

Appendixes

Appendix 1: The National Community Services Data Committee

The National Community Services Data Committee is a subcommittee of the National Community Services Information Management Group. It was established primarily to develop and maintain the National Community Services Data Dictionary and minimum data sets in all areas of community services. The Data Committee has a coordinating role to ensure national consistency of data definitions and standards and in quality control.

The functions of the Committee are to:

- be responsible for overseeing the development and maintenance of the National Community Services Data Dictionary and promoting consistency between National Health Data Dictionary standards and definitions and National Community Services Data Dictionary standards and definitions;
- receive, consider and comment on data definitions and collection of data items and make recommendations to the Management Group for endorsement of their inclusion in the National Community Services Data Dictionary;
- with advice from the Management Group on the national priorities and work program, produce a work plan for approval by the Management Group and report on progress of each working party twice a year to the Management Group;
- actively seek out data definition activities to inform the National Community Services Information Work Program of those information developments that meet (or have the potential to meet) specified criteria for inclusion on the Work Program;
- develop links and foster cooperative working arrangements within the community services sector and between other sectors on data development activities;
- document relevant current and planned data development activities in each jurisdiction;
- develop and maintain processes and guidelines for the development of national data standards;
- develop and maintain national processes and guidelines for the dissemination of data definitions and standards to data collection agencies; and
- take the lead role in national community services definition development.

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Appendix 2: The National Community Services Information Management Group

Introduction

The National Community Services Information Management Group (NCSIMG) is a subcommittee of the Community Services Ministers' Advisory Council. Its responsibilities are for the development and management of the National Community Services Information Agreement and related structures and processes.

Functions

The functions of the NCSIMG are to:

- oversee the development, review and implementation of the National Community Services Information Agreement and Work Program;
- make recommendations to the Community Services Ministers' Advisory Council on national community service information priorities, work programs, funding implications and other information policy issues;
- develop cooperative structures and working arrangements within existing community service processes and structures;
- contribute to strategic monitoring of data development activity within the community services field and other relevant sectors;
- develop and foster a cooperative working relationship with the Health Data Standards Committee, with particular emphasis on scope for integration of activities and joint work program activities;
- oversee the operation and functions of the National Community Services Data Committee;
- consider and approve data definitions and standards recommended by the National Community Services Data Committee;
- consult with relevant reference groups and individuals across community service sectors, including the non-government sector and consumers, on national community services information issues;
- consult with non-Management Group Parties on matters affecting those Parties and, with agreement from those Parties, represent them as required to the Management Group;
- establish and oversee committees and other relevant community service groups set up under the National Community Services Information Agreement.

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Appendix 3: Description of metadata items

A description of metadata items included in this Dictionary is given below. The definitions used for attributes of these metadata items are based on the international standard issued by the International Organization for Standardization and the International Electrotechnical Commission (ISO/IEC 2003).

Initially some information discussing metadata and its use in this Dictionary is given.

Metadata

Metadata is information about the attributes of any human-made concept, construct, resource, physical measurement or attribute. This includes:

- concepts such as 'service', 'agency', 'service delivery setting';
- constructs such as 'Medicare card', 'hospital', 'emergency department';
- resources such as 'skills', 'labour force', 'income';
- measurements such as 'blood pressure', 'height', 'length of stay';
- social information such as 'name', 'Indigenous status', 'preferred language';
- demographic information such as 'sex', 'address line', 'country of birth'; and
- management and planning concepts such as 'service recipient', 'service provider', 'expenditure', 'date of service'.

All of these refer to some sort of data that would be collected or provide assistance in defining data to be collected. Many of these are included in the Dictionary.

There are also other types of metadata that could be included in the Dictionary but are not included in this version:

- actual data collections or sets of data that are recommended for collection where comparability, consistency and quality of the data are important;
- data domain values and codesets that may be common across many sectors; and
- classification schemes and terminologies.

All metadata items in this dictionary have a common set of attributes used to define national standards in community services. Attributes are divided into four major types:

- Identifying and definitional attributes
- Representational attributes
- Relational attributes
- Administrative attributes.

Not all metadata items in the Dictionary contain information about each of the attributes listed below.

