
Hours worked per week—volunteer/unpaid staff

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – hours worked (volunteer/unpaid staff), total NNNNN
<i>METeOR identifier:</i>	270211
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The total hours worked by all volunteer/unpaid staff in a seven day week.
<i>Context:</i>	To assist in the analysis of staffing inputs and to enable a comparison of the staffing requirements of different service types. It is important to include volunteers due to the significant contribution they make within many organisations. To assist in the analysis of staffing inputs and to enable a comparison of the staffing requirements of different service types. It is important to include volunteers due to the significant contribution they make within many organisations.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – hours worked
<i>Definition:</i>	The total number of hours actually worked by all staff within a specified time period.
<i>Context:</i>	Service and resource planning: To assist in the analysis of staffing inputs and to enable a comparison of the staffing requirements of different service types.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Hours worked

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>	String
<i>Format:</i>	NNNNN
<i>Maximum character length:</i>	5
<i>Unit of measure:</i>	Hour (h)

Collection and usage attributes

Guide for use: Total hours expressed as 00000, 00001, 00425 etc.

Data Element attributes

Collection and usage attributes

Guide for use: This metadata item is asking for actual staff hours worked by volunteer staff, not the rostered hours or full-time equivalent staff.

Collection methods: In some collections this metadata item may be specified as the hours on a specific week (such as the Commonwealth State/Territory Disability Agreement (CSTDA) National Minimum Data Set (NMDS), where the week leading up to the 'snapshot' collection day is the week counted). Other collections may specify a 'usual' week or an average week calculated from a number of weeks or the entire year.

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. Canberra: AIHW

Hours worked per week—paid staff

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – hours worked, (paid staff), total NNNNN
<i>METeOR identifier:</i>	270212
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The total hours worked by all paid staff in a seven day week.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – hours worked
<i>Definition:</i>	The total number of hours actually worked by all staff within a specified time period.
<i>Context:</i>	Service and resource planning: To assist in the analysis of staffing inputs and to enable a comparison of the staffing requirements of different service types.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Hours worked

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>	String
<i>Format:</i>	NNNNN
<i>Maximum character length:</i>	5
<i>Unit of measure:</i>	Hour (h)

Collection and usage attributes

<i>Guide for use:</i>	Total hours expressed as 00000, 00001, 00425 etc.
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Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item is asking for actual staff hours worked, not the rostered hours or full-time equivalent staff. Contract staff employed through an agency are included
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where the contract is for the supply of labour (e.g. nursing) rather than of products (e.g. photocopier maintenance).

Where agencies have fortnightly pay rolls this metadata item may be calculated by dividing fortnightly hours worked by 2.

Collection methods:

In some collections this metadata item may be specified as the hours on a specific week (such as the Commonwealth State/Territory Disability Agreement (CSTDA) National Minimum Data Set (NMDS), where the week leading up to the 'snapshot' collection day is the week counted). Other collections may specify a 'usual' week or an average week calculated from a number of weeks or the entire year.

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. Canberra: AIHW

Household family type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Household – family type, code N
<i>METeOR identifier:</i>	270477
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The composition of the family within the household, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Household family – family type
<i>Definition:</i>	The composition of the family within the household.
<i>Context:</i>	The family is a fundamental building block of society. As a social entity, it is universal and a topic of interest and investigation by social researchers. In a multicultural society such as contemporary Australia, this interest is stronger and more widespread than ever. Data on families are essential elements for the study of the well being of family groups and in this way for the study of the well being of individuals.
<i>Object Class:</i>	Household family
<i>Property:</i>	Family 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>Couple family with children</td></tr><tr><td>2</td><td>Couple family without children</td></tr><tr><td>3</td><td>One parent family</td></tr><tr><td>4</td><td>Other family</td></tr></tbody></table>	Value	Meaning	1	Couple family with children	2	Couple family without children	3	One parent family	4	Other family
Value	Meaning										
1	Couple family with children										
2	Couple family without children										
3	One parent family										
4	Other family										
<i>Supplementary codes:</i>	9 Not stated/inadequately described										

Collection and usage attributes

<i>Guide for use:</i>	Children refers to children of any age, dependent and non-dependent. The basis of a family is formed by identifying the presence of a couple relationship, lone parent-child relationship or other
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blood relationship. Some households will, therefore, contain more than one family.

The classification is based on the Australian Bureau of Statistics Standards for Statistics on Families (ABS Cat. No. 1286.0) which contains a 4-level hierarchical classification. Only level 1 of this classification has been adopted for this metadata item. If individual agencies need to classify family types at a lower level of detail than specified in this metadata item (for example, if they wish to split children into dependent and non-dependent children), they should ensure that the more detailed ABS classification is used.

CODE 9 Not stated/inadequately described

This code 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.

Data Element attributes

Source and reference attributes

Origin:

Australian Bureau of Statistics 1995. Standards for Statistics on the Family 1995. Cat. no. 1286.0. Canberra: ABS.

Reference

<http://www.abs.gov.au/websitedbs/c311215.nsf/0/61201A065C75A909CA256E1B0081CAC1?Open>

Household type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Household – household type, code N
<i>METeOR identifier:</i>	270394
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A categorisation of a household based on the presence or absence of family members, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Household – household type
<i>Definition:</i>	A categorisation of a household based on the presence or absence of family members.
<i>Context:</i>	Together with 'family', a household is considered one of the basic groups of social aggregation. Information on household numbers and composition aids in identifying groups within the population such as multiple family households or the number of people living alone.
<i>Object Class:</i>	Household
<i>Property:</i>	Household 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>Family household with only family members present</td></tr><tr><td>2</td><td>Family household with non-family members present</td></tr><tr><td>3</td><td>Non-family household</td></tr><tr><td>4</td><td>Not classifiable</td></tr></tbody></table>	Value	Meaning	1	Family household with only family members present	2	Family household with non-family members present	3	Non-family household	4	Not classifiable
Value	Meaning										
1	Family household with only family members present										
2	Family household with non-family members present										
3	Non-family household										
4	Not classifiable										
<i>Supplementary codes:</i>	9 Not stated/inadequately described										

Collection and usage attributes

<i>Guide for use:</i>	The classification is based on the ABS 2 level hierarchy. Only level 1 of this classification has been adopted for this metadata item. It differs from the ABS classification in that it
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seeks to determine whether there are non-family persons co-resident with the person of concern. Care should be taken in making comparisons with the ABS data for Household type.

If individual agencies need to classify household types at a lower level of detail, they should ensure that the more detailed ABS classification is used. The lower levels in the classification cover detail on the number of families or the number of household members. Thus, household type is allocated dependent on the basis of the number of families and whether unrelated household members are present (if it is a family household), or the number of household members if it is a non-family household.

It should be noted that only usual residents of a household are considered when describing and categorising households by Household type. Since households are differentiated in terms of families, and visitors to a household are excluded from family coding, the identification of usual residence is essential to determine the household type.

CODE 4 Not Classifiable

Operationally, all households must contain at least one member 15 years of age or older. Any household consisting only of a person or persons all under 15 years of age is coded to 'Not classifiable'. This approach is consistent with that used in the family type classification, in which a family is likewise not defined unless it consists of at least one member aged 15 years or older.

CODE 9 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 item has not been collected.

Source and reference attributes

Origin:

Reference documents: Australian Bureau of Statistics Census 2001

Data Element attributes

Relational attributes

Related metadata references: Supersedes Household type, version 3, DE, NCSDD, NCSIMG, Superseded 01/03/2005

Indigenous status

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – Indigenous status, code N
<i>METeOR identifier:</i>	291036
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	Whether a person identifies as being of Aboriginal or Torres Strait Islander origin, as represented by a code. This is in accord with the first two of three components of the Commonwealth definition.

Data Element Concept attributes

<i>Data element concept:</i>	Person – Indigenous status
<i>Definition:</i>	Indigenous Status is a measure of whether a person identifies as being of Aboriginal or Torres Strait Islander origin. This is in accord with the first two of three components of the Commonwealth definition.
<i>Context:</i>	Australia's Aboriginal and Torres Strait Islander peoples occupy a unique place in Australian society and culture. In the current climate of reconciliation, accurate and consistent statistics about Aboriginal and Torres Strait Islander peoples are needed in order to plan, promote and deliver essential services, to monitor changes in wellbeing and to account for government expenditure in this area. The purpose of this metadata item is to provide information about people who identify as being of Aboriginal or Torres Strait Islander origin. Agencies or establishments wishing to determine the eligibility of individuals for particular benefits, services or rights will need to make their own judgments about the suitability of the standard measure for these purposes, having regard to the specific eligibility criteria for the program concerned.
<i>Object Class:</i>	Person
<i>Property:</i>	Indigenous 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	Aboriginal but not Torres Strait Islander origin
	2	Torres Strait Islander but not Aboriginal origin
	3	Both Aboriginal and Torres Strait Islander origin
	4	Neither Aboriginal nor Torres Strait Islander origin
<i>Supplementary codes:</i>	9	Not stated/inadequately described

Collection and usage attributes

Guide for use: This metadata item is based on the Australian Bureau of Statistics (ABS) standard for Indigenous status. For detailed advice on its use and application please refer to the ABS Website as indicated in the Reference documents.

The classification for Indigenous status has a hierarchical structure comprising two levels. There are four categories at the detailed level of the classification which are grouped into two categories at the broad level. There is one supplementary category for 'not stated' responses. The classification is as follows:

Indigenous:

- Aboriginal but not Torres Strait Islander origin.
- Torres Strait Islander but not Aboriginal origin.
- Both Aboriginal and Torres Strait Islander origin.

Non-indigenous:

- Neither Aboriginal nor Torres Strait Islander origin.

Not stated/ inadequately described:

This category is not to be available as a valid answer to the questions but is intended for use:

- Primarily when importing data from other data collections that do not contain mappable data.
- Where an answer was refused.
- Where the question was not able to be asked prior to completion of assistance because the client was unable to communicate or a person who knows the client was not available.

Only in the last two situations may the tick boxes on the questionnaire be left blank.

Data Element attributes

Collection and usage attributes

Collection methods: The standard question for Indigenous Status is as follows:
 [Are you] [Is the person] [Is (name)] of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No.....

Yes, Aboriginal.....

Yes, Torres Strait Islander.....

This question is recommended for self-enumerated or interview-based collections. It can also be used in circumstances where a close relative, friend, or another member of the household is answering on behalf of the subject. It is strongly recommended that this question be asked directly wherever possible.

When someone is not present, the person answering for them should be in a position to do so, i.e. this person must know well the person about whom the question is being asked and feel confident to provide accurate information about them.

This question must always be asked regardless of data collectors' perceptions based on appearance or other factors.

The Indigenous status question allows for more than one response. The procedure for coding multiple responses is as follows:

If the respondent marks 'No' and either 'Aboriginal' or 'Torres Strait Islander', then the response should be coded to either Aboriginal or Torres Strait Islander as indicated (i.e. disregard the 'No' response).

If the respondent marks both the 'Aboriginal' and 'Torres Strait Islander' boxes, then their response should be coded to 'Both Aboriginal and Torres Strait Islander Origin'.

If the respondent marks all three boxes ('No', 'Aboriginal' and 'Torres Strait Islander'), then the response should be coded to 'Both Aboriginal and Torres Strait Islander Origin' (i.e. disregard the 'No' response).

This approach may be problematical in some data collections, for example when data are collected by interview or using screen based data capture systems. An additional response category

Yes, both Aboriginal and Torres Strait Islander...

may be included if this better suits the data collection practices of the agency or establishment concerned.

Comments:

The following definition, commonly known as 'The Commonwealth Definition', was given in a High Court judgement in the case of *Commonwealth v Tasmania* (1983) 46 ALR 625.

'An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by

the community in which he or she lives'.

There are three components to the Commonwealth definition:

- descent;
- self-identification; and
- community acceptance.

In practice, it is not feasible to collect information on the community acceptance part of this definition in general purpose statistical and administrative collections and therefore standard questions on Indigenous status relate to descent and self-identification only.

Source and reference attributes

Origin:

National Health Data Committee

National Community Services Data Committee

Reference documents:

Australian Bureau of Statistics 1999. Standards for Social, Labour and Demographic Variables. Cultural Diversity Variables, Canberra. Viewed 3 August 2005.

Informal carer existence indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – informal carer existence indicator, code N
<i>Synonymous names:</i>	Informal carer availability, Informal carer existence flag
<i>METeOR identifier:</i>	320939
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	Whether a person has an informal carer, such as a family member, friend or neighbour, who has been identified as providing care and assistance on a regular and sustained basis, as represented by a code.
<i>Context:</i>	Recent years have witnessed a growing recognition of the critical role that informal support networks play in caring for frail older people and people with disabilities within the community. Not only are informal carers responsible for maintaining people with often high levels of functional dependence within the community, but the absence of an informal carer is a significant risk factor contributing to institutionalisation. Increasing interest in the needs of carers and the role they play has prompted greater interest in collecting more reliable and detailed information about carers and the relationship between informal care and the provision of and need for formal services.

Data Element Concept attributes

<i>Data element concept:</i>	Person – informal carer existence indicator
<i>Definition:</i>	Whether a person has an informal carer, such as a family member, friend or neighbour, who has been identified as providing care and assistance on a regular and sustained basis.
<i>Context:</i>	
<i>Object Class:</i>	Person
<i>Property:</i>	Informal carer existence indicator

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

Guide for use: CODE 9 Not stated/inadequately described
This code is not for use in primary data collections.

Data Element attributes

Collection and usage attributes

Guide for use: Informal carers include those people who receive a pension or benefit for their caring role, people providing care under family care agreements, but does not include paid or volunteer carers organised by formal services.

Excluded from the definition of informal carers are volunteers organised by formal services and paid workers.

This metadata item is purely descriptive of a client's circumstances. It is not intended to reflect whether the informal carer is considered by the service provider to be capable of undertaking the caring role.

In line with this, the expressed views of the client and/or their carer should be used as the basis for determining whether the client is recorded as having an informal carer or not.

When asking a client whether they have an informal carer, it is important for agencies or establishments to recognise that a carer does not always live with the person for whom they care. That is, a person providing significant care and assistance to the client does not have to live with the client in order to be called an informal carer.

The existence of a carer should also be distinguished from living with someone else. Although in many instances a co-resident will also be a carer, this is not necessarily the case. The metadata item Person – living arrangement, code N is designed to record information about person(s) with whom the client may live.

Collection methods: Agencies or establishments and service providers may collect this item at the beginning of each service episode and also assess this information at subsequent assessments or re-assessments.

Some agencies, establishments/providers 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.

Examples of questions used for data collection include:

Home and Community Care NDMS

'Do you have someone who helps look after you?'

Commonwealth State/Territory Disability Agreement NMDS

'Does the service user have an informal carer, such as family member, friend or neighbour, who provide care and assistance on a regular and sustained basis?'

Comments:

This definition of informal carer availability is not the same as the Australian Bureau of Statistics (ABS) definition of principal carer, 1993 Disability, Ageing and Carers Survey and primary carer used in the 1998 survey. The ABS definitions require that the carer has or will provide care for a certain amount of time and that they provide certain types of care.

The ABS defines a primary carer as a person of any age who provides the most informal assistance, in terms of help or 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 may not be appropriate for agencies or establishments 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. Information such as the amount of time for which care is provided can of course be collected separately but, if it were not needed, it would place a burden on service providers.

Source and reference attributes

Origin:

Australian Institute of Health and Welfare

National Health Data Committee

National Community Services Data Committee

Reference documents:

Australian Bureau of Statistics (ABS) 1993 Disability, Ageing and Carers Survey and 1998 survey.

Australian Institute of Health and Welfare (2005)

Commonwealth State/Territory Disability Agreement

National Minimum Data Set collection (CSTDA NMDS) Data Guide: 2005-06.

National HACC Minimum Data Set User Guide Version 2 July 2005. Home and Community Care (HACC) Program.

Interpreter services required

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – interpreter service required, yes/no code N
<i>Synonymous names:</i>	Need for interpreter service
<i>METeOR identifier:</i>	304294
<i>Registration status:</i>	NHIG, Standard 08/02/2006 NCSIMG, Standard 10/04/2006
<i>Definition:</i>	Whether an interpreter service is required by or for the person, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – interpreter service required
<i>Definition:</i>	Whether an interpreter service is required by or for the person.
<i>Context:</i>	To assist in planning for provision of interpreter services.
<i>Object Class:</i>	Person
<i>Property:</i>	Interpreter service required 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>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No
Value	Meaning						
1	Yes						
2	No						

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Includes verbal language, non verbal language and languages other than English. CODE 1 Yes Use this code where interpreter services are required. CODE 2 No Use this code where interpreter services are not required. Persons requiring interpreter services for any form of sign language should be coded as Interpreter required.
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Collection methods:

Recommended question:

Do you [does the person] require an interpreter?

