recorded in data collection systems in the same way (i.e. Jean Claude is one given name and Marcel is another given name). 'Jean Claude' would have a Given name sequence number of '1' and 'Marcel' would have a Given name sequence number of '2'.

Source and reference attributes

Submitting organisation:

Standards Australia

Origin:

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

Given name(s)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – given name, text [X(40)]
<i>METeOR identifier:</i>	287035
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 20/06/2005
<i>Definition:</i>	The person's identifying name within the family group or by which the person is socially identified, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – given name
<i>Definition:</i>	The person's identifying name(s) within the family group or by which the person is socially identified.
<i>Context:</i>	Administrative purposes and individual identification.
<i>Object Class:</i>	Person
<i>Property:</i>	Given name

Value domain attributes

Representational attributes

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

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A person may have more than one Given name. All given names should be recorded.</p> <p>The agency or establishment should record the client's full given name(s) on their information systems.</p> <p>National Community Services Data Dictionary specific:</p> <p>In instances where there is uncertainty about which name to record for a person living in a remote Aboriginal or Torres Strait Islander community, Centrelink follows the practice of recording the Indigenous person's name as it is first provided to Centrelink. In situations where proof of identity is required, the name is recorded on a majority of the higher point scoring documents that are produced as proof of identity.</p>
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National Health Data Dictionary specific:

Each individual Given name should have a Given name sequence number associated with it.

Health care establishments may record given names (first and other given names) in one field or several fields. This metadata item definition applies regardless of the format of data recording.

A full history of names is to be retained.

Collection methods:

This metadata item should be recorded for all clients.

Given name(s) should be recorded in the format preferred by the person. The format should be the same as that indicated by the person (eg written on a form) or in the same format as that printed on an identification card, such as Medicare card, to ensure consistent collection of name data.

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

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

The following format may assist with data collection:

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

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

If so, what are they

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

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

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

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

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

Registering an unidentified health care client:

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

Use of first initial:

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

Persons with only one name:

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

Record complete information:

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

Shortened or alternate first given name:

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

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

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

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

Punctuation:

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

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

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

- spaces, e.g. Jean Claude Marcel Moreaux

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

Names not for continued use:

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

Composite name:

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

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

Registering an unnamed newborn baby:

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

Registering unnamed multiple births:

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

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

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

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

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

Aboriginal/Torres Strait Islander names not for continued use:

For cultural reasons, an Aboriginal or Torres Strait Islander may advise an agency or establishment that they are no longer using the given name that they had previously registered and are now using an alternative current name.

Record their current name as the preferred 'Given name' and record their previous used given name as an alias name.

Ethnic Names:

The Centrelink Naming Systems for Ethnic Groups publication provides the correct coding for ethnic names. Refer to Ethnic Names Condensed Guide for summary information.

Misspelled given names:

If the person's given name has been misspelled in error, update the Given name field with the correct spelling and record the misspelled given name as an Alias name. Recording misspelled names is important for filing documents that may be issued with previous versions of the client's name.

Discretion should be used regarding the degree of recording that is maintained.

Comments:

Often people use a variety of names, including legal names, married/maiden names, nicknames, assumed names, traditional names, etc. Even small differences in recording - such as the difference between Thomas and Tom - can make Record linkage impossible. To minimise discrepancies in the recording and reporting of name information, agencies or establishments should ask the person for their full (formal) Given name and Family name. These may be different from the name that the person may prefer the agency or establishment workers to use in personal dealings. Agencies or establishments may choose to separately record the preferred name that the person wishes to be used by agency or establishment workers. In some cultures it is traditional to state the family name first. To overcome discrepancies in

recording/reporting that may arise as a result of this practice, agencies or establishments should always ask the person to specify their first given name and their family or surname separately. These should then be recorded as Given name and Family name as appropriate, regardless of the order in which they may be traditionally given.

