Disability Services National Minimum Data Set

Data transmission and technical guide

July 2016

Australian Institute of Health and Welfare
Canberra

Cat. no. DAT 2

Suggested citation

Australian Institute of Health and Welfare 2016. Disability Services National Minimum Data Set: data transmission and technical guide, July 2016. Cat. no. DAT 2. Canberra: AIHW.

Any enquiries relating to this publication should be directed to:

Disability and Ageing Unit

Australian Institute of Health and Welfare

GPO Box 570

Canberra ACT 2601

Tel: (02) 6244 1000

Email: NDDN.Secretariat@aihw.gov.au

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Summary

The *Disability Services National Minimum Data Set (DS NMDS) data transmission and technical guide* has been developed to assist funded agencies to provide data for the DS NMDS. It sets out the technical requirements for DS NMDS data.

The DS NMDS *data transmission and technical guide* is one of a range of national collection documents relating to the DS NMDS.

1 Introduction

1.1 Purpose

The *DS NMDS data transmission and technical guide* has been developed to assist funded agencies to provide data for the DS NMDS. It sets out technical requirements for the collection and it is envisaged that this document will be used by agencies wishing to develop their own data transmission software; agencies wishing to purchase commercial software; and agencies wishing to update their existing databases to meet the requirements of the DS NMDS collection. The specification should also be a useful reference tool for people developing software for agency systems.

As at time of release, this guide is *subject to jurisdiction variation.* **You must contact the DS NMDS National Disability Data Network (NDDN) member in your state or territory, or the Australian Government before using it to develop software or alter the database within your agency**. This is essential in order to establish whether your jurisdiction is asking for additional detail in relation to any data items or has added further data items to the minimum data set.

It is also essential that the guide be used in conjunction with the other documentation for the DS NMDS collection. In particular, the *DS NMDS data guide* (adapted for your jurisdiction) should be referred to for question phrasing and further definitional information and background (for example, justification for questions).

1.2 Included in this document

Codes — includes general rules for use of codes.

Responses — a table of valid responses to data items and business rules to be used for validation of data (including logic and range checks).

Data relationships — diagram of data relationships.

Data transmission — sets out the national requirements for data types, formats and minimum and maximum field sizes for data transmission from agencies to jurisdictions (subject to local variation).

Functional requirements — provides a menu of possible functional requirements that could be investigated prior to developing your own software or purchasing commercial software.

1.3 Intended users of this document

This document sets out major conventions for handling of data (for example, codes, business rules, data relationships and formats) to be used, in conjunction with individual jurisdiction's guidelines/specifications, by the following people:

- **Funded agencies** that need to make sure their current or proposed application systems are able to correctly record the required data items, can generate the statistical linkage key components and can format an export file according to the defined standard.

- **Developers** of software used by funded agencies who are assisting agencies to upgrade their current systems to meet the DS NMDS requirements or assisting agencies or

funding departments to develop new software tools. Please note that software developers should not rely solely on this specification, but should also use the other materials referred to here and consult the relevant DS NMDS jurisdictional NDDN member.

1.4   Reporting period

Agencies need to collect and store information on an ongoing basis, for transmission to their funding department at the end of each reporting period (quarterly in some jurisdictions and annually in others). For most service types, agencies are required to provide information about all service users during the year. See your jurisdiction NDDN member to determine the reporting period in your state or territory.

1.5   More information or comments

For further information about the DS NMDS collection or to make comments on this guide or the DS NMDS collection please contact your National Disability Data Network (NDDN) member.

1.6   Copies of this and related documents

Copies of this document can be obtained from the DS NMDS NDDN members or from the Australian Institute of Health and Welfare's DS NMDS website <http://www.aihw.gov.au/disability-services-nmds-collection/>.

This website also contains copies of the *DS NMDS data guide* and collection forms.

2 Data relationships
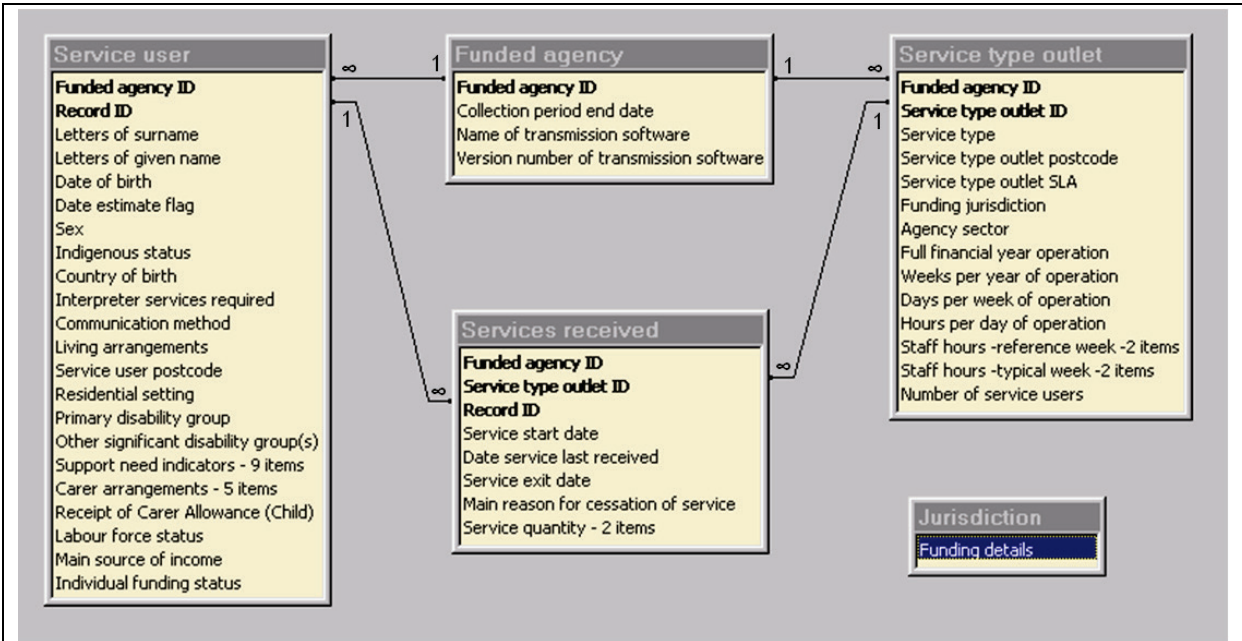
Note: The listed items 'Other significant disability group(s)', 'Support needs' and 'Carer arrangements' in 'Service user'; 'Staff hours' in 'Service type outlet'; and 'Service quantity' in 'Services received' are groupings of multiple data items.