Yes

No

Labour force status

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – labour force status, code N
<i>METeOR identifier:</i>	270112
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
<i>Definition:</i>	The self reported status the person currently has in being either in the labour force (employed/unemployed) or not in the labour force, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – labour force status
<i>Definition:</i>	The self reported status the person currently has in being either in the labour force (employed/unemployed) or not in the labour force. The categories are determined by a person's status in relation to current economic activity (which is measured by their activities in relation to work in a specified reference period).
<i>Object Class:</i>	Person
<i>Property:</i>	Labour force 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>Employed</td></tr><tr><td>2</td><td>Unemployed</td></tr><tr><td>3</td><td>Not in the labour force</td></tr></tbody></table>	Value	Meaning	1	Employed	2	Unemployed	3	Not in the labour force
Value	Meaning								
1	Employed								
2	Unemployed								
3	Not in the labour force								
<i>Supplementary codes:</i>	9 Not stated/inadequately described								

Collection and usage attributes

<i>Guide for use:</i>	CODE 1 Employed: Persons aged 15 years and over who, during the reference week:
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(a) worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (comprising 'Employees', 'Employers' and 'Own Account Workers'); or

(b) worked for one hour or more without pay in a family business or on a farm (i.e. 'Contributing Family Worker'); or

(c) were 'Employees' who had a job but were not at work and were:

- on paid leave
- on leave without pay, for less than four weeks, up to the end of the reference week
- stood down without pay because of bad weather or plant breakdown at their place of employment, for less than four weeks up to the end of the reference week
- on strike or locked out
- on workers' compensation and expected to be returning to their job, or
- receiving wages or salary while undertaking full-time study; or

(d) were 'Employers', 'Own Account Workers' or 'Contributing Family Workers' who had a job, business or farm, but were not at work.

CODE 2 Unemployed:

Unemployed persons are those aged 15 years and over who were not employed during the reference week, and:

(a) had actively looked for full-time or part-time work at any time in the four weeks up to the end of the reference week.

Were available for work in the reference week, or would have been available except for temporary illness (i.e. lasting for less than four weeks to the end of the reference week). Or were waiting to start a new job within four weeks from the end of the reference week and would have started in the reference week if the job had been available then; or

(b) were waiting to be called back to a full-time or part-time job from which they had been stood down without pay for less than four weeks up to the end of the reference week (including the whole of the reference week) for reasons other than bad weather or plant breakdown. Note: Actively looking for work includes writing, telephoning or applying in person to an employer for work. It also includes answering a newspaper advertisement for a job, checking factory or job placement agency notice boards, being registered with a job placement agency, checking or registering with any other employment agency, advertising or tendering for work or contacting friends or relatives.

CODE 3 Not in the Labour Force:

Persons not in the labour force are those persons aged 15 years and over who, during the reference week, were not in the categories employed or unemployed, as defined. They include persons who were keeping house (unpaid), retired, voluntarily inactive, permanently unable to work, persons in institutions (hospitals, gaols, sanatoriums, etc.), trainee teachers, members of contemplative religious orders, and persons whose only activity during the reference week was jury service or unpaid voluntary work for a charitable organisation.

Collection methods:

For information about collection, refer to the ABS website:

<http://www.abs.gov.au/Ausstats/abs@.nsf/0/AEB5AA310D68DF8FCA25697E0018FED8?Open>

Source and reference attributes

Origin:

Australian Bureau of Statistics 1995. Directory of Concepts and Standards for Social, Labour and Demographic Variables. Australia 1995. Cat. no. 1361.0.30.001. Canberra: AGPS.

<http://www.abs.gov.au/Ausstats/abs@.nsf/0/AEB5AA310D68DF8FCA25697E0018FED8?Open>

(last viewed 21 December 2005)

Data Element attributes

Collection and usage attributes

Comments:

Labour force status is one indicator of the socio-economic status of a person and is a key element in assessing the circumstances and needs of individuals and families.

Source and reference attributes

Origin:

Health Data Standards Committee

Relational attributes

Related metadata references:

See also Person – source of cash income (principal)(housing assistance), code N{.N} NHDAMG, Standard 10/02/2006

See also Person – occupation (main), code (ASCO 2nd edn) N[NNN]{-NN} NHDAMG, Standard 10/02/2006

Last service provision date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event – last service provision date, Date DDMMYYYY
<i>Synonymous names:</i>	Last service contact date
<i>METeOR identifier:</i>	323253
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The date on which a service was last provided.

Data Element Concept attributes

<i>Data element concept:</i>	Service event – last service provision date
<i>Definition:</i>	The date on which a service was last provided.
<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 event
<i>Property:</i>	Last service provision 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 service is provided on July 1 2000 the date should be recorded as 01072000 as specified by the format.
<i>Collection methods:</i>	Last service contact date must be related to a particular service event.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
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Legal order

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – legal order/arrangement type, code N
<i>METeOR identifier:</i>	324835
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The type of legal order or legal arrangement, to which a person is a subject of, or party to, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – legal order/arrangement type
<i>Definition:</i>	The type of legal order or legal arrangement, to which a person is a subject of, or party to.
<i>Context:</i>	<p>The legal status of a person is directly relevant to service provision in some community services areas (for example, care and protection orders in the child protection area, juvenile justice orders, and restraining orders in Supported Accommodation Assistance Program (SAAP)). It may also be useful for agencies to assist in the provision of appropriate legal and other services. Mental health legal status is required to monitor trends in the use of compulsory treatment provisions under State and Territory mental health legislation by Australian hospitals and community health care facilities including, 24 hour community based residential services. Mental health legal status is an essential metadata item within local records for those hospitals and community mental health services that provide psychiatric treatment to involuntary patients.</p> <p>Information on legal status also provides a way of examining the link between clients and the criminal justice system and other service systems.</p>
<i>Object Class:</i>	Person
<i>Property:</i>	Legal order/arrangement 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>	Value	Meaning
	0	Not applicable
	1	Care and protection order
	2	Juvenile justice order
	3	Involuntary mental health patient (under mental health legislation)
	4	Restraining order
	5	Other legal order
<i>Supplementary codes:</i>	9	Not stated/inadequately described

Collection and usage attributes

Guide for use: The legal orders and arrangements listed above are a state responsibility and may vary across jurisdictions (for example, the number and type of care and protection orders vary quite considerably). As a result care should be taken in interpreting data differences across jurisdictions.

CODE 0 Not applicable

To be used where there is no legal order/arrangement in effect.

CODE 1 Care and protection orders:

A legal order for the care and protection of a child under 18 years of age. Care and protection orders comprise the following:

- finalised guardianship or finalised custody orders sought through a court, or administrative arrangements that have the impact of transferring custody or guardianship;
- finalised supervisory and other finalised court orders which give the department some responsibility for the child's welfare; and
- interim and temporary orders and care applications.

Care and protection orders exclude administrative and voluntary arrangements with the community services departments that do not have the effect of transferring custody or guardianship.

There is a wide range of orders and arrangements included as care and protection orders, such as guardianship, custody, supervisory, undertakings, interim and temporary orders and undertakings. The types and numbers of orders vary considerably across states and territories.

CODE 2 Juvenile Justice orders:

Legal orders or arrangements under state and territory juvenile justice legislation. Includes orders involving detention and non-detention (non-detention orders may require supervision, commitments or undertakings from young people, fines and good behaviour bonds).

CODE 3 Involuntary mental health patient:

Approval is required under the state or territory mental health legislation in order to detain patients for the provision of mental health care or for patients to be treated compulsorily in the community. Each state and territory mental health legislation differs in the number of categories of involuntary patient that are recognised, and the specific titles and legal conditions applying to each type. The legal status categories, which provide for compulsory detention or compulsory treatment of the patient can be readily differentiated within each jurisdiction. These include special categories for forensic patients who are charged with or convicted of some form of criminal activity.

The mental health legal status of admitted patients treated within approved hospitals may change many times throughout the episode of care. Patients may be admitted to hospital on an involuntary basis and subsequently be changed to voluntary status; some patients are admitted as voluntary but are transferred to involuntary status during the hospital stay. Multiple changes between voluntary and involuntary status during an episode of care in hospital or treatment in the community may occur depending on the patient's clinical condition and his/her capacity to consent to treatment.

Data Element attributes

Collection and usage attributes

Guide for use: A person may be the subject of, or party to, more than one of the legal orders or legal arrangements at the same time (and may therefore have multiple codes).

Collection methods: This metadata item will be collected at different times depending on the requirements of the data collection. For some it may be at the time a person is seeking a service while for others it may be at regular or irregular intervals.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: National Health Data Dictionary Version 8.0 Children of care and protection orders, Australia: data collection standards, tables and counting rules, 1998-99 Supported Accommodation Assistance Program (SAPP) National Data Collection Data Dictionary Version 1.1, 1999

Level of highest educational attainment

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – level of highest educational attainment, code NN
<i>METeOR identifier:</i>	321069
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The highest level of education achieved by a person in relation to completed education, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – level of highest educational attainment
<i>Definition:</i>	The highest level of education achieved by a person in relation to completed education.
<i>Object Class:</i>	Person
<i>Property:</i>	Level of educational attainment

Collection and usage attributes

<i>Comments:</i>	This metadata item provides an indication of diversity in aspects of educational attainment.
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Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																								
<i>Data type:</i>	Number																								
<i>Format:</i>	NN																								
<i>Maximum character length:</i>	2																								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>01</td><td>Postgraduate Degree Level</td></tr><tr><td>02</td><td>Graduate Diploma and Graduate Certificate Level</td></tr><tr><td>03</td><td>Bachelor Degree Level</td></tr><tr><td>04</td><td>Advanced Diploma and Diploma Level</td></tr><tr><td>05</td><td>Certificate Level</td></tr><tr><td>06</td><td>Senior Secondary Education (e.g. Year 12, Senior Secondary Certificate of Education)</td></tr><tr><td>07</td><td>Junior Secondary Education (e.g. Year 10)</td></tr><tr><td>08</td><td>Primary Education</td></tr><tr><td>09</td><td>Pre-primary Education</td></tr><tr><td>10</td><td>Other education</td></tr><tr><td>88</td><td>No Education</td></tr></tbody></table>	Value	Meaning	01	Postgraduate Degree Level	02	Graduate Diploma and Graduate Certificate Level	03	Bachelor Degree Level	04	Advanced Diploma and Diploma Level	05	Certificate Level	06	Senior Secondary Education (e.g. Year 12, Senior Secondary Certificate of Education)	07	Junior Secondary Education (e.g. Year 10)	08	Primary Education	09	Pre-primary Education	10	Other education	88	No Education
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Supplementary codes: 99 Not stated/inadequately described

Collection and usage attributes

Guide for use:

CODE 01 Postgraduate Degree Level

Includes Higher Doctorate, Doctorate by Research, Doctorate by Coursework, Professional Specialist Qualification at Doctoral Degree Level, Statement of Attainment at Doctoral Degree Level, Bridging and Enabling Course at Doctoral Degree Level, Master Degree by Research, Master Degree by Coursework, Professional Specialist Qualification at Master Degree Level, Statement of Attainment at Master Degree Level, Bridging and Enabling Course at Master Degree Level.

CODE 02 Graduate Diploma and Graduate Certificate Level

Includes Graduate Diploma, Graduate Qualifying or Preliminary, Professional Specialist Qualification at Graduate Diploma Level, Statement of Attainment at Graduate Diploma Level, Bridging and Enabling Course at Graduate Diploma Level, Graduate Certificate, Professional Specialist Qualification at Graduate Certificate Level, Statement of Attainment at Graduate Certificate Level, and Bridging and Enabling Course at Graduate Certificate Level.

CODE 03 Bachelor Degree Level

Includes Bachelor (Honours) Degree, Bachelor (Pass) Degree, Statement of Attainment at Bachelor Degree Level, and Bridging and Enabling Course at Bachelor Degree Level.

CODE 04 Advanced Diploma and Diploma Level

Includes Advanced Diploma, Statement of Attainment at Advanced Diploma Level, Associate Degree, Statement of Attainment at Associate Degree Level, Bridging and Enabling Course at Advanced Diploma and Associate Degree Level, Diploma, Statement of Attainment at Diploma Level, and Bridging and Enabling Course at Diploma Level.

CODE 05 Certificate Level

Includes Certificate IV, Statement of Attainment at Certificate IV Level, Bridging and Enabling Course at Certificate IV Level, Certificate III, Statement of Attainment at Certificate III Level, Bridging and Enabling Course at Certificate III Level, Certificate II, Statement of Attainment at Certificate II Level, Bridging and Enabling Course at Certificate II Level, Certificate, and Statement of Attainment at Certificate I Level.

CODE 06 Senior Secondary Education

Includes Year 12, Bridging and Enabling Course at Senior Secondary Level, and Year 11.

CODE 07 Junior Secondary Education

Includes Year 7 (NSW, Vic., Tas., ACT), and year 8 to 10.

CODE 08 Primary Education

Includes Pre-Year 1, Years 1 to 6, and year 7 (QLD, SA, WA, NT).

CODE 09 Pre-primary Education

Includes Pre-primary Education.

CODE 10 Other education

Includes Non-award Courses in Higher Education, Non-award Courses in Higher Education, Statements of Attainment not Identifiable by Level, Bridging and Enabling Courses not Identifiable by Level and Education, n.e.c.

CODE 88 No education

Applies only when the person reports that they have not completed any level of education whatsoever.

CODE 99 Not stated/inadequately described

This code is not for use 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.

Comments:

This codeset allows for data on Junior secondary education and Senior secondary education to be collected at the first level of detail along with the other first level detail data in the ASCED. The ASCED allows for collection of the junior and senior secondary education data at the second level of the classification.

Source and reference attributes

Reference documents:

Australian Bureau of Statistics 2001. Australian Standard Classification of Education (ASCED) 2001. Cat. no. 1272.0. Canberra: ABS.

Online reference through:

Level of Education Structure - Australian Standard Classification of Education (ASCED)

Data Element attributes

Collection and usage attributes

Guide for use:

The highest level of educational attainment is the highest qualification reported by a person in any field of study, or the highest year of school completed, whichever is the higher.

This value domain allows for mapping of data to data obtained using the Australian Standard Classification of Education (ASCED) 2001 from the Australian Bureau of Statistics.

There are two exceptions to this:

1. Data using this codeset cannot be mapped to the ASCED for codes 06 and 07 unless the data from both is combined. When combined this data maps to ASCED code 6.

2. The ASCED does not collect information about a person having no educational qualifications whatsoever.

Collection methods:

The recommended question wording for this metadata item is as follows:

'What is the highest level of education you/ the person/ (name) has completed?' (Mark one box only).

The focus of the item is completed education, so if the person is in Year 11, then the category Junior Secondary Education (Year 10) should be marked as the highest level of education completed.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Living arrangement

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – living arrangement, code N
<i>METeOR identifier:</i>	270385
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	Whether a person usually resides alone or with others, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – living arrangement
<i>Definition:</i>	Whether a person usually resides alone or with others.
<i>Context:</i>	It is important to record the type of living arrangement for a person in order to develop a sense of the level of support, both physically and emotionally, to which a person may have access.
<i>Object Class:</i>	Person
<i>Property:</i>	Living arrangement

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>Lives alone</td></tr><tr><td>2</td><td>Lives with family</td></tr><tr><td>3</td><td>Lives with others</td></tr></tbody></table>	Value	Meaning	1	Lives alone	2	Lives with family	3	Lives with others
Value	Meaning								
1	Lives alone								
2	Lives with family								
3	Lives with others								
<i>Supplementary codes:</i>	9 Not stated/inadequately described								

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 2 Lives with family:</p> <p>If the person's household includes both family and non-family members, the person should be recorded as living with family. 'Living with family' should be considered to include defacto and same sex relationships.</p> <p>On occasion, difficulties can arise in deciding the living arrangement of a person due to their type of accommodation (e.g. boarding houses, hostels, group homes, retirement</p>
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villages, residential aged care facilities).

In these circumstances the person should be regarded as living alone, except in those instances in which they are sharing their own private space/room within the premises with a significant other (e.g. partner, sibling, close friend).

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Data Element attributes

Collection and usage attributes

Collection methods: Generally this metadata item is collected for the person's usual living arrangement, but may also, if required, be collected for a person's main living arrangement or living arrangement at a particular time reference point.

