



# The Statistical Linkage Key (SLK)

On 1 July 2005, the SLK used in SAAP will change. The new linkage key uses:

- different letters of the client’s name in the alpha code compared to the old alpha code;
- the sex of the client as part of the alpha code (as opposed to gender); and
- the client’s full date of birth (rather than year of birth) to form an anonymous client indicator.

Please use the following instructions to help you complete alpha codes and dates of birth for your clients. Remember that informed consent must be obtained (see the informed consent information sheet).

## ALPHA CODE

- Record 2<sup>nd</sup> and 3<sup>rd</sup> letters of **first (given) name**.
- Record 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> letters of **last name (surname/family name)**.
- Record the **sex** of the client as **M** for male or **F** for female.
- Do not count hyphens, apostrophes, blank spaces, or any other character that may appear in a name which is not a letter of the alphabet.
- Where the name is not long enough to supply all the requested letters, fill the remaining squares with a **2** to indicate that a letter does not exist. This will occur if the first name is less than 3 characters and if the last name is less than 5 characters.
- Where a name or part of a name is missing, substitute a **9** to indicate that the letter is not known.
- Use block capital letters.
- Use full and formal name.
- In some cultures it is traditional to state the family name first. To overcome discrepancies, you should always ask the client to specify their first name and their last name separately.

## EXAMPLES

**Mr Joe (Joseph) O’Malley** Ignore apostrophes and blank spaces and use the *full first name* – Joseph

* ALPHA CODE	Letters of first name		O	S			M M/F for male or female
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
	Letters of last name		M	A		L	

ALPHA CODE = 

O	S
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M	A	L
---	---	---

M
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**Mr Kim Wu** If a name is too short, *complete with 2’s*

* ALPHA CODE	Letters of first name		I	M			M M/F for male or female
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
	Letters of last name		U	2		2	

ALPHA CODE = 

I	M
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U	2	2
---	---	---

M
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**Ms H. Garnock** If a name is missing, *complete with 9’s*

* ALPHA CODE	Letters of first name		9	9			F M/F for male or female
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
	Letters of last name		A	R		O	

ALPHA CODE = 

9	9
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A	R	O
---	---	---

F
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## The Statistical Linkage Key (SLK) *(continued)*

### DATE OF BIRTH

- Record the day, month and year of when the client was born.
- Record in DDMMYYYY format.
- If the day of birth is unknown, use **01** for the day and tick the 'day unknown' box.
- If the month of birth is unknown, use **01** for the month and tick the 'month unknown' box.
- If the year of birth is unknown, estimate the client's age in years and subtract this from the current year. Write in the estimated year of birth and tick the 'estimated year' box.

### EXAMPLES

#### Client born 16 February 1964

Write the date of birth in the squares provided.

	<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
* DATE OF BIRTH OF CLIENT	<input type="text" value="1"/>	<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="9"/>	<input type="text" value="6"/>	<input type="text" value="4"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
	day unknown		month unknown		estimated year			

Do **NOT** tick 'day unknown', 'month unknown' or 'estimated year' boxes

#### Client date of birth unknown

The client thinks he is about 65 years old but does not know his exact date of birth. Use 01 for the day and 01 for the month and tick both the 'day unknown' and 'month unknown' boxes. Estimate the year of birth as current year (2005) minus age in years (65) = 1940. Write 1940 in the year and tick the 'estimated year' box.

	<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
* DATE OF BIRTH OF CLIENT	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="9"/>	<input type="text" value="4"/>	<input type="text" value="0"/>
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
	day unknown		month unknown		estimated year			

The 'day unknown', 'month unknown' and 'estimated year' boxes **MUST** be ticked

#### Client day of birth unknown

Use 01 for day and tick 'day unknown'. Client knows they were born in March 1950 so write 03 for month and 1950 for year.

	<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
* DATE OF BIRTH OF CLIENT	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="text" value="9"/>	<input type="text" value="5"/>	<input type="text" value="0"/>
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
	day unknown		month unknown		estimated year			

The 'day unknown' box **MUST** be ticked

**PLEASE NOTE:** The instructions for completing the alpha code and date of birth apply to clients **AND** accompanying children.