Figure 1: Data relationships between service users, funded agency, service type outlet and services received items

3   Data transmission

The proposed file structure for transmission of data from agencies to jurisdictions is four comma separated value (csv) files:

- **Funded agency**—this file will include details relevant to data transmission. One record including 'Funded agency ID'.
- **Service type outlet**—this file will have one record per 'Service type outlet ID'. Each record should be uniquely identified by 'Funded agency ID' combined with 'Service type outlet ID'.
- **Service user**—one record per Service user. Each record should be uniquely identified by 'Record ID' combined with 'Funded agency ID'.
- **Services received**—may be one per Service user per 'Service type outlet ID'. Each record should be uniquely identified by 'Funded agency ID' combined with 'Service type outlet ID' and 'Record ID'.

Note:
- service types 6.01–6.05 and 7.01–7.04 are not required to collect any service user data items. It is therefore acceptable for them to submit empty 'service user' and 'services received' files (or not to submit these files at all).

As noted in previous sections, the requirements in this document are those needed for the national DS NMDS. However, all agencies should contact their jurisdiction's NDDN member to establish whether there are local variations in data items or response options.

General rules that apply include:

- all dates are in the format ddmmyyyy, that is, leading zeros must be included
- the only fields that can be empty are those that have a specified minimum size of 0.

The 'Label' below refers to the identifier used in the associated *DS NMDS data guide* and paper forms for the collection.

3.1 Funded agency

Label	Item	Data type	Format	Minimum size	Maximum size
A	Funded agency ID	Alphanumeric Code	'XXXX'	4*	4*
	Collection period end date	Date	ddmmyyyy	8	8
	Name of transmission software	Text	'xxxxxxxxxxxxxxxxxxxx'	0	20
	Version number of transmission software	Text	'xxxxxxxxxx'	0	10

* The size limits for funded agency ID (as with service type outlet ID) are arbitrary and should be adjusted by jurisdictions to align with existing or planned administrative systems.

Example

Following is an example of how the one line of the Funded agency file might look if viewed in a text viewer such as Notepad:
'XXXX',30092002,'ACDC','97.20

3.2   Service type outlet

Label	Item	Data type	Format	Minimum size	Maximum size
A	Funded agency ID	Alphanumeric Code	'XXXX'	4*	4*
B	Service type outlet ID	Alphanumeric Code	'XXXXXXXX'	6*	12*
C	Service type	Numeric Code	N.NN	4	4
D	Service type outlet postcode	Numeric Code	NNNN	4	4
E	Service type outlet SLA	Numeric Code	NNNNN	0	5
F	Funding jurisdiction	Numeric Code	NN	2	2
G	Agency sector	Numeric Code	N	1	1
1	Full financial year of NDA funding	Numeric Code	N	1	1
2	Weeks per year of operation	Quantity	99	1	2
3	Days per week of operation	Quantity	99	1	2
4	Hours per day of operation	Quantity	99	1	2
5a	Staff hours—reference week - paid staff	Quantity	99999	0	5
5b	Staff hours—reference week - unpaid staff	Quantity	99999	0	5
6a	Staff hours—typical week - paid staff	Quantity	99999	0	5
6b	Staff hours—typical week - unpaid staff	Quantity	99999	0	5
7	Number of Service Users	Quantity	99999	0	5

* The size limits for funded agency ID (as with service type outlet ID) are arbitrary and should be adjusted by jurisdictions to align with existing or planned administrative systems.

Example

Following is an example of how one line of the Service type outlet file might look if viewed in a text viewer such as Notepad:
'XXXX','XXXXXXXX',2.04,2601,,98,1,1,52,7,12,53,5,56,11,350

3.3 Service user

Label	Item	Data type	Format	Minimum size	Maximum size
A	Funded agency ID	Alphanumeric Code	'XXXX'	4*	4*
1	Record ID	Numeric Code	NNNNNNNN	1	8
2a	Letters of surname	Alphanumeric	'XXX'	3	3
2b	Letters of given name	Alphanumeric	'XX'	2	2
2c	Date of birth	Date	ddmmyyyy	8	8
2d	Birth date estimate flag	Boolean	0 or 1	0	1
2e	Sex	Numeric Code	N	1	1
3	Indigenous status	Numeric Code	N	0	1
4	Country of birth	Numeric Code	NNNN	1	4
5	Interpreter services required	Numeric Code	N	1	1
6	Communication method	Numeric Code	N	1	1
7	Living arrangements	Numeric Code	N	1	1
8	Service User postcode	Numeric Code	NNNN	1	4
9	Residential setting	Numeric Code	NN	1	2
10a	Primary disability group	Numeric Code	NN	1	2
10b/1	Intellectual	Boolean	0 or 1	0	1
10b/2	Specific learning/ADD	Boolean	0 or 1	0	1
10b/3	Autism	Boolean	0 or 1	0	1
10b/4	Physical	Boolean	0 or 1	0	1
10b/5	Acquired brain injury	Boolean	0 or 1	0	1
10b/6	Neurological	Boolean	0 or 1	0	1
10b/7	Deafblind	Boolean	0 or 1	0	1
10b/8	Vision	Boolean	0 or 1	0	1
10b/9	Hearing	Boolean	0 or 1	0	1
10b/10	Speech	Boolean	0 or 1	0	1

(continued)

Label	Item	Data type	Format	Minimum size	Maximum size
10b/11	Psychiatric	Boolean	0 or 1	0	1
10b/12	Developmental Delay	Boolean	0 or 1	0	1
11a	Self care	Numeric Code	N	1	1
11b	Mobility	Numeric Code	N	1	1
11c	Communication	Numeric Code	N	1	1
11d	Interpersonal interactions and relationships	Numeric Code	N	1	1
11e	Learning, applying knowledge and general tasks and demands	Numeric Code	N	1	1
11f	Education	Numeric Code	N	1	1
11g	Community (civic) and economic life	Numeric Code	N	1	1
11h	Domestic life	Numeric Code	N	1	1
11i	Working	Numeric Code	N	1	1
12a	Carer—existence of	Numeric Code	N	1	1
12b	Carer—primary status	Numeric Code	N	0	1
12c	Carer—residency status	Numeric Code	N	0	1
12d	Carer—relationship to service user	Numeric Code	NN	0	2
12e	Carer—age group	Numeric Code	N	0	1
13	Receipt of Carer Allowance (child)	Numeric Code	N	0	1
14	Labour force status	Numeric Code	N	0	1
15	Main source of income	Numeric Code	N	0	1
16	Individual funding status	Numeric Code	N	1	1

* The size limits for funded agency ID (as with service type outlet ID) are arbitrary and should be adjusted by jurisdictions to align with existing or planned administrative systems.