Source and reference attributes

Submitting organisation: Commonwealth and State/Territory Home and Community Care Officials

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.

Main language other than English spoken at home

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – main language other than English spoken at home, code (ASCL 2005) NN{NN}
<i>METeOR identifier:</i>	304133
<i>Registration status:</i>	NHIG, Standard 08/02/2006 NCSIMG, Standard 29/04/2006 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	The language reported by a person as the main language other than English spoken by that person in his/her home (or most recent private residential setting occupied by the person) to communicate with other residents of the home or setting and regular visitors, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – main language other than English spoken at home
<i>Definition:</i>	The language reported by a person as the main language other than English spoken by that person in his/her home (or most recent private residential setting occupied by the person) to communicate with other residents of the home or setting and regular visitors.
<i>Object Class:</i>	Person
<i>Property:</i>	Main language other than English spoken at home

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>	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
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groups of languages (the Broad Group level) and is identified by the first digit. The classification includes Australian Indigenous languages and sign languages.

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 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:

Recommended question:

Do you/Does the person/Does (name) speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

No (English only) ____

Yes, Italian ____

Yes, Greek ____

Yes, Cantonese ____

Yes, Mandarin ____

Yes, Arabic ____

Yes, Vietnamese ____

Yes, German ____

Yes, Spanish

Yes, Tagalog (Filipino) ____

Yes, Other (please specify) _____

This list reflects the nine most common languages other than English spoken in Australia.

Languages may be added or deleted from the above short list to reflect characteristics of the population of interest.

Alternatively a tick box for 'English' and an 'Other - please specify' response category could be used.

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.

This data element is important in identifying those people most likely to suffer disadvantage in terms of their ability to access services due to language and/or cultural difficulties. In conjunction with Indigenous status, Proficiency in spoken English and Country of birth this data element forms the minimum core set of cultural and language indicators recommended by the Australian Bureau of Statistics (ABS).

Data on main language other than English spoken at home are regarded as an indicator of 'active' ethnicity and also as useful for the study of inter-generational language retention. The availability of such data may help providers of health and community services to effectively target the geographic areas or population groups that need those services. It may be used for the investigation and development of language services such as interpreter/ translation services.

Source and reference attributes

Origin:

Health Data Standards Committee

National Community Services Data Committee

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 – preferred language, code (ASCL 2005)
NN{NN} NCSIMG, Standard 29/04/2006

See also Person – first language spoken, code (ASCL 2005)
NN{NN} NCSIMG, Standard 29/04/2006

Main occupation of person

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – occupation (main), code (ASCO 2nd edn) N[NNN]{-NN}
<i>METeOR identifier:</i>	270059
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	The job in which the person is principally engaged, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – occupation (main)
<i>Definition:</i>	The job in which the person is principally engaged. A job in any given establishment is a set of tasks designed to be performed by one individual in return for a wage or salary. For persons with more than one job, the main job is the one in which the person works the most hours.
<i>Object Class:</i>	Person
<i>Property:</i>	Occupation

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Classification of Occupations 2nd edition
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N[NNN]{-NN}
<i>Maximum character length:</i>	6

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item can be used to code the main occupation of persons involved in an event. Caution is advised in its use with regard to service providers as their activity as a service provider may not be their main occupation.
<i>Collection methods:</i>	This metadata item should only be collected from people whose Labour force status is employed.

Occupation is too complex and diverse an issue to fit neatly into any useable small group of categories. Therefore ABS recommend that this metadata item be collected by using the following two open-ended questions:

Q1. In the main job held last week (or other recent reference period), what was your/the person's occupation?

Q2. What are the main tasks that you/the person usually perform(s) in that occupation? The information gained from these two questions can then be used to select an appropriate code from the ASCO at any of the available levels (see Guide for use section).

If only one question is asked, question one should be used. The use of question one only, however, sometimes elicits responses which do not provide a clear occupation title and specification of tasks performed. As a result accurate coding at unit group or occupation level may not be possible.

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, due to the complexities of the metadata item 'Main occupation of person', this will result in inaccurate information. The recommended question should be used wherever possible.

Comments:

This metadata item may be useful in gaining an understanding of a client's situation and needs. For example, the occupation of a person with a disability may be directly relevant to the type of aids that they require.

National Health Data Dictionary (NHDD) specific:

Injury surveillance - There is considerable user demand for data on occupation-related injury and illness, including from Worksafe Australia and from industry, where unnecessary production costs are known in some areas and suspected to be related to others in work-related illness, injury and disability.

Source and reference attributes

Origin:

Australian Bureau of Statistics 1997. Australian Standard Classification of Occupations (ASCO) (Cat. no. 1220.0) (Second edition), Viewed 13 October 2005.

Relational attributes

Related metadata references:

See also Person – labour force status, code N NHDAMG, Standard 01/03/2005

Marital status

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – marital status, code N
<i>METeOR identifier:</i>	291045
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	A person's current relationship status in terms of a couple relationship or, for those not in a couple relationship, the existence of a current or previous registered marriage, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – marital status
<i>Definition:</i>	A person's current relationship status in terms of a couple relationship or, for those not in a couple relationship, the existence of a current or previous registered marriage.
<i>Context:</i>	Marital status is a core metadata item in a wide range of social, labour and demographic statistics. Its main purpose is analysis of the association of marital status with the need for and use of services, and for epidemiological analysis. Marital status also acts as an indicator for the level of support adult recipients of the welfare system have at home. The item is also used in comparisons of administrative data and population censuses and surveys.
<i>Object Class:</i>	Person
<i>Property:</i>	Marital 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>Never married</td></tr><tr><td>2</td><td>Widowed</td></tr><tr><td>3</td><td>Divorced</td></tr><tr><td>4</td><td>Separated</td></tr><tr><td>5</td><td>Married (registered and de facto)</td></tr></tbody></table>	Value	Meaning	1	Never married	2	Widowed	3	Divorced	4	Separated	5	Married (registered and de facto)
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1	Never married												
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3	Divorced												
4	Separated												
5	Married (registered and de facto)												

Supplementary codes: 6 Not stated/inadequately described

Collection and usage attributes

Guide for use:

Refers to the current marital status of a person.

CODE 2 Widowed

This code usually refers to registered marriages but when self reported may also refer to de facto marriages.

CODE 4 Separated

This code refers to registered marriages but when self reported may also refer to de facto marriages.

CODE 5 Married (registered and de facto)

Includes people who have been divorced or widowed but have since re-married, and should be generally accepted as applicable to all de facto couples, including of the same sex.

CODE 6 Not stated/inadequately described

This code is not for use 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.

Source and reference attributes

Origin:

The ABS standards for the collection of Social and Registered marital status appear on the ABS Website.

<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>, select: Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Demographic Variables

Data Element attributes

Collection and usage attributes

Collection methods:

This metadata item collects information on social marital status. The recommended question module is:

Do you/Does the person usually live with a partner in a registered or de facto marriage?

Yes, in a registered marriage

Yes, in a defacto marriage

No, never married

No, separated

No, divorced

No, widowed

It should be noted that information on marital status is collected differently by the ABS, using a set of questions. However, the question outlined above is suitable and mostly sufficient for use within the health and community services

fields. See Source document for information on how to access the ABS standards.

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, the recommended question should be used wherever practically possible.

Comments:

The ABS standards identify two concepts of marital status:

- Registered marital status - defined as whether a person has, or has had, a registered marriage;
- Social marital status - based on a person's living arrangement (including de facto marriages), as reported by the person.

It is recommended that the social marital status concept be collected when information on social support/home arrangements is sought, whereas the registered marital status concept need only be collected where it is specifically required for the purposes of the collection.

While marital status is an important factor in assessing the type and extent of support needs, such as for the elderly living in the home environment, marital status does not adequately address the need for information about social support and living arrangement and other data elements need to be formulated to capture this information.

Source and reference attributes

Origin:

National Health Data Standards Committee

National Community Services Data Committee

Mother's original family name

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – mother's original family name, text [X(40)]
<i>METeOR identifier:</i>	270262
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The original family name of the person's mother as reported by the person, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person – mother's original family name
<i>Definition:</i>	The original family name of the person's mother as reported by the person.
<i>Context:</i>	May be used to confirm the identity of a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Mother's original family 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>	Mixed case should be used (rather than upper case only).
<i>Collection methods:</i>	See relevant paragraphs in the collection methods section of the metadata item Person (name) – family name, text X[X(39)].

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	National Health Data Committee National Community Services Data Committee Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Name context flag

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name conditional use flag, code N
<i>Synonymous names:</i>	Name conditional use flag
<i>METeOR identifier:</i>	287101
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	An indicator of specific conditions that may be applied to an individual's name, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – name conditional use flag
<i>Definition:</i>	An indicator of specific conditions that may be applied to an individual's name.
<i>Object Class:</i>	Person
<i>Property:</i>	Name conditional use flag

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>Unreliable information</td></tr><tr><td>2</td><td>Name not for continued use</td></tr><tr><td>3</td><td>Special privacy/security requirement</td></tr></tbody></table>	Value	Meaning	1	Unreliable information	2	Name not for continued use	3	Special privacy/security requirement
Value	Meaning								
1	Unreliable information								
2	Name not for continued use								
3	Special privacy/security requirement								

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A single Person name may have multiple Name conditional use flags associated with it. Record as many as applicable.</p> <p>Code 1 - Unreliable information: should be used where it is known that the name recorded is a fictitious or partial name. These names should not be used for matching client data.</p> <p>Code 2 - Name not for continued use, indicates that this name should NOT be used when referring to this person. The name is retained for identification purposes only. For Aboriginal and</p>
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Torres Strait Islanders, certain tribal names may become 'not for continued use' due to the death of a relative.

Code 3 - Special privacy/security requirements- may apply to names for which episodes are attached that should only be accessible to specified authorised persons. There must be a specific need to implement this additional security level. Local policy should provide guidance to the use of this code.

Source and reference attributes

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

Name suffix

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name suffix, text [A(12)]
<i>METeOR identifier:</i>	287164
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	Additional term following a person's name used to identify a person when addressing them by name, whether by mail, by phone, or in person, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – name suffix
<i>Definition:</i>	Additional term following a person's name used to identify a person when addressing them by name, whether by mail, by phone, or in person.
<i>Object Class:</i>	Person
<i>Property:</i>	Name suffix

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[A(12)]
<i>Maximum character length:</i>	12

Collection and usage attributes

<i>Guide for use:</i>	Valid abbreviations from the Australian Standard AS4590-1999 Interchange of client information.
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Source and reference attributes

<i>Origin:</i>	Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia
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Data Element attributes

Collection and usage attributes

- Guide for use:* Mixed case should be used (rather than upper case only).
Examples of name suffixes are 'Jr' for Junior and 'MP' for Member of Parliament.
- Collection methods:* A person's name may have multiple Name suffixes. For the purpose of positive identification of a person, each Name suffix must have an associated Name suffix sequence number recorded.

Source and reference attributes

- Submitting organisation:* Standards Australia
- Origin:* National Health Data Committee
National Community Services Data Committee
- Reference documents:* AS4846 Health Care Provider Identification, 2004,
Sydney:Standards Australia

Name suffix sequence number

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name suffix sequence number, code N
<i>METeOR identifier:</i>	288226
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The numeric order of any additional terms used at the conclusion of a name, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – name suffix sequence number
<i>Definition:</i>	The numeric order of any additional terms used at the conclusion of a name.
<i>Object Class:</i>	Person
<i>Property:</i>	Name suffix 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>	1																				
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>First name suffix</td></tr><tr><td>2</td><td>Second name suffix</td></tr><tr><td>3</td><td>Third name suffix</td></tr><tr><td>4</td><td>Fourth name suffix</td></tr><tr><td>5</td><td>Fifth name suffix</td></tr><tr><td>6</td><td>Sixth name suffix</td></tr><tr><td>7</td><td>Seventh name suffix</td></tr><tr><td>8</td><td>Eighth name suffix</td></tr><tr><td>9</td><td>Ninth and subsequent name suffix</td></tr></tbody></table>	Value	Meaning	1	First name suffix	2	Second name suffix	3	Third name suffix	4	Fourth name suffix	5	Fifth name suffix	6	Sixth name suffix	7	Seventh name suffix	8	Eighth name suffix	9	Ninth and subsequent name suffix
Value	Meaning																				
1	First name suffix																				
2	Second name suffix																				
3	Third name suffix																				
4	Fourth name suffix																				
5	Fifth name suffix																				
6	Sixth name suffix																				
7	Seventh name suffix																				
8	Eighth name suffix																				
9	Ninth and subsequent name suffix																				

Data Element attributes

Collection and usage attributes

Collection methods: Multiple Name suffixes may be recorded. A Name suffix sequence number must be recorded for each Name suffix.
Example: For the name 'John Markham Jr MP', 'Jr' would have a name suffix sequence number of 1 and 'MP' would have a name suffix sequence number of 2.

Source and reference attributes

Submitting organisation: Standards Australia
Origin: AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Name title

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name title, text [A(12)]
<i>METeOR identifier:</i>	287166
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	An honorific form of address, commencing a name, used when addressing a person by name, whether by mail, by phone, or in person, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – name title
<i>Definition:</i>	An honorific form of address, commencing a name, used when addressing a person by name, whether by mail, by phone, or in person.
<i>Object Class:</i>	Person
<i>Property:</i>	Name title

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	A(12)
<i>Maximum character length:</i>	12

Collection and usage attributes

<i>Guide for use:</i>	Valid abbreviations from the Australian Standard AS4590-1999 Interchange of client information.
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Source and reference attributes

<i>Origin:</i>	Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia
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Data Element attributes

Collection and usage attributes

Guide for use: Mixed case should be used (rather than upper case only).
The Name title for Master should only be used for persons less than 15 years of age.
Name titles for Doctor and Professor should only be applicable to persons of greater than 20 years of age.
More than one Name title may be recorded eg Prof Sir John Markham.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Committee
National Community Services Data Committee
Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia
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

Name title sequence number

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name title sequence number, code N
<i>METeOR identifier:</i>	288263
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The numeric order of an honorific form of address commencing a person's name, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – name title sequence number
<i>Definition:</i>	The numeric order of an honorific form of address commencing a person's name.
<i>Object Class:</i>	Person
<i>Property:</i>	Name title sequence number

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>First name title</td></tr><tr><td>2</td><td>Second name title</td></tr><tr><td>3</td><td>Third name title</td></tr><tr><td>4</td><td>Fourth name title</td></tr><tr><td>5</td><td>Fifth name title</td></tr><tr><td>6</td><td>Sixth name title</td></tr><tr><td>7</td><td>Seventh name title</td></tr><tr><td>8</td><td>Eighth name title</td></tr><tr><td>9</td><td>Ninth and subsequent name title</td></tr></tbody></table>	Value	Meaning	1	First name title	2	Second name title	3	Third name title	4	Fourth name title	5	Fifth name title	6	Sixth name title	7	Seventh name title	8	Eighth name title	9	Ninth and subsequent name title
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6	Sixth name title																				
7	Seventh name title																				
8	Eighth name title																				
9	Ninth and subsequent name title																				

Data Element attributes

Collection and usage attributes

Collection methods: Multiple Name titles may be recorded. For the purpose of positive identification of a person, each Name title must have a Name title sequence number recorded.

Example: Professor Sir John Markham

In the example above 'Professor' would have a name title sequence number of 1 and 'Sir' would have a name title sequence number of 2.

Source and reference attributes

Submitting organisation: Standards Australia

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

Name type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name type, code N
<i>METeOR identifier:</i>	287203
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A classification that enables differentiation between recorded names for a person, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – name type
<i>Definition:</i>	A classification that enables differentiation between recorded names for a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Name 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>Preferred name</td></tr><tr><td>2</td><td>Medicare name</td></tr><tr><td>3</td><td>Newborn name</td></tr><tr><td>4</td><td>Alias name</td></tr></tbody></table>	Value	Meaning	1	Preferred name	2	Medicare name	3	Newborn name	4	Alias name
Value	Meaning										
1	Preferred name										
2	Medicare name										
3	Newborn name										
4	Alias name										

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A person may have more than one name that they use. At least one name must be recorded for each person. Each name recorded must have one or more appropriate Person name type associated with it. Record all that are required.</p> <p>One name is sufficient, however, where the person offers more than one name, clarification should be obtained from the person to ensure accurate identification of the person and recording of the various names. The currently used name, as</p>
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well as names by which the person has previously been known, should be recorded if these are known.

Field value definitions for Person name type codes are:

Code 1 - Preferred name is the name by which the person chooses to be identified.