National Community Services Data Dictionary specific:

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

National Health Data Dictionary specific:

Health care provider identification DSS and Health care client identification DSS

For the purpose of positive identification or contact, agencies or establishments that collect Given name should also collect Given name sequence number. Given name sequence number is also a metadata item in Australian Standard AS4846-2004 Health care provider identification and is proposed for inclusion in the review of Australian Standard AS5017-2002 Health care client identification. AS5017 and AS4846 use alternative alphabetic codes for Given name sequence number. Refer to the current standards for more details.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare
Standards Australia

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

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

Relational attributes

Related metadata references: See also Person (name) – family name, text X[X(39)]
NHDAMG, Standard 20/06/2005

Goods and equipment received (service episode)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service episode – type of goods and equipment received, code N
<i>METeOR identifier:</i>	323299
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The types of goods or equipment received by the client (by purchase, loan, or gift) during a service episode, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service episode – type of goods and equipment received
<i>Definition:</i>	The types of goods or equipment received by the client (by purchase, loan, or gift) during a service episode.
<i>Context:</i>	<p>Resource and financial planning:</p> <p>This provides one measure of the assistance received by a client or clients on a Service episode. In this case it will measure the types of goods and equipment received.</p> <p>This metadata item does not record an amount of assistance with goods and equipment in the same way that an amount is recorded for the other types of assistance provided by agencies (i.e. in time, quantity or cost). Rather this metadata item indicates the type of goods or equipment that the agency provides to the person on an occasion of service delivery.</p> <p>Information about the types of goods and equipment provided to clients by agencies facilitates interstate and cross regional comparisons of service provision and comparisons between different client sub-populations.</p>
<i>Object Class:</i>	Service episode
<i>Property:</i>	Type of goods and equipment received

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Value domain attributes

Representational attributes

<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N
<i>Maximum character length:</i>	1

<i>Permissible values:</i>	Value	Meaning
	1	Self-care aids (e.g. button hook for dressing or bowl care for eating)
	2	Support and mobility aids (e.g. walking frame, manual wheelchair)
	3	Communication aids (e.g. hearing aids, mouthstick)
	4	Reading aids (e.g. magnifying glass, braille books)
	5	Medical care aids (e.g. ventilator, pacemaker)
	6	Car modifications (e.g. car ramp, room for wheelchair)
	8	Other goods and equipment (other goods and equipment not elsewhere classified)
<i>Supplementary codes:</i>	9	Not stated/inadequately described

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Self-care aids Eating aids – crockery, cutlery, plate guard, bowl guard Dressing aids – button hook, clothes tongs, zip pull Washing aids – bathrails/hoist/seat, shower rails/fitting/seat Bag, urinal, incontinence pad, uredome, urinary appliances Bowel appliances – colostomy bag, bowel pad Toilet chair, commode, frame, conventional toilet use aids Cooking aids (excl. eating utensils), special iron Other aids for self care</p> <p>CODE 2 Support and mobility aids Callipers, splints Belts, braces, neck collar, corsets Crutches for support, walking frame/stick Ankle/knee strap, built up shoe, foot/leg support NEC Transporter chair, pusher, tricycle Wheelchair manual or unspecified Wheelchair, motorised Henry lifter, hoist, patient lifter Scooter Ejector chair, hard-back chair, made to measure chair, chair NEC Special bed, cushions/pillows for support White cane Sonic beam, laser cane, optacon Guide dog bars/hooks/rails/straps, attached to walls, etc., for support and mobility Other aids for support or mobility</p>
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CODE 3 Communication aids

Aid, hearing

Teletext

Telephone attachment or adaptation (e.g. answering service, flashing light, headpiece, TTY telephone)

Writing aids (mouthstick, writing pad, typewriter, communication board)

Computers – Kurzweil personal reader, communication

Speaking aids - electrolarynx

CODE 4 Reading aids

Contact lenses, reading/magnifying glasses

Braille books/items/watch

Books, large print/talking, cassette recorders/players

Reading frame, page turners, reading aids not associated with loss of sight

Other reading or sight aids

Dwelling modification to aid communication – intercom

Other aids for communication

CODE 5 Medical care aids

Breathing pumps – oxygen masks, ventilator

Dialysis machine, kidney functioning machines

Heart stimulus/functioning machines, pacemaker

Ostomy appliances/Stoma appliances, excluding colostomy bag

Other aids for medical care

CODE 6 Car modifications

Accelerator/brake/controls, hand – car modifications

Handles/lifter/rails/ramps – car modifications

Mirrors/steering/windows, power – car modifications

Other car modifications – automatic transmission, room for wheelchair

CODE 8 Other goods/equipment

Other goods/equipment NEC

Source and reference attributes

Origin: National HACC Minimum Data Set User Guide Version 2.0
2005. Home and Community Care (HACC) Program

Data Element attributes

Collection and usage attributes

Collection methods: The agency should record the type of goods or equipment received by the client (on loan or by purchase) on each instance of assistance. This information can then be amalgamated to provide a measure of the types of goods and

equipment received by a client over a reporting period (which will vary according to collection requirements).