Example

Following is an example of how one line of the service user file might look if viewed in a text viewer such as Notepad:
'XXXX',302,'OE2','AN',30051999,0,2,4,1101,2,5,2,1,2614,8,0,0,0,0,1,0,0,0,0,0,1,0,4,3,4,3,4,4,4,3,4,2,,,,,,,1,3,1

3.4   Services received

Label	Item	Data type	Format	Minimum size	Maximum size
A	Funded agency ID	Alphanumeric Code	'XXXX'	4*	4*
B	Service type outlet ID	Alphanumeric Code	'XXXXXXXX'	6*	12*
1	Record ID	Numeric Code	NNNNNNNN	1	8
17a	Service start date	Date	ddmmyyyy	8	8
17b	Date service last received	Date	ddmmyyyy	8	8
17c	Service exit date	Date	ddmmyyyy	0	8
17d	Main reason for cessation of services	Numeric Code	NN	0	2
17e	Hours received – reference week	Quantity	999	0	3
17f	Hours received – typical week	Quantity	999	0	3

* The size limits for funded agency ID (as with service type outlet ID) are arbitrary and should be adjusted by jurisdictions to align with existing or planned administrative systems.

Example

Following is an example of how one line of the services received file might look if viewed in a text viewer such as Notepad:
'XXXX','XXXXXXXX',302,12022002,23082007,14122007,10,8,4

4   Code values

4.1   General

The DS NMDS records information about services (agencies and service types) and the people who use them (person characteristics and service records) using coded values. This section outlines general rules and guidelines about the translation of information into coded values for electronic storage and transmission. Section 5 gives more detailed guidance on individual data items and their allowable coded values (responses). For a full explanation of the data items and their responses refer to the *DS NMDS data guide*. Contact your local NDDN member for a copy of your jurisdiction's *DS NMDS data guide* or view the national version on the AIHW DS NMDS website <http://www.aihw.gov.au/disability-services-nmds-collection/>.

Data items included in the DS NMDS have been normalised† to construct a relational database; see Section 2 for data relationships. Identification numbers included (that is, Funded agency ID and Service type outlet ID) are those advised by jurisdictions.

Software should use the following codes to store data but should not expect a user to enter or choose between code values. Instead, the English responses that correspond to code values should be visible in pick lists and the like. Quick access functionality to country of birth is considered to be best practice, that is, enter the initial letters of a country to jump straight to the relevant area of a pick list.

All data items in the DS NMDS are mandatory in the sense that ideally they should be collected by all agencies (with exceptions for some items for some service types—see Section 4.11). The concept of a mandatory data item in software terms is very different. The mandatory status of a data item as defined in sections 5.1–5.4 refers to whether or not an item can be left blank. If the item is mandatory, it cannot be left as a blank field; if the item is not mandatory, it can be left as a blank field. A mandatory status of 'conditional' means the item's mandatory status depends on the response to a previous data item—it will require a response if the item was answered with one particular code, but can be left blank otherwise. See the notes for sections 5.1–5.4 for examples of how mandatory status is defined.

Most data items require a response and cannot be left blank (that is, are labelled 'mandatory' data items). Software should not allow missing data except in the circumstances referred to in Section 4.3 and for those with mandatory status of 'no' in sections 5.1–5.4. The responses 'Not stated' and 'Not known' have different meanings. These responses are not available for all data items. Section 4.4 details data items for which a 'Not stated' response is possible (although not preferable) and Section 4.5 discusses when it is appropriate to use 'Not known'.

In addition to lists of English responses that correspond to code values, software should include a number of reference lists. Section 4.9 details data items that use reference lists and discusses where to obtain these lists.

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† Normalisation is the process by which a group of data elements are organised logically into a relational database structure, so that the values in each row of each table are dependent on the key of that table only, therefore eliminating duplication of data within the database.

4.2   Code mapping

Where possible agencies should change the codes or text they use in their database to comply with the DS NMDS codes. If you are unable to change the codes, then map your agency's codes or text to the codes required by the DS NMDS before transmitting data.

Please contact the NDDN member in the your state or territory, or the Australian Government to establish whether your jurisdiction is asking for additional detail in relation to any data items or has added further data items to the minimum data set.

4.3   Blank responses allowed in certain circumstances

As noted above, all data items in the DS NMDS are mandatory in the sense that they must be collected by all agencies (with exceptions for some service types as set out in Section 4.11). However, some data items can be left blank in specific circumstances.

These data items and the circumstances are listed below.

Service user data items

Label	Item	No response required when:
3	Indigenous status	This response should be left blank **only if**: an answer was refused by the service user; or the question was not able to be asked before data transmission.
10b/1–12	Other significant disability groups	There is no other significant disability group.

Services received data items

17c	Service exit date	Service continuing/service user has not left the service type outlet.

Response to the following items is conditional on the DS NMDS service type. Please refer to the *DS NMDS data guide*, Section 3.4, Table 3.1 for more information.

Service type outlet data items

Label	Item	No response required for service types:
7	Number of service users	7.01–7.04—Other support

Service user data items

Label	Item	No response required for service types:
3–16	All items except for funded agency ID, record ID and statistical linkage key components	3.02—Recreation/holiday programs
12b,c,e	Carer—primary status, residency status, age group	5.01, 5.02—Employment
All	All	6.01–6.05—Advocacy, information and alternative forms of communication 7.01–7.04—Other support

Services received data items

Label	Item	No response required for service types:
17d–f	All items except for funded agency ID, service type outlet ID and record ID	3.02—Recreation/holiday programs
17e–f	Hours received	1.01–1.04, 1.08, 2.01–2.05, 2.07, 5.01, 5.02
All	All	6.01–6.05—Advocacy, information and alternative forms of communication 7.01–7.04—Other support

Response to the following items is conditional on responses to previous questions.

Service user data items

Label	Item	No response required when:
2d	Birth date estimate flag	Accurate DOB has been entered
7	Living arrangements	Residential setting (item 9) is coded 8–11
12b–e	Carer—primary status, residency status, relationship to service user and age group	Existence of carer is coded as 'no' or 'not stated' (Item 12a, code 2 or 9), then Items 12b–e should not be marked
13	Receipt of Carer Allowance (Child)	The person's age is greater than or equal to 16
14	Labour force status	The person's age is less than 15
15	Main source of income	The person's age is less than 16

Services received data items

17d	Main reason for cessation of service	Service exit date (item 17c) is blank

4.4 'Not stated' responses

Some DS NMDS data items include a 'Not stated' response. 'Not stated' refers to the situation where the agency cannot state an appropriate response because either the service user and their carer/family/advocate have not been asked for the information or they have been asked but the information has not been made available to the person responsible for data entry and transmission.