Identifying and definitional attributes

Name:	<p>A single or multi-word designation assigned to a metadata item.</p> <p>The name attribute appears as the heading for each unique metadata item in the Dictionary.</p>
Knowledgebase ID:	<p>A six-digit number used to identify the metadata item on the metadata register for the health and community services sector in Australia known as the Knowledgebase.</p> <p>This number does not change even if there is a change in the name of the metadata item.</p> <p>In the Knowledgebase, this number is preceded by an acronym that identifies the registration authority for each metadata item. The combination of 'Registration authority', 'Knowledgebase ID' and 'Version number' uniquely identifies each metadata item in the Knowledgebase. The Knowledgebase ID can be used to view the history of a particular metadata item even where the name of the item may have changed.</p>
Version number:	<p>A number for each metadata item, beginning with 1 for the initial version of the metadata item, and 2, 3, etc. for each subsequent revision.</p> <p>A new version number is allocated to a metadata item/concept when changes have been made to one or more of the following attributes of the metadata item:</p> <ul style="list-style-type: none"> • Name • Definition • Data domain • Registration authority. <p>Other changes that significantly affect the meaning of the metadata item may also require the allocation of a new version number.</p> <p>Use of a version number meets the ISO/IEC International Standard 11179-3: 2003 requirement for 'identification of a data element specification in a series of evolving data element specifications within a registration authority'.</p>
Metadata type:	<p>A type from among the following types relevant to metadata items:</p> <ul style="list-style-type: none"> • A concept that can be represented in the form of data, described independently of any particular representation or value is called a DATA ELEMENT CONCEPT. <p><i>Examples</i></p> <p>'Admission' is a process, which does not have any particular representation of its own, except through data such as 'admission date', 'mode of admission', etc.</p> <p>'Informal carer' is defined using related data – 'Informal carer availability' and 'Relationship of carer to care recipient', etc.</p>

'Client' is defined using data that varies with specific applications.

- A unit of data for which the definition, identification, representation and permissible values are specified by means of a set of attributes is called a DATA ELEMENT.

Example

A person's 'Date of birth' is a unit of data for which the definition, identification, representation and permissible values are specified.

- A unit of data that is created from the values of other DATA ELEMENTS is called a DERIVED DATA ELEMENT. They are derived by:
 - use of some form of calculation;

Examples

'Length of stay' is calculated from 'Admission date' to 'Separation date' less any 'Total leave days'.

'Age-standardised rate' is calculated from 'Data of birth' using a more complex equation.

- by conversion from one coding system to another.

Example

'Geographic location – SLA' may be derived by converting 'Postcode' to Statistical Local Area using the tables in the ABS Australian Standard Geographical Classification.

- A unit of data that is created from the values of two or more of the above DATA ELEMENTS using a simple combination of values is called a COMPOSITE DATA ELEMENT.

Example

'Address line' is a concatenated grouping of data elements, including 'Suburb/town/locality name', 'Australian State/Territory identifier' and 'Postcode' in that order.

Definition:

A statement that expresses the essential nature of a metadata item and its differentiation from all other metadata items.

Context:

A designation or description of the application environment or discipline in which a metadata item is applied or from which it originates.

Example

The context for 'Employed – working full-time/part-time' indicates potential use for reporting on labour force characteristics for resource and service planning purposes.

For the Dictionary this attribute may also include the justification for collecting the items and uses of the information.

Example

The context for 'Communication method' indicates its importance to collections as an indicator of potential barriers to social integration.

Representational attributes

Note: This group of attributes does not apply to data element concepts.

Data type:	<p>The type of symbol, character or other designation used to represent the data element.</p> <p>Examples include alphabetic, integer, numeric, alphanumeric, etc.</p> <p>For example, the data type for the metadata item 'marital status' is a numeric drawn from a domain or codeset in which numeric characters such as '1' is used for 'never married', '2' is used for 'widowed', etc. to denote a data domain value.</p>
Representational form:	<p>The form of representation of the data element expressed for instance as CODE, COUNT, CURRENCY, DATE, IDENTIFICATION NUMBER, QUALITATIVE VALUE, QUANTITATIVE VALUE, TIME, TEXT.</p> <p>For example, representation form for the metadata item 'Country of birth' is CODE because the form of representation is individual numbers that each represent a different country.</p>
Representational layout:	<p>The layout of characters of the values of a data expressed by a character string representation.</p> <p>Examples are:</p> <ul style="list-style-type: none"> • 'DDMMYYYY' for a calendar date; • 'N' for a 1-digit numeric field; and • '\$99,999,999' for data elements about currency.
Field size: (minimum) (maximum)	<p>The minimum and maximum number, respectively, of storage units (of the corresponding data type) to represent the data element value.</p> <p>For example, a data element value expressed in dollars may require a minimum field size of one character (for example, 9) up to a maximum field size of nine characters (for example, 999999999).</p>
Data domain:	<p>The set of representations of permissible instances of the data element, according to the representational form, layout, data type and maximum size specified in the corresponding attributes. The set can be specified by:</p> <ul style="list-style-type: none"> • enumeration of the representation of the instances (for example, for 'Informal carer availability' values include '0' for 'has no carer' and '1' for 'has a carer'); • reference to a source (such as the ABS Directory of Concepts and Standards for Social, Labour and Demographic Statistics, 1995), or • names of data elements involved in a calculation and the type of process that occurs to derive the domain value, for example, 'Calculated by', 'A concatenation of'. Any formula needing specification should be included in 'Guide for use'.
Guide for use:	<p>Additional comments or advice on the interpretation or application of the data domain for the data element.</p> <p>This attribute has no direct counterpart in the ISO/IEC</p>