Where the client receives more than one of the same type of good or equipment (e.g. several food packets) on the same occasion, the agency should only record this once. Where the client receives different types of goods or equipment on the same occasion, the agency should separately record each type of goods or equipment against the same date.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

Australian Institute of Health and Welfare 1998. Home and Community Care (HACC) data dictionary, version 1.0. Commonwealth Department of Health and Family Services, Canberra

Goods and equipment received (service event)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event – type of goods and equipment received, code N
<i>Synonymous names:</i>	Goods and equipment received
<i>METeOR identifier:</i>	323236
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The types of goods or equipment received by the client (by purchase, loan, or gift) during a service event, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service event – type of goods and equipment received
<i>Definition:</i>	The types of goods or equipment received by the client (by purchase, loan, or gift) during a service event.
<i>Context:</i>	Resource and financial planning: This provides one measure of the assistance received by a client on an occasion of service. This metadata item does not record an amount of assistance with goods and equipment in the same way that an amount is recorded for the other types of assistance provided by agencies (i.e. in time, quantity or cost). Rather this metadata item indicates the type of goods or equipment that the agency provides to the person on an occasion of service delivery. Information about the types of goods and equipment provided to clients by agencies facilitates interstate and cross regional comparisons of service provision and comparisons between different client sub-populations.
<i>Object Class:</i>	Service event
<i>Property:</i>	Type of goods and equipment received

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Value domain attributes

Representational attributes

<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N
<i>Maximum character length:</i>	1

<i>Permissible values:</i>	Value	Meaning
	1	Self-care aids (e.g. button hook for dressing or bowl care for eating)
	2	Support and mobility aids (e.g. walking frame, manual wheelchair)
	3	Communication aids (e.g. hearing aids, mouthstick)
	4	Reading aids (e.g. magnifying glass, braille books)
	5	Medical care aids (e.g. ventilator, pacemaker)
	6	Car modifications (e.g. car ramp, room for wheelchair)
	8	Other goods and equipment (other goods and equipment not elsewhere classified)
<i>Supplementary codes:</i>	9	Not stated/inadequately described

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Self-care aids Eating aids – crockery, cutlery, plate guard, bowl guard Dressing aids – button hook, clothes tongs, zip pull Washing aids – bathrails/hoist/seat, shower rails/fitting/seat Bag, urinal, incontinence pad, urethral, urinary appliances Bowel appliances – colostomy bag, bowel pad Toilet chair, commode, frame, conventional toilet use aids Cooking aids (excl. eating utensils), special iron Other aids for self care</p> <p>CODE 2 Support and mobility aids Callipers, splints Belts, braces, neck collar, corsets Crutches for support, walking frame/stick Ankle/knee strap, built up shoe, foot/leg support NEC Transporter chair, pusher, tricycle Wheelchair manual or unspecified Wheelchair, motorised Henry lifter, hoist, patient lifter Scooter Ejector chair, hard-back chair, made to measure chair, chair NEC Special bed, cushions/pillows for support White cane Sonic beam, laser cane, optacon Guide dog bars/hooks/rails/straps, attached to walls, etc., for support and mobility Other aids for support or mobility</p>
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Other reading or sight aids

Dwelling modification to aid communication - intercom

Other aids for communication

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Breathing pumps - oxygen masks, ventilator

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Heart stimulus/functioning machines, pacemaker

Ostomy appliances/Stoma appliances, excluding colostomy bag

Other aids for medical care

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Accelerator/brake/controls, hand - car modifications

Handles/lifter/rails/ramps - car modifications

Mirrors/steering/windows, power - car modifications

Other car modifications - automatic transmission, room for wheelchair

CODE 8 Other goods/equipment

Other goods/equipment NEC

Source and reference attributes

Origin:

National HACC Minimum Data Set User Guide Version 2.0
2005. Home and Community Care (HACC) Program

Data Element attributes

Collection and usage attributes

Collection methods:

The agency should record the type of goods or equipment received by the client (on loan or by purchase) for each Service event. This information can then be amalgamated to provide a measure of the types of goods and equipment received by a client over a reporting period (which will vary according to

collection requirements).

Where the client receives more than one of the same type of good or equipment (e.g. several food packets) on the same occasion, the agency should only record this once. Where the client receives different types of goods or equipment on the same occasion, the agency should separately record each type of goods or equipment against the same date.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

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