As all data items in the DS NMDS are mandatory in a software sense (with the exceptions noted in sections 5.1–5.4), the 'Not stated' response should **rarely be applied**. It is included in the *Data transmission and technical guide* in an effort to maximise the consistency of recording 'missing' data, but it should be noted that funding departments will not accept data where 'Not stated' is used excessively. The 'Not stated' response should **never** be set as the default and should **always** be last on a pick list. This response is accompanied by a code of 9, 99, etc., depending on the structure of the data item, as shown:

Service user data items

Label	Item	Code
2a	Letters of surname	999
2b	Letters of given name	99
2e	Sex	9
4	Country of birth	9999
5	Interpreter services required	9
6	Communication method	9
7	Living arrangements	9
8	Service user postcode	9999
9	Residential setting	99
10a	Primary disability group	99
11a–i	Support needs	9
12a	Carer—existence of	9
12b	Care— primary status	9
12c	Carer—residency status	9
12d	Carer—relationship to service user	99
12e	Carer—age group	9
13	Receipt of Carer Allowance (Child)	9
14	Labour force status	9
15	Main source of income	9
16	Individual funding status	9

Services received data items

Label	Item	Code
17d	Main reason for cessation of services	99

In some data items, a value of 9 has specific meaning. Take particular care that a response of 9 for these items is used correctly. These data items are:

Service user data items

Label	Item
9	Residential setting
10a	Primary disability group
12d	Carer—relationship to service user

Services received data items:

17d	Main reason for cessation of service

Please also note that values of 9, 99, 999 and 9999 should not be used to denote missing values for items where a numerical response is valid. These items are listed below. Note that with the exception of service type outlet item 7 (number of service users), these items are non-mandatory and can therefore be left blank if necessary to denote a missing value (although this action should be a last resort).

Service type outlet data items

Label	Item
5a–b	Staff hours—reference week
6a–b	Staff hours—typical week
7	Number of service users

Services received data items

17e	Hours received (reference week)
17f	Hours received (typical week)

4.5 'Not known' responses

The 'Not known' response is distinct from the 'Not stated' response, and a small number of data items include both as valid responses. 'Not known' should only be entered when it has not been possible for the service user or their carer/family/advocate to provide the information (that is, they have been asked but do not know).

The 'Not known' response is included as a response option to reduce the occurrence of 'Not stated' or blank responses in certain data items and associated questions. Unlike the standard code of '9' for 'Not stated' responses, 'Not known' has not been assigned a standard code.

'Not known' responses are only applicable for the following data items.

Service user data items

Label	Item	'Not known' response code
13	Receipt of Carer Allowance (Child)	3
15	Main source of income	7
16	Individualised funding status	3

4.6   Specified letters of name

The name of a service user does not form part of the data sent to jurisdictions. Only certain letters are required to form the statistical linkage key. These are:

- Second, third and fifth letters of the person's surname
- Second and third letters of the person's given name.

Ideally the software would extract these letters and therefore the user would not be required to enter them separately.

Refer to the *DS NMDS data guide* for rules on how to generate this part of the statistical linkage key.

4.7   Dates

All dates must be in the format ddmmyyyy (for example, 01102006) for data transmission, however, software should allow a more user friendly format for data entry such as dd/mm/yyyy (for example, 01/10/2006).

Dates should be validated by software so that dates such as 30 February are not accepted.

4.8   Calculated age

Some data validation requires cross checking with a service user's calculated age, which can be derived from date of birth (item 2c). When the exact date of birth is not known, an estimate of the year of birth and the day and month 01/01 is entered and the 'Birth date estimate flag' is ticked. In this case (that is, when the 'Birth date estimate flag' is ticked) note that the jurisdictions and the AIHW will calculate age using 01/07 and the estimated year instead of 01/01, to reduce over estimation of age.

Age should be calculated as at the end of the reporting period (that is, 30 June). So for 2016–17, the calculated age should be as at 30 June 2017.

4.9   Reference lists

In addition to lists of English responses that correspond to code values, it is advisable to include the following reference lists in software applications:

Service type outlet data items

Label	Item	Reference list	Source
D	Service type outlet postcode	Australia Post postcode classification.	Australia post website—<http://auspost.com.au/products-and-services/download-postcode-data.html>
E	Service type outlet SLA (Statistical Local Area)	Generated using data provided by the ABS: 'Locality to SLA 2009 Concordance'.	Australian Bureau of Statistics website—<http://www.abs.gov.au/> Available via email request to ABS at: geography@abs.gov.au

Service user data items

Label	Item	Reference list	Source
4	Country of birth	Australian Bureau of Statistics classification Standard Australian Classification of Countries (SACC) ABS cat. no. 1269.0.	This classification (including latest revisions) can be downloaded for free from the ABS web site: <http://www.abs.gov.au/>
8	Service user postcode	Australia Post postcode classification. Ensure inclusion of the additional codes within the reference list (See Section 3.3): 2999 NSW Postcode undefined 3999 Vic. Postcode undefined 4999 Qld Postcode undefined 5999 SA Postcode undefined 6999 WA Postcode undefined 7999 Tas. Postcode undefined 0899 NT Postcode undefined 2699 ACT Postcode undefined 9999 Not stated	Australia post website

4.10 DS NMDS data guide

It is strongly advised that the current *DS NMDS data guide* should be included with any software used to enter and transmit DS NMDS data. Please contact your Australian Government, state or territory NDDN member for the local version of the *DS NMDS data guide* or view the AIHW's DS NMDS website for the national version <http://www.aihw.gov.au/disability-services-nmds-collection/>.

4.11 Variance in requirements for data provision

Some service types are not required to collect all data items; this is detailed in Section 3, Table 3 in the *DS NMDS data guide*. Software should deal with these requirements, depending on service type, in the following ways:

- Service types 1.01–1.04, 1.08, 2.01–2.05, 2.07–5.01 and 5.02 are not required to fill out questions on hours received (items 17e–f) and service types 5.01 and 5.02 are not required to collect some carer questions (items 12b, 12c and 12e). As these items are not mandatory

in software this is not an issue that software is required to deal with. However, it is best practice for software to respond to the choice of these service types by automatically setting non-required questions to the appropriate 'Not stated/not applicable' code.

- Service type 3.02 is only required to collect service user items up to the statistical linkage key (question 2) and services received items 17a and 17b (from 2007–08 onwards). For these services it is recommended that subsequent fields which would normally require a response are automatically set to the appropriate 'Not stated' code. If the services received items are not yet collected, you may need to ask an additional question in relation to recreation service users such as 'Did this service user receive a service during this reporting period?' or 'What is the date the service user last received this service type?'.

Service types 6.01–6.05 and 7.01–7.04 are not required to collect any service user data items. It is therefore acceptable for them to submit empty 'service user' and 'services received' files (or not submit these files at all).

5 Responses

Fields repeated for record linkage purposes are greyed.

The 'Label' below refers to the identifier used in the associated *DS NMDS data guide* and paper forms for the collection.

5.1 Funded agency

Label	Item	Responses	Mandatory status	Business rules for data validation comments in italics
A	Funded agency ID	Jurisdiction specified range	Yes	*Allocated by jurisdiction.*
	Collection period end date	ddmmyyyy	Yes	*Ideally would be generated by software as part of transmission function.* *Not a DS NMDS item.*
	Name of transmission software	Text ≤ 20 characters	No	*To be filled in by software for transmission.* *Not a DS NMDS item.*
	Version number of transmission software	Text ≤ 10 characters	No	*To be filled in by software for transmission.* *Not a DS NMDS item.*

Note: the mandatory status of a data item is defined as follows:

1   'Yes' means that the data item cannot be left blank.