International Standard 11179-3: 2003 but has been included to assist in clarification of issues relating to the coding of data elements or accurate assignment of values in the data domain.

Verification rules:

The rules/instructions for validating or verifying the data element in data collection-related databases.

These rules/instructions are in addition to those required for proper application of the other attributes of the data element, that is, 'best practice' checks on data integrity such as for conformity with the data domain.

Collection methods:

Comments and advice concerning the actual capture of data for the data element including guidelines on the design of questions for use in collecting information, and treatment of 'not stated' or non-response.

This attribute is not specified in the ISO/IEC International Standard 11179-3: 2003 but has been added to cover important issues designed to enhance the consistency and comparability of data collected.

Relational attributes

Related metadata:

A reference between the data element and other related data element(s) in the Dictionary. The reference specifies the type of relationship, the name and version number of the related data element.

The following three relationships between data elements are documented in the Dictionary:

- 'Supersedes' or 'Superseded by' [metadata item name and version number]'
- 'Derived from' or 'Used in the derivation of' [metadata item name and version number]'
- 'Composite of' or 'Used in the composition of' [metadata item 1 name and version number] and [metadata item 2 name and version number]'.

Information Model link:

The entity or area within the information model to which the metadata item relates.

The relevant information model for community services is the National Community Services Information Model Version 1.

Administrative attributes

Registration authority:

The organisation or body authorised to approve metadata items for inclusion in the metadata register.

Currently, organisations or bodies that approve metadata items for inclusion in the metadata register are the:

- National Community Services Information Management Group; and
- National Health Information Management Group.

All metadata items included in the metadata register must be approved for inclusion by the relevant registration authority.

All proposals for new metadata items and changes to existing

metadata items must be approved for registration by the relevant registration authority.

The Dictionary includes only those metadata items approved by the relevant registration authority.

Administrative status:

The status given to an item in the register that indicates its availability for use and the level of precedence given to it.

The following is a descriptive list in descending order of precedence:

- 'Current' The Registration Authority has confirmed that the metadata item is approved for use as a national standard.
- 'Trial' The Registration Authority has confirmed that the metadata item is approved for use as a trial standard in a nominated trial (having a national perspective) and has been proposed for progression to 'current'.
- 'Superseded' The Registration Authority has confirmed that the metadata item has been superseded by a newer version of the metadata item and is no longer approved for use as a national or trial standard.
- 'Retired' The Registration Authority has confirmed that the metadata item is no longer or will not be approved for use.
- 'Draft' The Registration Authority has confirmed that the metadata item is approved for registration on the metadata register since all mandatory attributes of the metadata item have been completed and it has been proposed for progression to 'current' but it has not yet met all requirements to be approved for use.

Only metadata items with an administrative status of 'current' or 'trial' are printed in the Dictionary. All metadata items, including those with an administrative status of 'superseded', 'retired' and 'draft', can be viewed on the metadata register – which forms part of the Knowledgebase – and their history of change may be tracked.

Effective date:

The most recent date that a specific version of a metadata item has been approved by a registration authority.

In the case of metadata items approved prior to 2001 the effective date indicates – with accuracy – only that approval occurred in the year prior to the date given.

The effective date relates neither to the date of inclusion on the metadata register nor to inclusion in a data collection.

Source organisation:

The organisation(s) responsible for the source document(s) and/or for significant recent development of the metadata item prior to approval by the registration authority.

Source document:

The document(s) from which the definitional or representational

attributes of the metadata item originate.

Full citation details of a limited number of key published reference documents that have contributed significantly to the specification of definitional or representational attributes may be included. Internet links to these documents may also be included where the links are likely to be maintained for a long period.

Comments:

Any additional explanatory remarks on the metadata item.

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