There should only be one preferred name recorded for a person. Where the person changes their preferred name, record the previously recorded preferred name as an Alias name. Preferred name is the default name type (i.e. if only one name is recorded it should be the person's preferred name). There must be a preferred name recorded except for unnamed newborns where the newborn name is the only name recorded.

Also, if the person is a health care client, record his/her Medicare card name if different to the preferred name, and any known alias names.

Code 2 - Medicare name For a health care client, this is the person's name as it appears on their Medicare card. The name stated on the Medicare card is required for all electronic Medicare claim lodgement. If the preferred name of the person is different to the name on the Medicare card, the Medicare card name should also be recorded. For an individual health care provider, this is the person's name registered by Medicare (Health Insurance Commission).

Code 3 - Newborn name: type is reserved for the identification of unnamed newborn babies.

Code 4 - Alias name is any other name that a person is also known by, or has been known by in the past; that is, all alias names. This includes misspelt names or name variations that are to be retained as they have been used to identify this person. More than one alias name may be recorded for a person.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Committee

National Community Services Data Committee

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

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

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

Name type (Service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (name) – name type, code N
<i>METeOR identifier:</i>	288937
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A classification that enables differentiation between recorded names for an establishment, agency or organisation, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (name) – name type
<i>Definition:</i>	A classification that enables differentiation between recorded names for an establishment, agency or organisation.
<i>Context:</i>	Administrative purposes and organisation identification
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Name 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>Organisation unit/section/division</td></tr><tr><td>2</td><td>Service location name</td></tr><tr><td>3</td><td>Business name</td></tr><tr><td>4</td><td>Locally used name</td></tr><tr><td>5</td><td>Abbreviated name</td></tr><tr><td>6</td><td>Enterprise name</td></tr><tr><td>8</td><td>Other</td></tr></tbody></table>	Value	Meaning	1	Organisation unit/section/division	2	Service location name	3	Business name	4	Locally used name	5	Abbreviated name	6	Enterprise name	8	Other
Value	Meaning																
1	Organisation unit/section/division																
2	Service location name																
3	Business name																
4	Locally used name																
5	Abbreviated name																
6	Enterprise name																
8	Other																
<i>Supplementary codes:</i>	9 Unknown																

Collection and usage attributes

<i>Guide for use:</i>	CODE 1 Organisation unit/section/division This code is used where a business unit, section or division within an organisation may have its own separate identity.
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CODE 2 Service location name

This code is used where the service location name is an important part of the organisation name and is used for identification purposes, e.g. Mobile Immunisation Unit at Bankstown.

CODE 3 Business name

Business name used only for trading purposes.

CODE 4 Locally used name

This code is used where a local name is used, e.g. where a medical practice is known by a name that is different to the company registration name or business name.

CODE 5 Abbreviated name

A short name or an abbreviated name by which the organisation is known, e.g. HIC.

CODE 6 Enterprise name

Generally, the complete organisation name should be used to avoid any ambiguity in identification. This should usually be the same as company registration name.

CODE 8 Other

This code is used when the organisation name does not fit into any one of the categories listed above.

CODE 9 Unknown

This code is used when the organisation name type is unknown.

Data Element attributes

Collection and usage attributes

Guide for use:

At least one organisation name must be recorded for each organisation and each name must have an appropriate Organisation name type.

Non-Australian state/province (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – non-Australian state/province, text [X(40)]
<i>METeOR identifier:</i>	288648
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of a person, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – non-Australian state/province
<i>Definition:</i>	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Non-Australian state/province

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>	The name of the state or territory or province should be recorded using the standard ASCII character set and should be done so in accordance with the official conventions of the country.
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Source and reference attributes

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

Non-Australian state/province (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – non-Australian state/province, text [X(40)]
<i>METeOR identifier:</i>	288636
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of an establishment, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – non-Australian state/province
<i>Definition:</i>	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of an establishment.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Non-Australian state/province

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>	The name of the state or territory or province should be recorded using the standard ASCII character set and should be done so in accordance with the official conventions of the country.
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Organisation end date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – organisation end date, DDMMYYYY
<i>METeOR identifier:</i>	288733
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The date on which an establishment, agency or organisation stopped or concluded operations or practice.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – organisation end date
<i>Definition:</i>	The date on which an establishment, agency or organisation stopped or concluded operations or practice.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Organisation end date

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

Relational attributes

<i>Implementation in Data Set Specifications:</i>	Health care provider identification DSS NHIG, Standard 04/05/2005
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Organisation name

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (name) – organisation name, text [X(200)]
<i>METeOR identifier:</i>	288917
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The appellation by which an establishment, agency or organisation is known or called, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (name) – organisation name
<i>Definition:</i>	The appellation by which an establishment, agency or organisation is known or called.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Organisation name

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>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(200)]
<i>Maximum character length:</i>	200

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Generally, the complete establishment, agency or organisation name should be used to avoid any ambiguity in identification. This should usually be the same as company registration name. However, in certain circumstances (e.g. internal use), a short name (i.e. an abbreviated name by which the organisation is known) or a locally used name (e.g. where a medical practice is known by a name that is different to the company registration name) can be used. Further, a business unit within an organisation may have its own separate identity; this should be captured (as the unit name – see Organisation name type).
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More than one name can be recorded for an organisation. That is, this field is a multiple occurring field. At least one organisation name must be recorded for each organisation and each name must have an appropriate Organisation name type.

Source and reference attributes

Submitting organisation: Standards Australia

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

Organisation start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – organisation start date, DDMMYYYY
<i>METeOR identifier:</i>	288963
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The date on which an establishment, agency or organisation started or commenced operations or service.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – organisation start date
<i>Definition:</i>	The date on which an establishment, agency or organisation started or commenced operations or service.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Organisation start date

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 field must – <ul style="list-style-type: none">• be a valid date;• be less than or equal to the Organisation end date.
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Person identifier

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – person identifier, XXXXXX[X(14)]
<i>METeOR identifier:</i>	290046
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	Person identifier unique within an establishment or agency.

Data Element Concept attributes

<i>Data element concept:</i>	Person – person identifier
<i>Definition:</i>	Person identifier unique within an establishment or agency.
<i>Context:</i>	This item could be used for editing at the agency, establishment or collection authority level and, potentially, for record linkage. There is no intention that this item would be available beyond collection authority level.
<i>Object Class:</i>	Person
<i>Property:</i>	Person identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Identifier
<i>Data type:</i>	String
<i>Format:</i>	XXXXXX[X(14)]
<i>Maximum character length:</i>	20

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Individual agencies, establishments or collection authorities may use their own alphabetic, numeric or alphanumeric coding systems. Field cannot be blank.
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Source and reference attributes

<i>Reference documents:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
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Postal delivery point identifier (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – postal delivery point identifier, {N(8)}
<i>METeOR identifier:</i>	287220
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	A unique number assigned to a person's postal address as recorded on the Australia Post Postal Address File (PAF).

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – postal delivery point identifier
<i>Definition:</i>	A unique number assigned to a person's postal address as recorded on the Australia Post Postal Address File (PAF).
<i>Object Class:</i>	Person
<i>Property:</i>	Postal delivery point identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Identifier
<i>Data type:</i>	Number
<i>Format:</i>	{N(8)}
<i>Maximum character length:</i>	8

Source and reference attributes

<i>Origin:</i>	Customer Barcoding Technical Specifications, 1998: Australia Post
<i>Reference documents:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Australia Post maintains a Postal Address File (PAF) database which contains Australian postal delivery addresses and their corresponding eight (8) character unique identification number known as a Delivery Point Identifier (DPID). While the PAF is concerned with postal address, for many persons' a
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postal address will be the same as their residential address. The PAF can be used to improve the recording of address data at the time of data collection.

The Postal Address File may be used at the time of data collection to confirm that the combined metadata items of address line, suburb/town/locality, Australian state/territory identifier and postcode - Australian are accurately recorded.

Collection methods:

The Delivery Point Identifier (DPID) is assigned electronically to recognised Australia Post delivery addresses following reference to the Postal Address File (PAF) database.

Comments:

In October 1999, Australia Post introduced a bar-coding system for bulk mail lodgements. Agencies or establishments can use software to improve the quality of person address data it collects and records and, at the same time, receive financial benefits by reducing its postage expenses.

The DPID is easily converted to a bar code and can be included on correspondence and address labels. If the bar code is displayed on a standard envelope that passes through a mail-franking machine (e.g. as used by most major hospitals), the postage cost is reduced. Every three months, Australia Post provides updates to the PAF database. For more information, contact Australia Post.

Source and reference attributes

Submitting organisation:

Standards Australia

Origin:

National Health Data Standards Committee

National Community Services Data Committee

Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Relational attributes

Related metadata references:

Is formed using Person (address) – suburb/town/locality name, text [A(50)] NHIG, Standard 04/05/2005

Postal delivery point identifier (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – postal delivery point identifier, {N(8)}
<i>METeOR identifier:</i>	290141
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 31/08/2005
<i>Definition:</i>	A unique number assigned to a service provider organisation's postal address as recorded on the Australia Post Postal Address File (PAF).

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – postal delivery point identifier
<i>Definition:</i>	A unique number assigned to a service provider organisation's postal address as recorded on the Australia Post Postal Address File (PAF).
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Postal delivery point identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Identifier
<i>Data type:</i>	Number
<i>Format:</i>	{N(8)}
<i>Maximum character length:</i>	8

Source and reference attributes

<i>Origin:</i>	Customer Barcoding Technical Specifications, 1998: Australia Post
<i>Reference documents:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Data Element attributes

Collection and usage attributes

Collection methods: The Delivery Point Identifier (DPID) is assigned electronically to recognised Australia Post delivery addresses following reference to the Postal Address File (PAF) database.

Comments: In October 1999, Australia Post introduced a bar-coding system for bulk mail lodgements. Agencies or establishments can use software to improve the quality of person address data it collects and records and, at the same time, receive financial benefits by reducing its postage expenses.

The DPID is easily converted to a bar code and can be included on correspondence and address labels. If the bar code is displayed on a standard envelope that passes through a mail-franking machine (e.g. as used by most major hospitals), the postage cost is reduced. Every three months, Australia Post provides updates to the PAF database. For more information, contact Australia Post.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Standards Committee

National Community Services Data Committee

Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Relational attributes

Related metadata references: Is formed using Service provider organisation (address) – suburb/town/locality name, text [A(50)] NHIG, Standard 04/05/2005

Postcode—Australian (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – Australian postcode, code (Postcode datafile) {NNNN}
<i>METeOR identifier:</i>	287224
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a person.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – Australian postcode
<i>Definition:</i>	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a person.
<i>Context:</i>	Postcode is an important part of a person's postal address and facilitates written communication. It is one of a number of geographic identifiers that can be used to determine a geographic location. Postcode may assist with uniquely identifying a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Australian postcode

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Postcode datafile
<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>Comments:</i>	Postcode - Australian may be used in the analysis of data on a geographical basis, which involves a conversion from postcodes to the Australian Bureau of Statistics (ABS) postal areas. This conversion results in some inaccuracy of information. However, in some data sets postcode is the only geographic identifier, therefore the use of other more accurate indicators (e.g. Statistical Local Area (SLA)) is not always possible.
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When dealing with aggregate data, postal areas, converted from postcodes, can be mapped to Australian Standard Geographical Classification codes using an ABS concordance, for example to determine SLAs. It should be noted that such concordances should not be used to determine the SLA of any individual's postcode. Where individual street addresses are available, these can be mapped to ASGC codes (e.g. SLAs) using the ABS National Localities Index (NLI).

Data Element attributes

Collection and usage attributes

Guide for use: The postcode book is updated more than once annually as postcodes are a dynamic entity and are constantly changing.

Collection methods: Leave Postcode - Australian blank for:

- Any overseas address
- Unknown address
- No fixed address.

May be collected as part of Address line or separately. Postal addresses may be different from where a person actually resides.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Committee
National Community Services Data Committee

Reference documents: AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia
AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
Australia Post Postcode book. Reference through:
<http://www1.auspost.com.au/postcodes/>

Relational attributes

Related metadata references: See also Person – Australian state/territory identifier, code N NHDAMG, Standard 10/02/2006
Is used in the formation of Person – geographic location, community services code (ASGC 2004) NNNNN NCSIMG, Superseded 02/05/2006
Is used in the formation of Dwelling – geographic location, remoteness structure code (ASGC 2004) N[N] NHDAMG, Retired 10/02/2006

Postcode—Australian (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – Australian postcode, code (Postcode datafile) {NNNN}
<i>METeOR identifier:</i>	290064
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 31/08/2005
<i>Definition:</i>	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of an organisation, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – Australian postcode
<i>Definition:</i>	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of an organisation.
<i>Context:</i>	Postcode is an important part of an organisation's postal address and facilitates written communication. It is one of a number of geographic identifiers that can be used to determine a geographic location. Postcode may assist with uniquely identifying an organisation.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Australian postcode

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Postcode datafile
<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>Comments:</i>	Postcode - Australian may be used in the analysis of data on a geographical basis, which involves a conversion from postcodes to the Australian Bureau of Statistics (ABS) postal areas. This conversion results in some inaccuracy of information. However, in some data sets postcode is the only geographic identifier, therefore the use of other more
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accurate indicators (e.g. Statistical Local Area (SLA)) is not always possible.

When dealing with aggregate data, postal areas, converted from postcodes, can be mapped to Australian Standard Geographical Classification codes using an ABS concordance, for example to determine SLAs. It should be noted that such concordances should not be used to determine the SLA of any individual's postcode. Where individual street addresses are available, these can be mapped to ASGC codes (e.g. SLAs) using the ABS National Localities Index (NLI).

Data Element attributes

Collection and usage attributes

Collection methods: May be collected as part of Address line or separately. Postal addresses may be different from where a service is actually located.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Committee

National Community Services Data Committee

Australia Post Postcode book. Reference through:

<http://www1.auspost.com.au/postcodes/>

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

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

Postcode—international (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – international postcode, text [X(10)]
<i>METeOR identifier:</i>	288985
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The code for a postal delivery area, aligned with locality, suburb or place for the address of a person, as defined by the postal service of a country other than Australia, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – international postcode
<i>Definition:</i>	The code for a postal delivery area, aligned with locality, suburb or place for the address of a person, as defined by the postal service of a country other than Australia.
<i>Object Class:</i>	Person
<i>Property:</i>	International postcode

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(10)]
<i>Maximum character length:</i>	10

Data Element attributes

Collection and usage attributes

<i>Collection methods:</i>	This is a self-reported code from a person and may be non-verifiable without reference to the specific country's coding rules. May be collected as part of Address or separately. Postal addresses may be different from where a person actually resides.
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
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Postcode—international (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address)— international postcode, text [X(10)]
<i>METeOR identifier:</i>	288987
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The code for a postal delivery area, aligned with locality, suburb or place for the address of an organisation, as defined by the postal service of a country other than Australia.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address)— international postcode
<i>Definition:</i>	The code for a postal delivery area, aligned with locality, suburb or place for the address of an organisation, as defined by the postal service of a country other than Australia.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	International postcode

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
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Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(10)]
<i>Maximum character length:</i>	10

Data Element attributes

Collection and usage attributes

<i>Collection methods:</i>	This is a self-reported code from an organisation and may be non-verifiable without reference to the specific country's coding rules. May be collected as part of Address or separately. Postal addresses may be different from where a service is actually located.
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Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
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Preferred language

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – preferred language, code (ASCL 2005) NN{NN}
<i>METeOR identifier:</i>	304128
<i>Registration status:</i>	NHIG, Standard 08/02/2006 NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The language (including sign language) most preferred by the person for communication, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – preferred language
<i>Definition:</i>	The language (including sign language) most preferred by the person for communication.
<i>Context:</i>	Health and welfare services: An important indicator of ethnicity, especially for persons born in non-English-speaking countries. Its collection will assist in the planning and provision of multilingual services and facilitate program and service delivery for migrants and other non-English speakers.
<i>Object Class:</i>	Person
<i>Property:</i>	Preferred language

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>	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
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Indigenous languages and sign languages.