2   'No' means that the data item can be left blank.

3   'Conditional' means that the mandatory status of that data item depends on a response to a previous data item (that is, it may be left blank in one circumstance but not in another).

5.2 Service type outlet

For outlets with service type 7.01–7.04 (Other support), data item 7 does not need to be completed.

Label	Item	Responses		Mandatory status	Business rules for data validation *comments in italics*
A	**Funded agency ID**	Jurisdiction specified range		Yes	Is the same Funded agency ID as in the Funded agency file.
B	**Service type outlet ID**	Jurisdiction specified range		Yes	*Allocated by jurisdiction.*
C	**Service type**	**Accommodation support**	**Respite**	Yes	*Each Service type outlet has only one service type. Each service type transmitted must be a funded service type under the NDA.*
		1.01 Large residential/institution (>20 people) – 24 hour care	4.01 Own home respite		
		1.02 Small residential/institution (7-20 people) – 24 hour care	4.02 Centre-based respite/respite homes		
			4.03 Host family respite/peer support respite		State and territory service type outlets must not contain any service type codes of 5.01 or 5.02.
		1.03 Hostels – generally not 24 hour care	4.04 Flexible respite		
		1.04 Group homes (<7 people)	4.05 Other respite		
		1.05 Attendant care/personal care	**Employment**		All service users coded under service type 2.02 (Early childhood intervention) should have a calculated age of 0–5 years.
		1.06 In-home accommodation support	5.01 Open employment		
		1.07 Alternative family placement	5.02 Supported employment		
		1.08 Other accommodation support	**Advocacy, information and alternative forms of communication**		
		Community support	6.01 Advocacy		
		2.01 Therapy support for individuals	6.02 Information/referral		
		2.02 Early childhood intervention	6.03 Combined information/advocacy		
		2.03 Behaviour/specialist intervention	6.04 Mutual support/self-help groups		
		2.04 Counselling (individual/family/group)	6.05 Alternative formats of communication		
		2.05 Regional resource and support teams	**Other support**		
		2.06 Case management, local coordination and development	7.01 Research and evaluation		
			7.02 Training and development		
		2.07 Other community support	7.03 Peak bodies		
		Community access	7.04 Other support services		
		3.01 Learning and life skills development			
		3.02 Recreation/holiday programs			
		3.03 Other community access			

(continued)

Label	Item	Responses	Mandatory status	Business rules for data validation *comments in italics*
D	**Service type outlet postcode**	Valid Australian postcode	Yes	*Where postcode unknown, include Help function with lookup link to Australia suburbs list to provide postcode. See Section 4.9.*
				Must be a valid Australia Post postcode.
E	**Service type outlet SLA**	Australian Bureau of Statistics Statistical Local Area code (4- or 5-digit)	No	*See Section 4.9*
F	**Funding jurisdiction**	11–18 or 91–98	Yes	*See the DS NMDS data guide.*
				State and territory service type outlets must be classified as 11–18.
				Australian Government service type outlets must be classified as funding jurisdictions 91–98.
G	**Agency sector**	1 Commonwealth government 2 State/territory government 3 Local government 4 Income tax exempt charity 5 Non-income tax exempt	Yes	State and territory service type outlets must not be coded as '1' (Commonwealth government).
1	**Full financial year of NDA funding**	1 Yes 2 No	Yes	
2	**Weeks per year of operation**	1–52 90—No regular pattern 99—Not stated	Yes	
3	**Days per week of operation**	1–7 90—No regular pattern 99—Not stated	Yes	

(continued)

Label	Item	Responses	Mandatory status	Business rules for data validation *comments in italics*
4	**Hours per day of operation**	1–24 90—No regular pattern 99—Not stated	Yes	
5	**Staff hours – reference week**			
5a	**Paid staff**	0–99999 Leave blank if unknown	No	*Hours over the 7-day reference week.*
5b	**Unpaid staff**	0–99999 Leave blank if unknown	No	
6	**Staff hours – typical week**			
6a	**Paid staff**	0–99999 Leave blank if unknown	No	*Hours per typical week during the reporting period.*
6b	**Unpaid staff**	0–99999 Leave blank if unknown	No	
7	**Number of service users**	1–99999	Conditional	Must be answered by all service types except 7.01–7.04—Other support.

Note: the mandatory status of a data item is defined as follows:

1. 'Yes' means that the data item cannot be left blank.

2. 'No' means that the data item can be left blank.

3. 'Conditional' means that the mandatory status of that data item depends on a response to a previous data item (that is, it may be left blank in one circumstance but not in another). For example, if data item C (service type) is recorded as 2.01, then data item 7 (number of service users) is a mandatory data item. If data item C (service type) is recorded as 7.01, then data item 7 (number of service users) is not a mandatory data item.

5.3 Service user

Service user data items do not need to be provided for outlets with service types 6.01–6.05 (Advocacy, information and alternative forms of communication) or 7.01–7.04 (Other support). It is therefore acceptable for these service types to submit an empty 'service user' file (or not submit this file at all)

For outlets with service type 3.02 (Recreation/holiday programs), only the agency ID, record ID and statistical linkage key components (items 2a–2e) must be transmitted; however transmission of other service user data items is allowed.

For outlets with service type 5.01 and 5.02 (Employment) data items 12b, 12c and 12e (Carer—primary status, residency status and age group) do not need to be completed.

Label	Item	Responses	Mandatory status	Business rules for data validation *comments in italics*
A	**Funded agency ID**	Jurisdiction specified range	Yes	The Funded agency ID is the same as the Funded agency ID in the Service type outlet file.
1	**Record ID**	1–99999999 (max 8 digits)	Yes	This number is not necessarily unique **across** funded agencies but must be unique **within** the funded agency to link service user records across data tables. ***Note:*** If one or more of the service type outlets that are part of your funded agency submit separate data returns to the funding department (that is, the funded agency does not collate all of its outlets data prior to transmission to the jurisdiction), please read on. Under this scenario, it is possible that two different service users within a funded agency are assigned the same record ID. This creates problems when the data are collated (at the jurisdiction level) because one record ID will be matched with incorrect records from the services received file. **To avoid this situation, please ensure that each service type outlet within your funded agency uses distinct record IDs for service users. For example, you could add 1000, 2000 etc. to the record IDs of each outlet respectively. Such precautions will also assist funded agencies who collate electronic data from their service type outlets.** *Can also be used for data checking (for example, when jurisdictions have queries about a particular service user record, such as excessive missing responses).*

(continued)

Label	Item	Responses	Mandatory status	Business rules for data validation *comments in italics*
2	**Statistical linkage key**			
2a	**Letters of surname**	Second, third and fifth letters of the person's surname Alphanumeric 3 characters 999 not stated	Yes	Upper case. Where the person's surname is less than five letters long enter a '2' in the remaining squares. Where the name is missing or only an initial, enter a '9' in all the squares. Where a person's name includes apostrophes, hyphens, inflections, dashes or spaces, ignore them and only enter the specified letters. In 'letters of surname', first character can never be a 2 and the second character cannot be a 2 if the third character is a letter. *Refer to the DS NMDS data guide for rules and examples.* *Only statistical linkage key is required at Jurisdiction level. Full name and statistical linkage key are required at agency level.* *Full name not to be transmitted to jurisdiction.*
2b	**Letters of given name**	Second and third letters of the person's given name Alphanumeric 2 characters 99 not stated	Yes	Upper case. Where the person's given name is less than 3 letters long enter a '2' in the remaining squares. Where the name is missing or only an initial, enter a '9' in all the squares. Where a person's name includes apostrophes, hyphens, inflections, dashes or spaces, ignore them and only enter the specified letters. In 'letters of given name', the first character can never be a 2. *Refer to the DS NMDS data guide for rules and examples.* *Only statistical linkage key is required at jurisdiction level. Full name and statistical linkage key are required at agency level.* *Full name not to be transmitted to jurisdiction.*

(continued)

Label	Item	Responses	Mandatory status	Business rules for data validation *comments in italics*
2c	**Date of birth**	ddmmyyyy	Yes	Year should not be before 1900.
				'Date of birth' must be before or the same as 'Service start date', 'Date service last received' and 'Service exit date' (services received file items 17a, 17b and 17c).
				Calculated age for all service users accessing service type 2.02 (early childhood intervention) should be 0–5 years.
				If actual date of birth is unknown, enter 01/01 as the day and month and estimate the year of birth (Birth date estimate flag should then be ticked).
				Can be used to calculate age for various edit checks, see Section 4.8.
2d	**Birth date estimate flag**	0 No 1 Yes	No	Should only be marked if the day and month of the 'Date of birth' are 01/01, but does not have to be marked.
2e	**Sex**	1 Male 2 Female 9 Not stated	Yes	*No default.*
3	**Indigenous status**	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	No	*No default.* *Can be left blank (see the DS NMDS data guide).*
4	**Country of birth**	Numeric 4 digit ABS code 9999—Not stated, Inadequately Described	Yes	*See Section 4.9.*
5	**Interpreter services required**	1 Yes, for spoken language other than English 2 Yes, for non-spoken communication 3 No 9 Not stated	Yes	

(continued)

Label	Item	Responses	Mandatory status	Business rules for data validation *comments in italics*
6	**Communication method**	1 Spoken language (effective) 2 Sign language (effective) 3 Other effective non-spoken communication 4 Little, or no effective communication 5 Child aged under 5 years (not applicable) 9 Not stated	Yes	If coded as 5 ('Child under 5 years') then calculated age of the service user should be 0–4. Conversely, if calculated age of the service user is 0–4, then 'Communication method' should be coded as 5 ('Child under 5 years'). If coded as 4 ('Little, or no effective communication') then the need for support or assistance in the area of communication (Item 11c) should not be coded as 3 or 4 (that is, 'Does not need help…').
7	**Living arrangements**	1 Lives alone 2 Lives with family 3 Lives with others 9 Not stated	Yes	If coded as 1('Lives alone'), then calculated age of the service user should be 11–110. If 'Carer-residency status' (item 12c) is coded 1 ('Yes, co-resident carer') then 'Living arrangements' should not be coded 1 ('Lives alone').
8	**Service User postcode**	Valid Australian postcode, including the following: 2999 NSW Postcode undefined 3999 Vic. Postcode undefined 4999 Qld Postcode undefined 5999 SA Postcode undefined 6999 WA Postcode undefined 7999 Tas. Postcode undefined 0899 NT Postcode undefined 2699 ACT Postcode undefined 9999 Not stated	Yes	*Include Help function with lookup link to Australia suburbs list to provide postcode, See Section 4.9.* Must be a valid Australia Post postcode.

(continued)

Label	Item	Responses	Mandatory status	Business rules for data validation *comments in italics*
9	**Residential setting**	1 Private residence 2 Residence within an Aboriginal/Torres Strait Islander Community 3 Domestic-scale supported living facility (for example, group homes) 4 Supported accommodation facility (for example, hostels, supported residential services or facilities) 5 Boarding house/private hotel 6 Independent living unit within a retirement village 7 Residential aged care facility (nursing home or aged care hostel) 8 Psychiatric/mental health community care facility 9 Hospital 10 Short term crisis, emergency or transitional accommodation facility (for example, night shelters, refuges, hostels for the homeless, halfway houses) 11 Public place/temporary shelter 12 Other 99 Not stated	Yes	If coded 3 or 4 then 'Carer—residency status' (Item 12c) should not be coded as 1 ('Yes—co-resident carer').
10	**Disability group**			
10a	**Primary disability group**	1 Intellectual 2 Specific learning/ADD 3 Autism 4 Physical 5 Acquired brain injury 6 Neurological 7 Deafblind 8 Vision 9 Hearing 10 Speech 11 Psychiatric 12 Developmental delay 99 Not stated	Yes	If coded as 12 ('Developmental delay'), then calculated age of the service user should be 0–5. If coded as 7 ('Deafblind'), then other significant disability group (Item 10b) should not be coded as 8 or 9 ('Vision' or 'Hearing'). If coded as 8 or 9 ('Vision' or 'Hearing'), then other significant disability group 'Deafblind' (Item 10b/7) should not be coded as 1 ('Yes'). The code chosen in 'Primary disability group' cannot be chosen in 'Other significant disability group(s)' (Item 10b).

(continued)

Label	Item	Responses	Mandatory status	Business rules for data validation *comments in italics*
10b	**Other significant disability group(s)**			Cannot be the same as 'Primary disability group' (Item 10a)
10b/1	**Intellectual**	0 No 1 Yes	No	If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Intellectual' (1).
10b/2	**Specific learning/ADD**	0 No 1 Yes	No	If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Specific learning/ADD' (2).
10b/3	**Autism**	0 No 1 Yes	No	If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Autism' (3).
10b/4	**Physical**	0 No 1 Yes	No	If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Physical' (4).
10b/5	**Acquired brain injury**	0 No 1 Yes	No	If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Acquired brain injury' (5).
10b/6	**Neurological**	0 No 1 Yes	No	If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Neurological' (code 6).
10b/7	**Deafblind**	0 No 1 Yes	No	If coded as 1, then 'Vision' and 'Hearing' (10b/8 and 10b/9) should be coded as 0 and 'Primary disability group' (item 10a) should not be coded as 'Deafblind', 'Vision' or 'Hearing' (codes 7, 8 or 9).
10b/8	**Vision**	0 No 1 Yes	No	If coded as 1, then 'Deafblind' (10b/7) should be coded 0 and 'Primary disability group' (item 10a) should not be coded as 'Deafblind' or 'Vision' (codes 7 or 8).
10b/9	**Hearing**	0 No 1 Yes	No	If coded as 1, then 'Deafblind' (10b/7) should be coded 0 and 'Primary disability group' (item 10a) should not be coded as 'Deafblind' or 'Hearing' (codes 7 or 9).
10b/10	**Speech**	0 No 1 Yes	No	If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Speech' (code 10).
10b/11	**Psychiatric**	0 No 1 Yes	No	If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Psychiatric' (code 11).
10b/12	**Developmental delay**	0 No 1 Yes	No	If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Developmental delay' (code 12). If coded as 1 then calculated age should be 0–5.