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 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

Guide for use: This may be a language other than English even where the person can speak fluent English.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Reference documents: ABS cat. no.1267.0.Australian Standard Classification of Languages (ASCL), 2005-06. Canberra:Australian Bureau of Statistics

Proficiency in spoken English

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – proficiency in spoken English, code N
<i>METeOR identifier:</i>	270203
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	A person's self-assessed level of ability to speak English, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – proficiency in spoken English
<i>Definition:</i>	A person's self-assessed level of ability to speak English.
<i>Object Class:</i>	Person
<i>Property:</i>	Proficiency in spoken English

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>0</td><td>Not applicable (persons under 5 years of age or who speak only English)</td></tr><tr><td>1</td><td>Very well</td></tr><tr><td>2</td><td>Well</td></tr><tr><td>3</td><td>Not well</td></tr><tr><td>4</td><td>Not at all</td></tr></tbody></table>	Value	Meaning	0	Not applicable (persons under 5 years of age or who speak only English)	1	Very well	2	Well	3	Not well	4	Not at all
Value	Meaning												
0	Not applicable (persons under 5 years of age or who speak only English)												
1	Very well												
2	Well												
3	Not well												
4	Not at all												
<i>Supplementary codes:</i>	9 Not stated/inadequately described												

Collection and usage attributes

<i>Guide for use:</i>	CODE 0 Not applicable (persons under 5 years of age or who speak only English) Not applicable, is to be used for people under 5 year of age and people who speak only English.
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CODE 9 Not stated/inadequately described

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.

Comments:

The ABS advises that the most useful information provided by this metadata item is in the distinction between the two category groups of Very well/Well and Not well/Not at all.

Source and reference attributes

Reference documents:

Standards for Statistics on Cultural and Language Diversity 1999. Cat. no. 1289.0. Canberra: ABS.

Data Element attributes

Collection and usage attributes

Collection methods:

This metadata item is only intended to be collected if a person has a main language other than English spoken at home; and/or first language spoken is not English.

Recommended question:

How well do you speak English? (tick one)

1. Very well
2. Well
3. Not well
4. Not at all

Generally this would be a self-reported question, but in some circumstances (particularly where a person does not speak English well) assistance will be required in answering this question. It is important that the person's self-assessed proficiency in spoken English be recorded wherever possible. This metadata item does not purport to be a technical assessment of proficiency but is a self-assessment in the four broad categories outlined above.

This metadata item is not relevant to and should not be collected for persons under the age of five years.

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:

This metadata item identifies those people who may suffer disadvantage in terms of their ability to access services due to lack of ability in the spoken English language. This information can be used to target the provision of services to people whose lack of ability in spoken English is potentially a barrier to gaining access to government programs and services.

In conjunction with Indigenous status, the main language other than English spoken at home and the country of birth, this metadata item forms the minimum core set of cultural and language indicators recommended by the Australian Bureau of Statistics.

Source and reference attributes

Origin:

National Health Data Committee

National Community Services Data Committee

Relational attributes

Related metadata references:

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

Provider occupation category (self-identified)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Individual service provider – occupation (self-identified), code (ASCO 2nd edn) N[NNN]{-NN}
<i>METeOR identifier:</i>	289047
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A health care occupation that an individual provider identifies as being one in which they provide a significant amount of services, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Individual service provider – occupation (self-identified)
<i>Definition:</i>	A health care occupation that an individual provider identifies as being one in which they provide a significant amount of services.
<i>Object Class:</i>	Individual service provider
<i>Property:</i>	Occupation

Source and reference attributes

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

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Classification of Occupations 2nd edition
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N[NNN]{-NN}
<i>Maximum character length:</i>	6

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	The following is a list of the more common health care occupations, however, it is not intended to represent all the possible health care occupations:
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Aboriginal and Torres Strait Islander Health Worker (ASCO code 3493-11)
Acupuncturist (ASCO code 2394-13)
Aged or Disabled Person Carer (ASCO code 6313-17)
Ambulance officer (ASCO code 3491-11)
Anaesthetist (ASCO code 2312-11)
Audiologist (ASCO code 2399-11)
Chiropractor (ASCO code 2387-11)
Clinical Psychologist (ASCO code 2514-11)
Dental Assistant (ASCO code 6391-11)
Dental Hygienist (ASCO code 3492-13)
Dental Specialist (ASCO code 2381-13)
Dental Technician (ASCO code 3492-15)
Dental Therapist (ASCO code 3492-11)
Dentist (ASCO code 2381-11)
Dermatologist (ASCO code 2312-13)
Dietician (ASCO code 2393-11)
Drug and Alcohol Counsellor (ASCO code 2513-13)
Enrolled Nurse (ASCO code 3411-11)
General Medical Practitioner (ASCO code 2311-11)
Health Professionals nec (ASCO code 2399-79)
Hospital Pharmacist (ASCO code 2382-11)
Intensive Care Ambulance Paramedic (ASCO code 3491-13)
Massage Therapist (ASCO code 3494-11)
Medical Diagnostic Radiographer (ASCO code 2391-11)
Medical Practitioner in Training (ASCO code 2311-81)
Natural Therapy Professional nec (ASCO code 2394-79)
Naturopath (ASCO code 2394-11)
Nuclear Medicine Technologist (ASCO code 2391-15)
Nurse Educator (ASCO code 2322-11)
Nurse Manager (ASCO code 2321-11)
Nurse Researcher (ASCO code 2322-13)
Nursing Assistant (ASCO code 6314-13)
Occupational Therapist (ASCO code 2383-11)
Ophthalmologist (ASCO code 2312-19)
Optometrist (ASCO code 2384-11)
Orthoptist (ASCO code 2399-13)
Orthotist (ASCO code 2399-15)

Osteopath (ASCO code 2387-13)
 Paediatrician (ASCO code 2312-21)
 Pathologist (ASCO code 2312-23)
 Physiotherapist (ASCO code 2385-11)
 Podiatrist (ASCO code 2388-11)
 Psychiatrist (ASCO code 2312-27)
 Psychologists nec (ASCO code 2514-79)
 Radiation Therapist (ASCO code 2391-13)
 Radiologist (ASCO code 2312-29)
 Registered Developmental Disability Nurse (ASCO code 2326-11)
 Registered Mental Health Nurse (ASCO code 2325-11)
 Registered Midwife (ASCO code 2324-11)
 Registered Nurse (ASCO code 2323-11)
 Rehabilitation Counsellor (ASCO code 2513-11)
 Retail Pharmacist (ASCO code 2382-15)
 Social Worker (ASCO code 2511-11)
 Sonographer (ASCO code 2391-17)
 Specialist Medical Practitioner NEC (ASCO code 2312-79)
 Specialist Physician (ASCO code 2312-25)
 Speech Pathologist (ASCO code 2386-11)
 Surgeon (ASCO code 2312-31)
 Therapy Aide (ASCO code 6313-19)

Collection methods:

Data is collected at the time a health care provider identification record is created.

Multiple instances of health care occupation may be collected where the individual provides a significant amount of services in more than one category. For example, a dentist who is also a medical practitioner may practice as both.

Record as many as apply.

Accurate data are best achieved using computer assisted coding. A computer assisted coding system is available from the ABS to assist in coding occupational data to ASCO codes.

Data coded at the 4-digit and 6-digit level will provide more detailed information than that collected at the higher levels and may be more useful. However, the level at which data are coded and reported will depend on the purpose of collecting this information.

Comments:

ASCO defines 'occupation' as 'a set of jobs with similar sets of tasks'. Operationally this is defined as 'a collection of jobs which are sufficiently similar in their main tasks to be grouped together for purposes of the classification'. Job is defined as 'a set of tasks designed to be performed by one individual for a wage or salary'.

ASCO will be replaced in 2006 by the Australia and New Zealand Standard Classification of Occupations.

Source and reference attributes

Submitting organisation: Standards Australia

Reference documents:

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

In AS4846 this data element is referred to as 'Provider main field of practice'.

Provider occupation end date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Individual service provider – occupation end date, DDMMYYYY
<i>METeOR identifier:</i>	289053
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The date on which an individual health care provider ceased practising in an identified occupation.

Data Element Concept attributes

<i>Data element concept:</i>	Individual service provider – occupation end date
<i>Definition:</i>	The date on which an individual health care provider ceased practising in an identified occupation.
<i>Object Class:</i>	Individual service provider
<i>Property:</i>	Occupation end date

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

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Provider occupation start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Individual service provider – occupation start date, DDMMYYYY
<i>METeOR identifier:</i>	289059
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The date on which an individual health care provider commenced practising in an identified occupation.

Data Element Concept attributes

<i>Data element concept:</i>	Individual service provider – occupation start date
<i>Definition:</i>	The date on which an individual health care provider commenced practising in an identified occupation.
<i>Object Class:</i>	Individual service provider
<i>Property:</i>	Occupation start date

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

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Referral contact method

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Referral – contact method code N
<i>METeOR identifier:</i>	323145
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The means by which a person makes contact with an agency at the time of referral, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Referral – contact method
<i>Definition:</i>	The means by which a person makes contact with an agency at the time of referral.
<i>Object Class:</i>	Referral
<i>Property:</i>	Contact method

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>Face to face</td></tr><tr><td>2</td><td>Over the telephone</td></tr><tr><td>3</td><td>In writing (including electronic)</td></tr><tr><td>4</td><td>Other method of referral/contact</td></tr></tbody></table>	Value	Meaning	1	Face to face	2	Over the telephone	3	In writing (including electronic)	4	Other method of referral/contact
Value	Meaning										
1	Face to face										
2	Over the telephone										
3	In writing (including electronic)										
4	Other method of referral/contact										
<i>Supplementary codes:</i>	9 Not stated/inadequately described										

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item only describes the way in which contact regarding referral to an agency was made. It can be applied to anyone, including self referral, or any party making referral. Source of referral to a service provider agency provides the information on who is actually making the referral.
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Collection methods: This information should be collected at the time initial contact regarding the referral is made.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

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

Referral date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Referral – referral receipt date, DDMMYYYY
<i>METeOR identifier:</i>	270005
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The date on which an agency receives a client referral from another party.

Data Element Concept attributes

<i>Data element concept:</i>	Referral – referral receipt date
<i>Definition:</i>	The date on which an agency receives a client referral from another party.
<i>Context:</i>	Many providers collect the date of referral because it has administrative importance. It can be used in the calculation of response times and for performance indicators that measure the provision of service. Can also be used to measure work-load (i.e. the number of referrals coming to a particular agency). This may be measured for particular clients or particular types of services.
<i>Object Class:</i>	Referral
<i>Property:</i>	Referral receipt date

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 an agency receives a client referral on July 1 2000 the Referral – referral receipt date, DDMMYYYY should be recorded as 01072000 as specified in the representational layout.
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Collection methods:

Can be collected at initial referral of a client to an agency or at each referral, although this should be done consistently within a collection. Individual collections will also need to determine what constitutes a referral for their purposes (e.g. Is it only formal referrals that are considered, or are self-referral counted as a referral also etc).

Source and reference attributes

Origin:

National Health Data Committee
National Health Data Dictionary

Referral source

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Referral – referral source, code N[.N]
<i>METeOR identifier:</i>	297469
<i>Registration status:</i>	NCSIMG, Standard 02/06/2005
<i>Definition:</i>	The person or agency responsible for the referral of a client to a service provider agency, as represented by a code.
<i>Context:</i>	Source of referral is important in assisting in the analyses of inter-service client flow and for service planning.

Data Element Concept attributes

<i>Data element concept:</i>	Referral – referral source
<i>Definition:</i>	The person or agency responsible for the referral of a client to an agency.
<i>Object Class:</i>	Referral
<i>Property:</i>	Referral source

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>Agency</td></tr><tr><td>1.1</td><td>Health agency</td></tr><tr><td>1.2</td><td>Community services agency</td></tr><tr><td>1.3</td><td>Educational agency</td></tr><tr><td>1.4</td><td>Legal agency</td></tr><tr><td>1.5</td><td>Employment/ job placement agency</td></tr><tr><td>1.6</td><td>Other agency</td></tr><tr><td>2</td><td>Non-agency</td></tr><tr><td>2.1</td><td>Self</td></tr><tr><td>2.2</td><td>Family</td></tr><tr><td>2.3</td><td>Friends</td></tr><tr><td>2.4</td><td>General Medical Practitioner</td></tr><tr><td>2.5</td><td>Other party</td></tr></tbody></table>	Value	Meaning	1	Agency	1.1	Health agency	1.2	Community services agency	1.3	Educational agency	1.4	Legal agency	1.5	Employment/ job placement agency	1.6	Other agency	2	Non-agency	2.1	Self	2.2	Family	2.3	Friends	2.4	General Medical Practitioner	2.5	Other party
Value	Meaning																												
1	Agency																												
1.1	Health agency																												
1.2	Community services agency																												
1.3	Educational agency																												
1.4	Legal agency																												
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2.1	Self																												
2.2	Family																												
2.3	Friends																												
2.4	General Medical Practitioner																												
2.5	Other party																												

Supplementary codes: 9 Not stated/inadequately described

Collection and usage attributes

Guide for use: Individual data collections use specific categories relevant to their particular information needs. These categories should be mappable to the above generic domain at the 1-digit or 2-digit level.

The separation of agency from non-agency for source of referral is a significant distinction. For instance, it is important to differentiate between a referral from a private practising general medical practitioner and a referral from a health agency, such as a health clinic in a hospital.

Examples:

- Aged care assessment team would map to category 1.1
- Residential aged care factor to category 1.1
- Community nursing service to category 1.1
- School/other education institution to category 1.3
- General Practitioner to category 2.4
- Police/legal unit to category 1.4 etc.

Data Element attributes

Collection and usage attributes

Collection methods: Individual collections may like to expand categories further for example, by distinguishing between immediate family and non-immediate family.

In addition, this item may be collected at the point of initial contact with an agency, or for other contact points as well, for the agency as a whole, or for different services provided by that agency.

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

Relationship in household

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – relationship to household reference person, code NN
<i>METeOR identifier:</i>	321230
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The familial and non-familial relationship of each person in a given household to the reference person in that same household, as represented by a code.
<i>Context:</i>	The ability to determine familial relationships between persons residing within the same household is essential in a wide range of statistics on household type, family type and income unit. It may also be useful in determining possible levels of need and support available for clients.

Data Element Concept attributes

<i>Data element concept:</i>	Person – relationship to household reference person
<i>Definition:</i>	The familial and non-familial relationship of each person in a given household to the reference person in that same household.
<i>Object Class:</i>	Person
<i>Property:</i>	Relationship to reference person

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																						
<i>Data type:</i>	Number																						
<i>Format:</i>	NN																						
<i>Maximum character length:</i>	2																						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>11</td><td>In a registered marriage</td></tr><tr><td>12</td><td>In a de facto marriage</td></tr><tr><td>21</td><td>Lone parent</td></tr><tr><td>31</td><td>Natural or adopted child under 15</td></tr><tr><td>32</td><td>Step-child under 15</td></tr><tr><td>33</td><td>Foster child under 15</td></tr><tr><td>34</td><td>Grandchild under 15</td></tr><tr><td>35</td><td>Otherwise related child under 15</td></tr><tr><td>36</td><td>Unrelated child under 15</td></tr><tr><td>41</td><td>Natural or adopted dependent student</td></tr></tbody></table>	Value	Meaning	11	In a registered marriage	12	In a de facto marriage	21	Lone parent	31	Natural or adopted child under 15	32	Step-child under 15	33	Foster child under 15	34	Grandchild under 15	35	Otherwise related child under 15	36	Unrelated child under 15	41	Natural or adopted dependent student
Value	Meaning																						
11	In a registered marriage																						
12	In a de facto marriage																						
21	Lone parent																						
31	Natural or adopted child under 15																						
32	Step-child under 15																						
33	Foster child under 15																						
34	Grandchild under 15																						
35	Otherwise related child under 15																						
36	Unrelated child under 15																						
41	Natural or adopted dependent student																						

42	Student step-child
43	Student foster child
51	Non-dependent natural or adopted child
52	Non-dependent step-child
53	Non-dependent foster child
61	Brother/Sister
62	Father/Mother
63	Non-dependent grandchild
64	Grandfather/grandmother
65	Cousin
66	Uncle/Aunt
67	Nephew/Niece
69	Other related individual (not elsewhere classified)
71	Unrelated individual living in a family household
72	Group household member
73	Lone person
88	Visitor

Supplementary codes: 99 Not stated/inadequately described

Collection and usage attributes

Guide for use:

CODE 21 Lone parent:

Should be used where a person has no spouse or partner present in the household but who forms a parent-child relationship with at least one dependent or non-dependent child who is usually resident in the household.

CODE 99 Not stated/inadequately described:

Not for use 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:

A major purpose of this classification is as the basis for identification of income units and families, statistical units that are important for further analysis.

Data captured on relationships are allocated to the 'Relationship in household' classification in output processing.

Relationships to the selected Person 1 are coded, enabling the family units existing in the household to be identified.

The first person named is identified as Person 1.

Q1 below is asked of all usual residents of the household, except for Person 1:

Q1. What is (Your/the Person's) relationship to (Person 1)?