(continued)

Label	Item	Responses	Mandatory status	Business rules for data validation *comments in italics*
11	**Support needs**			
11a	**Self care**	1 Unable to do or always needs help or supervision in this life area 2 Sometimes needs help or supervision in this life area 3 Does not need help or supervision in this life area but uses aids and/or equipment 4 Does not need help or supervision in this life area and does not use aids and/or equipment 9 Not stated	Yes	
11b	**Mobility**	Same as 11a	Yes	
11c	**Communication**	Same as 11a	Yes	
11d	**Interpersonal interactions and relationships**	Same as 11a	Yes	
11e	**Learning, applying knowledge and general tasks and demands**	1 Unable to do or always needs help or supervision in this life area 2 Sometimes needs help or supervision in this life area 3 Does not need help or supervision in this life area but uses aids and/or equipment 4 Does not need help or supervision in this life area and does not use aids and/or equipment 5 Not applicable (due to age) 9 Not stated	Yes	If coded as 5 then calculated age of the service user must be less than 5 years.
11f	**Education**	Same as 11e	Yes	If coded as 5 then calculated age of the service user must be less than 5 years.
11g	**Community (civic) and economic life**	Same as 11e	Yes	If coded as 5 then calculated age of the service user must be less than 5 years.
11h	**Domestic life**	Same as 11e	Yes	If coded as 5 then calculated age of the service user must be less than 15 years.
11i	**Working**	Same as 11e	Yes	If coded as 5 then calculated age of the service user must be less than 15 years.

(continued)

Label	Item	Responses	Mandatory status	Business rules for data validation *comments in italics*
12	**Carer arrangements (informal)**			
12a	**Carer—existence of**	1 Yes 2 No 9 Not stated	Yes	If coded as 1 ('Yes') then items 12b–12e should be completed. If coded as 2 or 9 ('no' or 'not stated') then items 12b–12e should not be completed.
12b	**Carer—primary status**	1 Yes 2 No 9 Not stated	Conditional	Service types coded as 5.01 or 5.02 (Employment) do not need to complete item 12b. If marked then 'Carer—existence of' (Item 12a) should be coded as 1 ('Yes').
12c	**Carer—residency status**	1 Yes, Co-resident carer 2 No, Non-resident carer 9 Not stated	Conditional	Service types coded as 5.01 or 5.02 (Employment) do not need to complete item 12c. If marked then 'Carer—existence of' (Item 12a) should be coded as 1 ('Yes'). If coded as 1 ('Yes—co-resident carer') then 'Living arrangements' (Item 7) should not be coded as 1 ('Lives alone'). If coded as '1' ('Yes—co-resident carer') then 'Residential setting' (Item 11) should not be coded '3' or '4'.
12d	**Carer—relationship to service user**	1 Wife/female partner 2 Husband/male partner 3 Mother 4 Father 5 Daughter 6 Son 7 Daughter-in-law 8 Son-in-law 9 Other female relative 10 Other male relative 11 Friend/neighbour – female 12 Friend/neighbour – male 99 Not stated	Conditional	If marked then 'Carer—existence of' (Item 12a) should be coded as 1 ('Yes'). If coded as 1, 2, 3 or 4 then 'Carer—age group' (Item 12e) should not be coded as 1 ('Less than 15 years'). If calculated age of the service user is less than 15, then 'Carer—relationship to service user' should not be coded as 1, 2, 5 ,6, 7 or 8 ('Wife/female partner', 'Husband/male partner', 'Daughter', 'Son', 'Daughter-in- law', 'Son-in-law'). If coded as 3 or 4 ('Mother' or 'Father') then calculated age of the service user should be less than 80. If coded as 3 or 4 ('Mother' or 'Father') then the difference between the top of the 'Carer—age group' range (Item 12e) and the calculated age of the service user should be greater than or equal to 15. If coded as 5 or 6 ('Daughter' or 'Son'), then the difference between the bottom of the 'Carer—age group' range (Item 12e) and the calculated age of the service user should be greater than or equal to 15.

(continued)

Label	Item	Responses	Mandatory status	Business rules for data validation *comments in italics*
12e	**Carer—age group**	1 Less than 15 years 2 15–24 years 3 25–44 years 4 45–64 years 5 65 years and over 9 Not stated	Conditional	Service types coded as 5.01 or 5.02 (Employment) do not need to complete item 12e. If marked then 'Carer—existence of' (Item 12a) should be coded as 1 ('Yes'). If coded as 1 then 'Carer–relationship to service user' (Item 12d) should not be coded as 1–4 ('Wife…', 'Husband…', 'Mother' or 'Father').
13	**Receipt of Carer Allowance (Child)**	1 Yes 2 No 3 Not known 9 Not stated	Conditional	Should only be marked if the calculated age of the service user is less than 16.
14	**Labour force status**	1 Employed 2 Unemployed 3 Not in the labour force 9 Not stated	Conditional	Should only be marked if the calculated age of the service user is greater than or equal to 15.
15	**Main source of income**	1 Disability Support Pension 2 Other pension or benefit 3 Paid employment 4 Compensation payments 5 Other income 6 Nil income 7 Not known 9 Not stated	Conditional	Should only be marked if the calculated age of the service user is greater than or equal to 16.
16	**Individual funding status**	1 Yes 2 No 3 Not known 9 Not stated	Yes	

Note: the mandatory status of a data item is defined as follows:

1. 'Yes' means that the data item cannot be left blank.

2. 'No' means that the data item can be left blank.

3. 'Conditional' means that the mandatory status of that data item depends on a response to a previous data item (that is, it may be left blank in one circumstance but not in another). For example, if data item 12a ('Carer—existence of') is coded as 1, then data items 12b–12e are all mandatory data items. If data item 12a ('Carer—existence of') is coded as 2 or 9, then data items 12b–12e are not mandatory data items. In the service user file, there are also three data items (namely 13, 14 and 15) whose mandatory status is conditional on the calculated age of the service user (that is, the data item is mandatory if the service user is within the specified age bracket, otherwise it is not a mandatory item).

5.4 Services received by service user

Services received data items do not need to be provided for outlets with service types 6.01–6.05 (Advocacy, information and alternative forms of communication) or 7.01–7.04 (Other support). It is therefore acceptable for these service types to submit an empty 'services received' file (or not submit this file at all).

Each Service User (that is, Record ID) can have one (or no) Services Received record for each Service Type Outlet ID, that is, each Service User will receive one or more service types from an agency so it is possible that they have 0 or 1 Services Received Record for each specified Service Type Outlet.