Source and reference attributes

Reference documents: Statistical Concepts Library - Standards for Social, Labour and Demographic Variables - Family, Household and Income Unit Variables - Relationship in household - Classification and coding

Reference online through:
Family, Household and Income Unit Variables, Relationship in Household

Data Element attributes

Collection and usage attributes

Guide for use: This metadata item is measured using relationships in respect of a household reference person. Relationships in the household are determined by establishing the relationship between this household reference person and each other member of the household in turn.

The household reference person may be determined in a variety of ways. For example, it could be the person first listed on a form ('Person 1'), or the oldest person in the household, or the client. In measuring the types of relationships that exist between persons in a household, we must recognise that there may not be any familial relationship.

Collection methods: The second level of the ABS classification has been adopted for this metadata item. Individual agencies may wish to classify 'Relationship in household' at the 3-digit level for their own operational purposes.

Collecting these data is quite complex, due to inter-relationships that may exist in a household. Refer to ABS Standards for details of interviewer or self enumerated collection methods.

Comments: For the purposes of this metadata item the term child refers to the relationship to the reference person and not a person under 15 years of age.

Relational attributes

Related metadata references: See also Person – reference person status (household), code N NHDAMG, Standard 10/02/2006

Relationship of carer to care recipient

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Informal carer – relationship to care recipient, code N
<i>METeOR identifier:</i>	270012
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The relationship of the informal carer to the person for whom they care, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Informal carer – relationship to care recipient
<i>Definition:</i>	The relationship of the informal carer to the person for whom they care.
<i>Context:</i>	Resource and service planning: Information about this relationship assists in the establishment of a profile of informal caring relationships and the assistance provided (such as by the HACC program) to maintain and support those relationships. As such it increases knowledge about the dynamics of caring and provides an insight into the gender and inter-generational patterns of informal care giving in the community.
<i>Object Class:</i>	Informal carer
<i>Property:</i>	Relationship to care recipient

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>Spouse/ partner</td></tr><tr><td>2</td><td>Parent</td></tr><tr><td>3</td><td>Child</td></tr><tr><td>4</td><td>Child-in-law</td></tr><tr><td>5</td><td>Other relative</td></tr><tr><td>6</td><td>Friend/ neighbour</td></tr></tbody></table>	Value	Meaning	1	Spouse/ partner	2	Parent	3	Child	4	Child-in-law	5	Other relative	6	Friend/ neighbour
Value	Meaning														
1	Spouse/ partner														
2	Parent														
3	Child														
4	Child-in-law														
5	Other relative														
6	Friend/ neighbour														
<i>Supplementary codes:</i>	9 Not stated/inadequately described														

Data Element attributes

Collection and usage attributes

Guide for use:

This data element should always be used to record the relationship of the carer to the person for whom they care, regardless of whether the client of the agency is the carer or the person for whom they care.

For example, if a woman were caring for her frail aged mother-in-law, the agency would record that the carer is the daughter-in-law of the care recipient (i.e. code 4). Similarly, if a man were caring for his disabled son, then the agency would record that the carer is the father of the care recipient (i.e. code 2).

If a person has more than one carer (e.g. a spouse and a son), the coding response to relationship of carer to care recipient should relate to the carer who provides the most significant care and assistance related to the person's capacity to remain living at home. The expressed views of the client and/ or their carer or significant other should be used as the basis for determining which carer should be considered to be the primary or principal carer in this regard.

Code 1 includes de facto and same sex partnerships.

Collection methods:

To obtain greater detailed information about carers data can be collected using other elements such as Person – age (community services), total years N[NN] and Person – sex, code N etc.

Comments:

There is inconsistency between the definition of informal carer with the ABS definition of principal carer.

The ABS defines a primary carer as a person of any age who provides the most informal assistance, in terms of help or supervision, to a person with on 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.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

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

Religious affiliation

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – religious affiliation, code (ASCRG 2005) N[NNN]
<i>METeOR identifier:</i>	334326
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The religious group to which a person belongs or adheres, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – religious affiliation
<i>Definition:</i>	The religious group to which a person belongs or adheres.
<i>Context:</i>	In some circumstances this item can allow agencies to provide more culturally relevant services to some clients. It also provides a useful indicator of aspects of cultural diversity.
<i>Object Class:</i>	Person
<i>Property:</i>	Religious affiliation

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Classification of Religious Groups 2005
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N[NNN]
<i>Maximum character length:</i>	4

Data Element attributes

Collection and usage attributes

<i>Collection methods:</i>	It is essential that where this question is asked, it be clearly marked as optional. The following question is recommended. Q1. What is your / the person's / (name)'s religion? (Answering this question is OPTIONAL.) For example, Salvation Army, Hinduism, Judaism or Humanism. If no religion, mark last option. Catholic (not Eastern Churches)
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Anglican (Church of England)

Uniting Church

Presbyterian

Greek Orthodox

Baptist

Lutheran

Islam

Buddhism

Other - please specify:

No religion

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, the recommended question should be used wherever practically possible.

Relational attributes

Related metadata references:

Supersedes Person – religious affiliation, code (ASCRG 1996)
N[NNN] NCSIMG, Superseded 08/05/2006

Residential setting

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – residential setting, code N
<i>METeOR identifier:</i>	269979
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The setting in which a person resides, as represented by a code.
<i>Context:</i>	Linking human service outcomes with people's housing situations has been identified as an important step in providing better targeted services. Collecting information about residential setting also gives an indication of the type and variety of settings to which agencies deliver their services when providing assistance. This metadata item assists when making comparisons of data from administrative data collections with data from the five yearly Census of Population and Housing, and to assist in analyses of de-institutionalisation.

Data Element Concept attributes

<i>Data element concept:</i>	Person – residential setting
<i>Definition:</i>	The setting in which a person resides.
<i>Object Class:</i>	Person
<i>Property:</i>	Residential setting

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>Private setting</td></tr><tr><td>2</td><td>Community based setting</td></tr><tr><td>3</td><td>Institutional setting</td></tr><tr><td>4</td><td>None/homeless/public place</td></tr></tbody></table>	Value	Meaning	1	Private setting	2	Community based setting	3	Institutional setting	4	None/homeless/public place
Value	Meaning										
1	Private setting										
2	Community based setting										
3	Institutional setting										
4	None/homeless/public place										
<i>Supplementary codes:</i>	9 Not stated/inadequately described										

Collection and usage attributes

Guide for use:

To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS V2, but they should always be mappable to categories in the NCCS V2. Categories used in individual community services data collections such as the Home and Community Care (HACC), Commonwealth State/Territory Disability Agreement (CSTDA) and the Supported Accommodation Assistance Program (SAAP) have been mapped to the settings classification in the National Classifications of Community Services.

CODE 1 Private setting

A largely self contained dwelling intended for occupation by one or more usual residents, or movable, makeshift or improvised dwelling occupied by one or more usual residents, regardless of whether the dwelling is owned, being purchased or being rented privately, publicly or through a community organisation. This includes,

Owner/purchaser/renter occupied dwellings and Unsupported independent living facilities.

For example houses, flats, units, hotels/motels, caravan, craft in a marina, a houseboat, independent living in a retirement village (where no support services are provided as a package with the accommodation) and makeshift and improvised dwellings (such as humpies).

CODE 2 Community based setting

This type of setting includes:

Short-term crisis or emergency accommodation facility, Supported independent residential facility, Transitional accommodation facility, Supported accommodation facility (where support is provided together with the accommodation as a package) and Supported independent living.

The distinguishing features of a community based setting as opposed to private:

- An adult accommodated in a community setting has less control or choice, over when, where and how, they undertake basic personal activities than in a private setting (e.g. shared or scheduled meals, communal laundry, etc.).
- In community based settings some form of service by paid staff is generally provided in association with occupancy of a dwelling.
- The person has more choice or control over such activities in a community based setting than in an institutional setting.

- Persons living in community settings are generally housed in domestic scale sized dwellings.
- Located within the general community, in areas where other people live privately.

CODE 3 Institutional setting

This category includes:

Hospital (including psychiatric), Special purpose residential facility (including those that provide 'out of home' placements for children who cannot live with their families), Community care unit and Custodial settings, (prisons, remand centres, corrective institutions for children/youth). It also includes larger institutions for people with disabilities, larger institutional supported accommodation facilities, convents and monasteries, boarding schools and residential colleges.

The distinguishing features of an institutional setting (as opposed to community):

- Existence of a regulatory or licensing body.
- Accommodation units are usually not self contained.
- Adult residents have little or no control over when, where and how they undertake basic personal activities (e.g. shared or scheduled meals, communal laundry, etc.).
- They are generally situated out of the general community (e.g. gaols, hospitals).
- They are often of a larger scale than community settings.

Should difficulties arise concerning the categorisation of a setting, refer to the features listed below for guidance:

- Level of choice/control
- Scale/size
- Location within/outside of general community
- Existence of a regulatory or licensing body
- Paid staff.

CODE 4 None/homeless/public place includes non dwelling living rough and informal housing

CODE 9 Not stated/inadequately described

This code is not for use 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:

This metadata item could be used to describe the residential setting of individual persons, groups of people or households.

Data Element attributes

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Service activity type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – service activity type, code (NCCS v2.0) ANN{.N{.NN}}
<i>METeOR identifier:</i>	270478
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The type(s) of services that are usually available to or provided to persons, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – service activity type
<i>Definition:</i>	The type(s) of services that are usually available to or provided to persons.
<i>Context:</i>	Service and resource planning.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Service activity type

Source and reference attributes

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

Representational attributes

<i>Classification Scheme:</i>	National Classifications of Community Services version 2.0
<i>Representation class:</i>	Code
<i>Data type:</i>	String
<i>Format:</i>	ANN{.N{.NN}}
<i>Maximum character length:</i>	8

Source and reference attributes

<i>Origin:</i>	Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW.
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Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Service activities should be collected according to the lower level of coding in the National Classifications of Community Services, Version 2.0 (NCCS v2.0) To meet program or service specific needs, the categories used
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in individual data collections may be more detailed than those in the service activities classification of the NCCS v2.0, but they should always be mappable to categories in the NCCS v2.0.

Collection methods:

Can be collected for the main type of service provided or all types on either an individual client event or episode of care or reflect general availability. In some collections this metadata item may be more narrowly defined to include only the services that are relevant to that collection. For example in the Commonwealth/State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS), only the support activity which the service outlet has been funded to provide under the Commonwealth State/Territory Disability Agreement (CSTDA) is collected. There could be instances though where an agency provides other services that are not funded by the CSTDA.

Comments:

Categories used in individual community services data collections such as the Home and Community Care (HACC), CSTDA and the Supported Accommodation Assistance Program (SAAP) have been mapped to the service activities classification in the National Classifications of Community Services.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Service activity type requested

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – service activity type, (requested) code (NCCS v2.0) ANN{.N{.NN}}
<i>METeOR identifier:</i>	270406
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The type(s) of assistance that a person or persons requests from a community service agency, as represented by a code.
<i>Context:</i>	Service planning: Useful in the analysis of unmet demand where a person asks for assistance but it is not provided. This information can be used by agencies to plan appropriate services for their target group, and by funding departments to help them make better decisions about services.

Data Element Concept attributes

<i>Data element concept:</i>	Person – service activity type
<i>Definition:</i>	The type(s) of assistance that a person or persons requests from a community service agency. The type of assistance may or may not be provided by the agency.
<i>Context:</i>	Service planning: Useful in the analysis of unmet demand where a person asks for assistance but it is not provided. This information can be used by agencies to plan appropriate services for their target group, and by funding departments to help them make better decisions about services.
<i>Object Class:</i>	Person
<i>Property:</i>	Service activity type

Source and reference attributes

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

Representational attributes

<i>Classification Scheme:</i>	National Classifications of Community Services version 2.0
<i>Representation class:</i>	Code
<i>Data type:</i>	String
<i>Format:</i>	ANN{.N{.NN}}
<i>Maximum character length:</i>	8

Source and reference attributes

Origin: Australian Institute of Health and Welfare (AIHW) 2003.
National classifications of community services, Version 2.0.
AIHW Cat. no. HWI 40. Canberra: AIHW.

Data Element attributes

Collection and usage attributes

Guide for use: A person or persons may request more than one type of assistance on a single occasion.

Categories used in individual community services data collections should be mappable to the service activities classification in the National Classifications of Community Services, version 2.0 (NCCS v2.0). Service activities should be collected according to the lower level of coding in the NCCS v2.0.

To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the service activities classification but they should always be mappable to categories in this classification.

Collection methods: This metadata item can be collected for the main service activity type requested or all types.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Service cessation reason

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service episode – service cessation reason, code N
<i>METeOR identifier:</i>	270099
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The reason that the person ceased to receive services from the agency, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service episode – service cessation reason
<i>Definition:</i>	The reason that the person ceased to receive services from the agency.
<i>Context:</i>	Service provision and planning: This metadata item provides information about the circumstances surrounding the ending of a client's receipt of services from an agency. This metadata item contributes to a general understanding of the patterns of client movement into and out of the care and support of agencies. Reason for cessation of services also gives some indication of the impact on client turnover of factors relating to the agency's operations and to changes in client needs and circumstances.
<i>Object Class:</i>	Service episode
<i>Property:</i>	Service cessation reason

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

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>Client no longer needs assistance from agency</td></tr><tr><td>2</td><td>Client referred or moved to other agency</td></tr><tr><td>3</td><td>Client's needs have not changed but agency can or will no longer provide assistance</td></tr></tbody></table>	Value	Meaning	1	Client no longer needs assistance from agency	2	Client referred or moved to other agency	3	Client's needs have not changed but agency can or will no longer provide assistance
Value	Meaning								
1	Client no longer needs assistance from agency								
2	Client referred or moved to other agency								
3	Client's needs have not changed but agency can or will no longer provide assistance								

- 4 Client moved out of area
 - 5 Client terminated service
 - 6 Client died
 - 8 Other reason
- Supplementary codes:* 9 Not stated/inadequately described

Collection and usage attributes

Guide for use:

CODE 1 Client no longer needs assistance from agency

Where the problem is resolved or no longer exists or client is able to manage without the agency's assistance. Where the client has moved to another agency or form of assistance (either of their own choice or the agency's) code 2 Client referred or moved to other agency, should be used.

Code 2 Client referred or moved to other agency

This code includes situations where the client's changing dependency or need for assistance has reached the point where the agency can no longer provide the necessary assistance and the client is referred to a more appropriate agency. Includes situations where the agency's assistance is no longer provided because the client has moved onto another form of assistance (e.g. from home with a carer to an institutional or residential care setting or a supported accommodation care setting).

CODE 3 Client's needs have not changed but agency can or will no longer provide assistance

This code includes situations where the client's need for assistance has not changed but the agency has ceased to provide assistance to the client because of the agency's resource limitations. This would usually be associated with a review of the relative need of all agency clients in order to decide on which clients have priority. Where the main reason the client ceased to receive services from the agency was because the client's increased level of need / dependency led to a referral to another agency or program that provides a higher level of community care, code 2 should be used. Also includes when an agency terminates service to a client for worker (or volunteer) occupational health and safety reasons. Safety issues may relate to the physical setting of service delivery (e.g. unsafe or unsanitary dwelling) or to concerns with the physical or emotional wellbeing of the worker (or volunteer) due to the client's behaviour.

CODE 4 Client moved out of area

The client ceased to receive assistance from the agency because the client moved out of the geographic area of coverage of the agency. That is, the reason the agency ceases to assist the client is primarily because of a change in client's

residential location and not because of any change in their need for assistance.

CODE 5 Client terminated service

The decision to cease receiving assistance from the agency is made by the client. That is, it was the client's choice and not the result of any agency assessment of need or change in the client's external circumstances. If the client had not made this choice they would have continued to receive assistance from the agency.

Source and reference attributes

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

Data Element attributes

Collection and usage attributes

Guide for use: Where the client has ceased to receive services for more than one reason, the agency should clearly record the main or primary reason for the cessation of service. Other reasons can also be collected if necessary.

Collection methods: This metadata item should be recorded for clients who cease to receive funded assistance from an agency.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

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

Service delivery setting

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event – service delivery setting (NCCS v2.0) AN{.N{.NN}}
<i>METeOR identifier:</i>	319817
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The type of setting in which a service or instance of assistance is received by a client as represented by a code.
<i>Context:</i>	At the broadest level, this data element should provide a measure of the extent to which services are provided to clients in their own homes, in community settings or centre-based facilities, residential care facilities or other settings.

Data Element Concept attributes

<i>Data element concept:</i>	Service event – service delivery setting
<i>Definition:</i>	The type of setting in which a service or assistance is received by the client.
<i>Object Class:</i>	Service event
<i>Property:</i>	Service delivery setting

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	National Classifications of Community Services version 2.0
<i>Representation class:</i>	Code
<i>Data type:</i>	String
<i>Format:</i>	AN{.N{.NN}}
<i>Maximum character length:</i>	7

Collection and usage attributes

<i>Guide for use:</i>	Service delivery settings should be collected according to the lower level of coding in the National Classifications of Community Services version 2.0 (NCCS v2.0). To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS, but they should always be mappable to categories in the NCCS v2.0.
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Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare (AIHW)
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Origin: AIHW 2003. National Classifications of Community Services, version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW.
Reference through:
<http://www.aihw.gov.au/publications/hwi/nccsv2/index.html>

Data Element attributes

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW).
Origin: Australian Institute of Health and Welfare (AIHW) 2003.
National classifications of community services, Version 2.0.
AIHW Cat. no. HWI 40. Canberra: AIHW. Reference through:
<http://www.aihw.gov.au/publications/hwi/nccsv2/index.html>

Service delivery setting (agency)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – service delivery setting, code (NCCS v2.0) AN{.N{.NN}}
<i>METeOR identifier:</i>	319826
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The type of setting in which service activities are provided or could be provided by a service provider as represented by a code.
<i>Context:</i>	This data element is used, in conjunction with other data elements about service provision, to obtain a more detailed appraisal of service availability and how service is provided.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – service delivery setting
<i>Definition:</i>	The type of setting in which service activities are provided or could be provided by a service provider.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Service delivery setting

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	National Classifications of Community Services version 2.0
<i>Representation class:</i>	Code
<i>Data type:</i>	String
<i>Format:</i>	AN{.N{.NN}}
<i>Maximum character length:</i>	7

Collection and usage attributes

<i>Guide for use:</i>	Service delivery settings should be collected according to the lower level of coding in the National Classifications of Community Services version 2.0 (NCCS v2.0). To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS, but they should always be mappable to categories in the NCCS v2.0.
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Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare (AIHW)
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Origin: AIHW 2003. National Classifications of Community Services, version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW.
Reference through:
<http://www.aihw.gov.au/publications/hwi/nccsv2/index.html>

Data Element attributes

Collection and usage attributes

Guide for use: Service delivery setting can refer to settings in which services are actually provided to clients or could be provided to clients.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW).

Origin: AIHW 2003. National Classifications of Community Services, version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW.
Reference through:
<http://www.aihw.gov.au/publications/hwi/nccsv2/index.htm>

Service operation hours

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – number of service operation hours (24 hour period), total NN
<i>METeOR identifier:</i>	270376
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The actual number of hours per day that the agency is open for the provision of service.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – number of service operation hours
<i>Definition:</i>	The actual number of hours during a specified period that the agency is open for the provision of service. (Not the number of hours staffed, e.g. a 'group home' would operate 24 hours a day, but might only be staffed a few hours if at all on some days).
<i>Context:</i>	Service provision and planning: This metadata item helps in gaining a greater understanding of patterns of service delivery. When collected in conjunction with service operation days, and service operation weeks can provide useful information on patterns of service delivery.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Number of service operation hours

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>	String
<i>Format:</i>	NN
<i>Maximum character length:</i>	2
<i>Supplementary codes:</i>	90 No regular pattern of operation through a day 99 Not stated/inadequately described
<i>Unit of measure:</i>	Hour (h)

Data Element attributes

Collection and usage attributes

Guide for use: The actual number of hours is not the number of hours staffed, e.g. a 'group home' would operate 24 hours a day, but might only be staffed a few hours if at all on some days.

Round to the nearest whole hour. Valid numbers are 01 to 24. Services that have no regular daily pattern of operation, or which have different weekday and weekend patterns, should tick the 'no regular pattern of operation through a day' box (e.g. Flexible hours, on call, 24 hour sleepover).

Collection methods: It may be necessary to collect the information separately for week-days versus weekend days, or for individual days of the week if there is no consistent pattern.

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

Service operation weeks

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – number of service operation weeks (calendar year), total NN
<i>METeOR identifier:</i>	270377
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The actual number of weeks per year that the agency is open for the provision of service(s).

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – number of service operation weeks
<i>Definition:</i>	The actual number of weeks during a specified period that the agency is open for the provision of service(s).
<i>Context:</i>	Service provision and planning: To gain a greater understanding of patterns of service delivery.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Number of service operation weeks

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>	NN
<i>Maximum character length:</i>	2
<i>Supplementary codes:</i>	90 No regular pattern of operation through a year 99 Not stated/inadequately described
<i>Unit of measure:</i>	Week

Collection and usage attributes

<i>Guide for use:</i>	A week is measured from 12:00AM (midnight) Monday morning to 11:59PM the following Sunday. If a service operates within this period then it is counted as having operated during that week. Therefore if an agency operates for only a short time for one of the days within a week, it is
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counted as operating during that week.

CODE 90 No regular pattern of operation through a year

This code is useful for 'snapshot collections'. Such as the Commonwealth/State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) where data is collected on one day or short period only, or where some agencies may not be able to estimate the number of weeks that they are likely to operate in a year. For ongoing collections though, this option would be unnecessary. In such collections this metadata item would be collected at the end of the year (or periodically and totalled at the end of the year).

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Valid numbers are 01 to 52.
<i>Collection methods:</i>	When collected in conjunction with 'Community services agency – number of service operation hours (24 hour period), total NN', and 'Community services agency – number of service operation days (7 day period), total N' can provide useful information on patterns of service delivery.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	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

Sex

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – sex, code N
<i>METeOR identifier:</i>	287316
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	The biological distinction between male and female, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – sex
<i>Definition:</i>	Sex is the biological distinction between male and female. Where there is an inconsistency between anatomical and chromosomal characteristics, sex is based on anatomical characteristics.
<i>Context:</i>	Sex is a core metadata item in a wide range of social, labour and demographic statistics.
<i>Object Class:</i>	Person
<i>Property:</i>	Sex

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>Male</td></tr><tr><td>2</td><td>Female</td></tr><tr><td>3</td><td>Intersex or indeterminate</td></tr></tbody></table>	Value	Meaning	1	Male	2	Female	3	Intersex or indeterminate
Value	Meaning								
1	Male								
2	Female								
3	Intersex or indeterminate								
<i>Supplementary codes:</i>	9 Not stated/inadequately described								

Collection and usage attributes

<i>Guide for use:</i>	Diagnosis and procedure codes should be checked against the national ICD-10-AM sex edits, unless the person is undergoing, or has undergone a sex change or has a genetic condition resulting in a conflict between sex and ICD-10-AM code.
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CODE 3 Intersex or indeterminate

Intersex or indeterminate, refers to a person, who because of a genetic condition, was born with reproductive organs or sex chromosomes that are not exclusively male or female or whose sex has not yet been determined for whatever reason.

Intersex or indeterminate, should be confirmed if reported for people aged 90 days or greater.

Comments:

The definition for Intersex in Guide for use is sourced from the ACT Legislation (Gay, Lesbian and Transgender) Amendment Act 2003.

Source and reference attributes

Origin:

Australian Capital Territory 2003. Legislation (Gay, Lesbian and Transgender) Amendment Act 2003

Reference documents:

Legislation (Gay, Lesbian and Transgender) Amendment Act 2003. See <http://www.legislation.act.gov.au/a/2003-14/20030328-4969/pdf/2003-14.pdf>.

Data Element attributes

Collection and usage attributes

Collection methods:

Operationally, sex is the distinction between male and female, as reported by a person or as determined by an interviewer.

When collecting data on sex by personal interview, asking the sex of the respondent is usually unnecessary and may be inappropriate, or even offensive. It is usually a simple matter to infer the sex of the respondent through observation, or from other cues such as the relationship of the person(s) accompanying the respondent, or first name. The interviewer may ask whether persons not present at the interview are male or female.

A person's sex may change during their lifetime as a result of procedures known alternatively as sex change, gender reassignment, transsexual surgery, transgender reassignment or sexual reassignment. Throughout this process, which may be over a considerable period of time, the person's sex could be recorded as either Male or Female.

In data collections that use the ICD-10-AM classification, where sex change is the reason for admission, diagnoses should include the appropriate ICD-10-AM code(s) that clearly identify that the person is undergoing such a process. This code(s) would also be applicable after the person has completed such a process, if they have a procedure involving an organ(s) specific to their previous sex (e.g. where the patient has prostate or ovarian cancer).

CODE 3 Intersex or indeterminate

Is normally used for babies for whom sex has not been determined for whatever reason.

Should not generally be used on data collection forms completed by the respondent.

Should only be used if the person or respondent volunteers that the person is intersex or where it otherwise becomes clear during the collection process that the individual is neither male nor female.

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.

Source and reference attributes

Origin: Australian Institute of Health and Welfare (AIHW) National Mortality Database 1997/98 AIHW 2001 National Diabetes Register, Statistical Profile, December 2000 (Diabetes Series No. 2.)

Reference documents: Australian Bureau of Statistics
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.

Relational attributes

Related metadata references: 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

Source of income

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – source of cash income (all) code NN
<i>METeOR identifier:</i>	321156
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The source from which a person derives any part of his/her income, as represented by a code.
<i>Context:</i>	The metadata item is an indicator of the needs and circumstances of individuals and sometimes, used in assessment of income equity.

Data Element Concept attributes

<i>Data element concept:</i>	Person – source of cash income (all)
<i>Definition:</i>	The source from which a person derives any part of his/her cash income.
<i>Object Class:</i>	Person
<i>Property:</i>	Source of cash income

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																								
<i>Data type:</i>	Number																								
<i>Format:</i>	NN																								
<i>Maximum character length:</i>	4																								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>11</td><td>Employee cash income</td></tr><tr><td>21</td><td>Unincorporated business cash income</td></tr><tr><td>31</td><td>Allowances for students and the unemployed</td></tr><tr><td>32</td><td>Centrelink pensions for the aged and persons with a disability</td></tr><tr><td>39</td><td>Other Government cash pensions and allowances</td></tr><tr><td>41</td><td>Property cash income</td></tr><tr><td>42</td><td>Superannuation/annuities</td></tr><tr><td>43</td><td>Transfers from private organisations</td></tr><tr><td>44</td><td>Transfers from other households</td></tr><tr><td>45</td><td>Scholarships</td></tr><tr><td>49</td><td>Other cash income</td></tr></tbody></table>	Value	Meaning	11	Employee cash income	21	Unincorporated business cash income	31	Allowances for students and the unemployed	32	Centrelink pensions for the aged and persons with a disability	39	Other Government cash pensions and allowances	41	Property cash income	42	Superannuation/annuities	43	Transfers from private organisations	44	Transfers from other households	45	Scholarships	49	Other cash income
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45	Scholarships																								
49	Other cash income																								

<i>Supplementary codes:</i>	88 Nil income
	99 Not stated/not known/inadequately described

Collection and usage attributes

Guide for use:

The value domain categories shown above are directly mappable to the narrow sources of cash income specified in the Statistical Concepts Library of the Australian Bureau of Statistics. This is a three level hierarchical classification and is described at the broad (one-digit), narrow (two-digit) and detailed (four-digit) levels.

This value domain uses the two-digit level. Each of the levels may be associated with one or more sub-categories that may be coded at the 4-digit level if desired.

Code 11 Employee cash income:

Payments from an employer or own limited liability company, including wages or salary, tips, piece rates, penalty rates, loadings, regular bonuses, payment for time not worked (sick leave, recreation leave, public holidays etc.) and director's fees. An employee is classed as receiving cash from an employer or his/her own incorporated enterprise.

Code 21 Unincorporated business cash income:

Unincorporated business cash income is net of operating expenses including: labour costs in the form of wages, salaries and supplements; the value of raw materials and services purchased; the repair and maintenance of equipment (including vehicles); the purchase of fuel; indirect taxes; interest paid in connection with the business; and rent paid for buildings and land used in the business. Unincorporated business cash income is also net of depreciation of capital, such as machinery, vehicles and tools used in the business.

Code 41 Property cash income:

Includes cash income deriving from the ownership of assets; it comprises returns from financial assets (interest, dividend) from physical assets (rent) and from intellectual assets (royalties).

Code 43 Transfers from private organisations:

Includes payments from workers compensation, insurance companies etc.

Code 44 Transfers from other households:

Includes payments from such sources as child support payments, gifts from relatives etc.

Collection methods:

Please note the differences between this Value domain and the ABS classification (that is, Codes 41, 42, 43, 44, 45 and 49 are mappable to the classification codes 91, 92, 93, 94, 95 and 99. In this value domain code 88 and 99 are supplementary values.).

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare for the National Community Services Data Committee.
<i>Reference documents:</i>	Statistical concepts library, Standards for Social, Labour and Demographic Variables, Cash Income Variables, Framework for Standard Cash Income Variables, Classification and Coding, Canberra: Australian Bureau of Statistics. Reference online through: Ausstats Standards for Social, Labour and Demographic Variables, Cash Income Variables

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>All sources of cash income are included in this concept.</p> <p>Cash income may be received from employment (Employee cash income), as a profit or loss from an unincorporated enterprise (Unincorporated business cash income), from the ownership of assets (Property cash income). Income may also be derived from current transfers from government (pensions and benefits) or from private sources, such as superannuation funds. An individual may receive cash income from more than one source.</p> <p>Excluded from this concept is income in kind e.g. barter for goods or services.</p>
<i>Collection methods:</i>	<p>If the person has multiple sources of income, all sources should be counted.</p> <p>This question is not asked of person's aged less than 15 years because they are generally dependants.</p> <p>While this standard requires collection of data at the 2-digit level, some agencies may wish to collect at the 4-digit level for their own purposes. The 4-digit level is detailed below:</p> <p><u>Detailed (four-digit) level of sources of cash income</u></p> <ul style="list-style-type: none">1101 Employee cash income2101 Unincorporated business cash income3101 Newstart allowance3102 Youth allowance3103 Mature age allowance3104 Sickness allowance3105 Austudy payment3106 ABSTUDY payment3201 Age pension

3202 Disability support pension
3901 Family Tax Benefit (Parts A and B)
3902 Parenting Payment
3903 Double Orphan Pension
3904 Carer Allowance
3905 Wife Pension
3906 Bereavement Allowance
3907 Widow Allowance (Widow B Pension)
3908 Carer Payment
3911 Service pension (DVA)
3912 Disability pension (DVA)
3913 Partner Allowance
3914 War Widow's Pension (DVA)
3915 Special Benefit
3916 Mobility Allowance
3917 CDEP Participant Supplement
3918 Pensions and allowances from overseas governments
3999 Other Government cash pensions and allowances, nec
4101 Interest
4102 Dividends
4103 Rent
4104 Royalties
4199 Other property cash income, nec
4201 Superannuation/annuities
4301 Workers compensation/sickness/accident insurance
4399 Other transfers from private organisations, nec
4401 Child support
4402 Gifts from relatives
4499 Other cash transfers from other households, nec
4501 Scholarships
4999 Other cash income, nec
8888 Nil income
9999 Not stated/ not known/ inadequately described

Relational attributes

Related metadata references:

See also Person – source of cash income (principal) NCSIMG, Standard 29/04/2006

Source of principal income

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – source of cash income (principal), code N
<i>Synonymous names:</i>	Main income source
<i>METeOR identifier:</i>	321063
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The source from which a person derives the greatest proportion of his/her income, as represented by a code.
<i>Context:</i>	An indicator of the needs and circumstances of individuals and sometimes used in assessment of income equity.

Data Element Concept attributes

<i>Data element concept:</i>	Person – source of cash income (principal)
<i>Definition:</i>	The source from which a person derives the greatest proportion of his/her income.
<i>Object Class:</i>	Person
<i>Property:</i>	Source of cash income

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code										
<i>Data type:</i>	Number										
<i>Format:</i>	N										
<i>Maximum character length:</i>	4										
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Employee cash income</td></tr><tr><td>2</td><td>Unincorporated business cash income</td></tr><tr><td>3</td><td>Government cash pensions and allowances</td></tr><tr><td>4</td><td>Other income</td></tr></tbody></table>	Value	Meaning	1	Employee cash income	2	Unincorporated business cash income	3	Government cash pensions and allowances	4	Other income
Value	Meaning										
1	Employee cash income										
2	Unincorporated business cash income										
3	Government cash pensions and allowances										
4	Other income										
<i>Supplementary codes:</i>	<table><tbody><tr><td>8</td><td>Nil income</td></tr><tr><td>9</td><td>Not stated/not known/inadequately described</td></tr></tbody></table>	8	Nil income	9	Not stated/not known/inadequately described						
8	Nil income										
9	Not stated/not known/inadequately described										

Collection and usage attributes

<i>Guide for use:</i>	<p>A person with more than one source of income should be categorised only to the value domain category, which best describes their primary source of income.</p> <p>The value domain categories shown above can be linked to broad sources of cash income specified in the Statistical Concepts Library of the Australian Bureau of Statistics. 'Sources of cash income' and 'Principal source of cash income'</p>
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are classified to the Standard classification of sources of cash income. This is a three level hierarchical classification and is described in detail at the broad (one-digit), narrow (two-digit) and detailed (four-digit) levels.

Code 1 Primary cash income:

Payments from an employer or own limited liability company, including wages or salary, tips, piece rates, penalty rates, loadings, regular bonuses, payment for time not worked (sick leave, recreation leave, public holidays etc.) and director's fees. An employee is classed as receiving cash from an employer or his/her own incorporated enterprise.

Code 2 Unincorporated business cash income:

Unincorporated business cash income is net of operating expenses including: labour costs in the form of wages, salaries and supplements; the value of raw materials and services purchased; the repair and maintenance of equipment (including vehicles); the purchase of fuel; indirect taxes; interest paid in connection with the business; and rent paid for buildings and land used in the business. Unincorporated business cash income is also net of depreciation of capital, such as machinery, vehicles and tools used in the business.

Code 3 Government cash pensions and allowances

All government cash pensions, benefits and allowances.

Code 4 Other income:

Includes cash income deriving from the ownership of assets (comprising returns from financial assets, physical assets and from intellectual assets), superannuation/annuities, transfers from private organisations (e.g. workers compensation), transfers from other households (e.g. child support payments) and scholarships.

Collection methods:

Please note the difference between the permissible values of this Value domain and the ABS classification (that is, Code 4 of this Value domain maps to code 9 of the classification and Code 9 of this value domain is a supplementary value.).

Source and reference attributes

Reference documents:

Statistical concepts library, Standards for Social, Labour and Demographic Variables, Cash Income Variables, Framework for Standard Cash Income Variables, Classification and Coding, Canberra: Australian Bureau of Statistics.

Reference online through:

Ausstats Standards for Social, Labour and Demographic Variables, Cash Income Variables

Data Element attributes

Collection and usage attributes

Guide for use:

If the person has multiple sources of income and none equal to or greater than 50%, the one, which contributes the largest percentage, should be counted.

If there is more than one source and they are exactly equal, list the source of income which the person most identifies as receiving from the primary occupation.

Included is cash income that may be received from employment (Employee cash income), as a profit or loss from an unincorporated enterprise (Unincorporated business cash income), from the ownership of assets (Property cash income). Income may also be derived from current transfers from government (pensions and benefits) or from private sources, such as superannuation funds. An individual may receive cash income from more than one source.

Excluded from this concept is income in kind e.g. barter for goods or services.

Collection methods:

This question is not asked of person's aged less than 15 years because they are generally dependants.

While this standard specifies the collection of data at the 1-digit level, individual community services data collections may use more detailed categories for one or more of the above for program or service-specific purposes. For example, the Commonwealth State Disability Agreement National Minimum Data Set separately identifies disability support pension recipients and other pension/benefit recipients.

It is permissible for agencies to collect at 2- or 4-digit as well, if this suits their purposes.

The 2- and 4-digit levels are described below:

Narrow 2 digit representation

11 Employee cash income

21 Unincorporated business cash income

31 Allowances for students and the unemployed

32 Centrelink pensions for the aged and persons with a disability

39 Other Government cash pensions and allowances

41 Property cash income

42 Superannuation/annuities

43 Transfers from private organisations

44 Transfers from other households

43 Scholarships

49 Other cash income

88 Nil income

99 Not stated/not known/inadequately described

Detailed (four-digit) representation

1101 Employee cash income

2101 Unincorporated business cash income

3101 Newstart allowance

3102 Youth allowance

3103 Mature age allowance

3104 Sickness allowance

3105 Austudy payment

3106 ABSTUDY payment

3201 Age pension

3202 Disability support pension

3901 Family Tax Benefit (Parts A and B)

3902 Parenting Payment

3903 Double Orphan Pension

3904 Carer Allowance

3905 Wife Pension

3906 Bereavement Allowance

3907 Widow Allowance (Widow B Pension)

3908 Carer Payment

3911 Service pension (DVA)

3912 Disability pension (DVA)

3913 Partner Allowance

3914 War Widow's Pension (DVA)

3915 Special Benefit

3916 Mobility Allowance

3917 CDEP Participant Supplement

3918 Pensions and allowances from overseas governments

3999 Other Government cash pensions and allowances, nec

4101 Interest

4102 Dividends

4103 Rent

4104 Royalties

4199 Other property cash income, nec

4201 Superannuation/annuities

4301 Workers compensation/sickness/accident insurance

4399 Other transfers from private organisations, nec

4401 Child support

4402 Gifts from relatives

4499 Other cash transfers from other households, nec
4501 Scholarships
4999 Other cash income, nec
8888 Nil income
9999 Not stated/ not known/ inadequately described

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare for the National
Community Services Data Committee.

Relational attributes

Related metadata references: See also Person – source of cash income (all) code NN
NCSIMG, Standard 29/04/2006

Start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service episode – start date, DDMMYYYY
<i>Synonymous names:</i>	Episode start date, commencement date
<i>METeOR identifier:</i>	338558
<i>Registration status:</i>	NCSIMG, Standard 16/05/2006
<i>Definition:</i>	The date on which a service episode commenced.

Data Element Concept attributes

<i>Data element concept:</i>	Service episode – start date
<i>Definition:</i>	The date on which a service episode commenced.
<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 episode
<i>Property:</i>	Episode start 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 commencement of a service episode. Individual collections should however define what constitutes commencement for their own purposes. For example, it may be at contact stage in some instances or in others when a case plan is formulated.</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</p>
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used to ensure that the date contains the required 8 digits. For example if a service episode commenced on July 1 2000 the Community service episode – first service contact date, DDMMYYYY should be recorded as 01072000 as specified by the format.

Collection methods:

Date assistance commenced must be related to a particular service episode.

For each separate service episode a separate 'service episode – start date, DDMMYYYY' should be recorded.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Status in employment

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (employed) – status in employment, code N
<i>METeOR identifier:</i>	269951
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The person's position in relation to their employment, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (employed) – status in employment
<i>Definition:</i>	The person's position in relation to their employment.
<i>Context:</i>	An indicator of the socio-economic status (economic activity) of a person and a key element in assessing the circumstances and needs of individuals and families. This metadata item is 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>	Status in employment

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>Employee</td></tr><tr><td>2</td><td>Employer</td></tr><tr><td>3</td><td>Own account worker</td></tr><tr><td>4</td><td>Contributing family worker</td></tr></tbody></table>	Value	Meaning	1	Employee	2	Employer	3	Own account worker	4	Contributing family worker
Value	Meaning										
1	Employee										
2	Employer										
3	Own account worker										
4	Contributing family worker										
<i>Supplementary codes:</i>	9 Not stated/inadequately described										

Collection and usage attributes

<i>Guide for use:</i>	CODE 1 Employee This code represents a person who works for a public or private employer and receives remuneration in wages, salary, or a retainer fee from their employer while working on a commission basis or for tips, piece-rates or payment in kind. An employee may also be a person who operates his or
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her own incorporated enterprise with or without hiring employees.

CODE 2 Employer

This code represents a person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires one or more employees.

CODE 3 Own account worker

This code represents a person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires no employees.

CODE 4 Contributing family worker

This code represents a person who works without pay in an economic enterprise operated by a relative.

CODE 9 Not stated/inadequately described

This code is not for use 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.

Source and reference attributes

Origin:

Australian Bureau of Statistics 2001. Labour Statistics Concepts, Sources and Methods. Cat. no. 6102.0. Canberra: ABS. Reference through:

<http://www.abs.gov.au/ausstats/abs@.nsf/StatsLibrary> and choose 'Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Labour Force Variables'.

<http://www.abs.gov.au/Ausstats/abs@.nsf/66f306f503e529a5ca25697e0017661f/afeef7e2813c764dca25697e0018fed2!OpenDocument>

Data Element attributes

Collection and usage attributes

Guide for use:

Usually the standard applies to the 'main job' in which the person is employed (that is, the job in which the person usually works the most hours). However, it may also be applied to the person's 'last job', 'second job', etc.'

Suburb/town/locality name (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – suburb/town/locality name, text [A(50)]
<i>METeOR identifier:</i>	287326
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	The full name of the locality contained within the specific address of a person, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – suburb/town/locality name
<i>Definition:</i>	The full name of the locality contained within the specific address of a person.
<i>Context:</i>	In conjunction with the postcode, the data element Suburb/town/locality name is included as an alternative means of reporting information about the geographic location of the residence of a client, or an agency/establishment or where an event occurred. The preferred standard for reporting this information is by using a statistical local area (SLA) in conjunction with a State/Territory code. However, as some agencies may have difficulty allocating SLA codes to the residential locations of their clients without more computerised assistance than is currently available to them, agencies may be given the option of reporting this information by using Australian postcode plus Suburb/town/locality name. Suburb/town/locality name may also be a component of a postal address.
<i>Object Class:</i>	Person
<i>Property:</i>	Suburb/town/locality name

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[A(50)]
<i>Maximum character length:</i>	50

Data Element attributes

Collection and usage attributes

Guide for use: The suburb/town/locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.

This metadata item may be used to describe the location of person. It can be a component of a street or postal address.

The Australian Bureau of Statistics has suggested that a maximum field length of 50 characters should be sufficient to record the vast majority of locality names.

Collection methods: Enter 'Unknown' when the locality name or geographic area for a person or event is not known. Enter 'No fixed address' when a person has no fixed address or is homeless.

Source and reference attributes

Origin: National Health Data Committee

National Community Services Data Committee

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

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

Australia Post 2005. Australia Postcode File.

Viewed 12 April, www.auspost.com.au/postcodes

Relational attributes

Related metadata references: Is used in the formation of Person (address) – postal delivery point identifier, {N(8)} NHIG, Standard 04/05/2005

Is used in the formation of Dwelling – geographic location, remoteness structure code (ASGC 2004) N[N] NHDAMG, Retired 10/02/2006

Suburb/town/locality name (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – suburb/town/locality name, text [A(50)]
<i>METeOR identifier:</i>	290059
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 31/08/2005
<i>Definition:</i>	The full name of the general locality containing the specific address of an organisation, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – suburb/town/locality name
<i>Definition:</i>	The full name of the general locality containing the specific address of an organisation.
<i>Context:</i>	In conjunction with the data element Postcode-Australian, the data element Suburb/town/locality name is included as an alternative means of reporting information about the geographic location of an agency/establishment. The preferred standard for reporting this information is by using a statistical local area (SLA) in conjunction with a State/Territory code. Suburb/town/locality name may also be a component of a postal address.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Suburb/town/locality name

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[A(50)]
<i>Maximum character length:</i>	50

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	The suburb/town/locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.
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The Australian Bureau of Statistics has suggested that a maximum field length of 50 characters should be sufficient to record the vast majority of locality names.

This metadata item may be used to describe the location of an organisation. It can be a component of a street or postal address.

Collection methods: Enter 'Unknown' when the locality name or geographic area for an organisation is not known.

Source and reference attributes

Origin: National Health Data Committee
National Community Services Data Committee
Australia Post 2005. Australia Postcode File. Viewed 12 April
www.auspost.com.au/postcodes

Reference documents: AS5017 Health Care Client Identification, 2002, Sydney:
Standards Australia
AS4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

Relational attributes

Related metadata references: Is used in the formation of Service provider organisation (address)—postal delivery point identifier, {N(8)} NHIG, Standard 04/05/2005

Telephone number

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – telephone number, text [X(40)]
<i>METeOR identifier:</i>	270266
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The person's contact telephone number, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person – telephone number
<i>Definition:</i>	Person contact telephone number.
<i>Object Class:</i>	Person
<i>Property:</i>	Telephone number

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>	More than one phone number may be recorded as required. Each phone number should have an appropriate telephone number type code assigned. Record the full phone number (including any prefixes) with no punctuation (hyphens or brackets).
<i>Collection methods:</i>	Prefix plus telephone number: Record the prefix plus telephone number. The default should be the local prefix with an ability to overtype with a different prefix, for example, 08 8226 6000 or 0417 123456. Punctuation: Do not record punctuation, for example, (08) 8226 6000 or 08-8226 6000 would not be correct. Unknown: Leave the field blank.

Comments:

Concerned with the use of person identification data. For organisations that create, use or maintain records on people. Organisations should use this standard, where appropriate, for collecting data when registering people. The positive and unique identification of people is a critical event in service delivery, with direct implications for the safety and quality of care delivered by health and community services.

Source and reference attributes

Submitting organisation:

Standards Australia

Origin:

National Health Data Committee

National Community Services Data Committee

Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Telephone number type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (telephone) – telephone number type, code A
<i>METeOR identifier:</i>	270299
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The type of telephone number recorded for a person, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (telephone) – telephone number type
<i>Definition:</i>	The type of telephone number recorded for a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Telephone number type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code														
<i>Data type:</i>	String														
<i>Format:</i>	A														
<i>Maximum character length:</i>	1														
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>B</td><td>Business or work</td></tr><tr><td>H</td><td>Home</td></tr><tr><td>M</td><td>Personal mobile</td></tr><tr><td>N</td><td>Contact number (not own)</td></tr><tr><td>O</td><td>Business or work mobile</td></tr><tr><td>T</td><td>Temporary</td></tr></tbody></table>	Value	Meaning	B	Business or work	H	Home	M	Personal mobile	N	Contact number (not own)	O	Business or work mobile	T	Temporary
Value	Meaning														
B	Business or work														
H	Home														
M	Personal mobile														
N	Contact number (not own)														
O	Business or work mobile														
T	Temporary														

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Where more than one telephone number has been recorded, then each telephone number should have the appropriate telephone number type code assigned.
<i>Comments:</i>	Concerned with the use of person identification data. For organisations that create, use or maintain records on people. Organisations should use this standard, where appropriate,

for collecting data when registering people. The positive and unique identification of people is a critical event in service delivery, with direct implications for the safety and quality of care delivered by health and community services.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Committee

National Community Services Data Committee

Reference documents:

Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Year of arrival in Australia

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (overseas born) – year of first arrival in Australia, date YYYY
<i>METeOR identifier:</i>	269929
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The year a person (born outside of Australia) first arrived in Australia, from another country, with the intention of staying in Australia for one year or more.

Data Element Concept attributes

<i>Data element concept:</i>	Person (overseas born) – year of first arrival in Australia
<i>Definition:</i>	The year a person (born outside of Australia) first arrived in Australia, from another country, with the intention of staying in Australia for one year or more.
<i>Context:</i>	Client demographic and support needs: This metadata item is an important indicator of cultural identity, and provides further information about the person's cultural values and practices which is significant in determining service type and support required. May also be used in conjunction with other socio-demographic data to indicate the background of the person, communication skills and their possible needs.
<i>Object Class:</i>	Person
<i>Property:</i>	Year of first arrival in Australia

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	YYYY
<i>Maximum character length:</i>	4

Data Element attributes

Collection and usage attributes

<i>Collection methods:</i>	Actual year of arrival in Australia. Recommended question:
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In what year did you/the person first arrive in Australia to live here for one year or more?

(Write in the calendar year of arrival or mark the box if here less than one year)

Calendar year of arrival

Will be here less than one year

It is anticipated that for the majority of people their response to the question will be the year of their only arrival in Australia. However, some respondents may have multiple arrivals in Australia. To deal with these cases in self-enumerated collections, an instruction such as 'Please indicate the year of first arrival only' should be included with the question.

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, the recommended question should be used wherever practically possible.

Source and reference attributes

Origin:

The Australian Bureau of Statistics Standard for Year of Arrival in Australia

<http://www.abs.gov.au/Ausstats/abs@.nsf/66f306f503e529a5ca25697e0017661f/4ad888364a44e87dca25697e0018fe4c!OpenDocument>

Reference documents:

The ABS standard for the collection of Year of arrival in Australia appears on the ABS Website

[http://www.abs.gov.au/ausstats/abs@.nsf/StatsLibrary select Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Cultural Diversity Variable.](http://www.abs.gov.au/ausstats/abs@.nsf/StatsLibrary%20select%20Other%20ABS%20Statistical%20Standards/Standards%20for%20Social,%20Labour%20and%20Demographic%20Variables/Cultural%20Diversity%20Variable)