For outlets with service types 1.01–1.04, 1.08, 2.01–2.05, 2.07 or 5.01 and 5.02 data items 17e–f do not need to be completed.

Label	Item	Responses	Mandatory status	Business rules for data validation comments in italics
A	Funded agency ID	Jurisdiction specified range	Yes	The Funded agency ID is the same as the Funded agency ID in the Service user file.
B	Service type outlet ID	Jurisdiction specified range	Yes	The Service type outlet ID is the same as the Service type outlet ID in one of the Service type outlet files. *Service users may receive services from multiple service type outlets (including within the same agency).*
1	Record ID	1–99999999	Yes	The Record ID must correspond to a Record ID in the Service User file.
17a	Service start date	ddmmyyyy	Yes	Required for each service user for each specified service type they receive in the reporting period. 'Service start date' must be a date the same as or after 'Date of birth' (service user file item 2c). *See the DS NMDS data guide for further detail.*

(continued)

Label	Item	Responses	Mandatory status	Business rules for data validation comments in italics
17b	**Date service last received**	ddmmyyyy	Yes	*Required for each service user for each specified service type they receive in the reporting period.*
				'Date service last received' must be a date the same as or after 'Service start date' (Item 17a).
				'Date service last received' must be a date before or the same as the end of the reporting period.
				'Date service last received' must be a date the same as or after 'Date of birth' (service user file item 2c).
				Collection of this item is encouraged, though not required, for users of service type 3.02.
				See the DS NMDS data guide for further detail.
17c	**Service exit date**	ddmmyyyy	No	Required for each service user for each specified service type they received and exited in the reporting period.
				If 'Service exit date' has been entered, then 'Main reason for cessation of service' (Item 17d) should be completed.
				Date must be the same as or after 'Service start date' (item 17a) and 'Date service last received' (item 17b).
				'Service exit date' must be a date the same as or after 'Date of birth' (service user file item 2c).
				See the DS NMDS data guide for further detail.

(continued)

Label	Item	Responses	Mandatory status	Business rules for data validation comments in italics
17d	**Main reason for cessation of service**	1 Service user no longer needs assistance from Service type outlet—moved to mainstream services 2 Service user no longer needs assistance from Service type outlet—other 3 Service user moved to residential, institutional or supported accommodation setting 4 Service user's needs have increased—other Service type required 5 Services terminated due to budget/staffing constraints 6 Services terminated due to Occupational Health and Safety (OHS) reasons 7 Service user moved out of area 8 Service user died 9 Service user terminated service 10 Other 99 Not stated	Conditional	If 'Service exit date' (Item 17c) has been entered, then 'Main reason for cessation of service' should be marked. If 'Main reason for cessation of service' has been entered, then 'Service exit date' (Item 17c) should be entered.
17e–f Service quantity measures				
17e	**Hours received (reference week)**	0–168 900 Less than one hour	No	If 'Hours received (reference week)' has a value of 1 or more (including '900'), then 'Date last service received' (item 17b) should be within the 7-day period preceding the end of the reporting period. If 'Hours received (reference week)' has a value of 0, then 'Date last service received' (item 17b) should **not** be within the 7-day period preceding the end of the reporting period. Service quantity measures only need to be provided when the outlet has the following service types: 1.05–1.07, 2.06, 3.01, 3.03 or 4.01–4.05.

(continued)

Label	Item	Responses	Mandatory status	Business rules for data validation comments in italics
17f	**Hours received (typical week)**	0–168 900 Less than one hour	No	Service quantity measures only need to be provided when the outlet has the following service types: 1.05–1.07, 2.06, 3.01, 3.03 or 4.01–4.05.

Note: the mandatory status of a data item is defined as follows:

1. 'Yes' means that the data item cannot be left blank.

2. 'No' means that the data item can be left blank.

3. 'Conditional' means that the mandatory status of that data item depends on a response to a previous data item (that is, it may be left blank in one circumstance but not in another). For example, if a date is recorded under data item 17c (service exit date), then data item 17d (main reason for cessation of service) is a mandatory data item. If data item 17c is left blank, then data item 17d is not a mandatory data item.

6 Functional requirements

The functional requirements detailed below were developed by a sub-group of the Facilitation and Implementation Group (FIG) for the CSTDA NMDS 2002 redevelopment project, including a number of agency representatives, for the purposes of assessing software products that can be used to collect and collate CSTDA NMDS, now known as the DS NMDS, data for transmission to the funding agency. Not all requirements will be considered necessary by every agency or jurisdiction seeking to develop or purchase software for use with the DS NMDS. The list of functional requirements is therefore included in this document as a **guide or menu only**, from which agencies or jurisdictions may select a set of functional requirements to suit their needs.

6.1 General functional requirements

Number	Item
1.	Includes all core DS NMDS data items (as per most current *DS NMDS Data guide*) as well as additional items or modifications required by the state or territory funding department (for example, capability for jurisdictions to modify codes but enable upward aggregation back to the DS NMDS standard).
2.	Users of software view words at all times, rather than codes.
3.	Edit checks at data entry point (as per specified business rules) to minimise input errors and work involved between Agency and jurisdiction to correct data.
4.	Capable of ongoing maintenance of all data.
5.	Service providers enter service user details only once and add multiple services to the service user (that is, service-user centred data structure).
6.	Capable of recording multiple start and stop dates for each service type.
7.	Capable of simply creating an extract of data between two dates which identify service usage, in a format that can readily be: • transmitted • uploaded • aggregated at the jurisdiction level.
8.	As part of transmitted extract— The functionality to create a dated copy, autosaved as a read only copy which is archived. Mechanism for recording and transmitting name and version of transmitting software.
9.	Can aggregate outlet information at higher Agency level (that is, Funded agency)
10.	Capacity to maintain an audit trail of last update of service user records, including generating a report for the user.
11.	Ability to export one service user record.
12.	Ability to delete or edit a service user record.
13.	Ability to manage obsolete/inactive service user records (for example, not deleted, but may be deceased).
14.	Capacity to archive historical data.
15.	User friendly methods for regular back up.
16.	Autosave function (with date).
17.	Web enabled.
18.	Duplication edit check—for example, statistical linkage key verification, comparison at the outlet level (that is, to identify that the service user about to be entered may already have a record).
19.	Include mechanism for an agency to indicate that paper forms are attached to their return, such that jurisdiction can relate paper forms to the correct agency return. For example, where a funded agency provides the data returns for all of its outlets and some have used paper while some have used data transmission software. This saves the funded agency from the impost of key punching.

6.2 Environmental requirements

Hardware

Number	Item
20.	Run within specified minimum memory requirements (for example,8 MB, 486).
21.	Run across different platforms—IBM PC.
22.	Run across different platforms—Apple.
23.	Run on specified operating system (for example, Windows 95 and above).
24.	Capacity to utilise e-mail, CD and/or floppy transmission media.
25.	Run time or compiled version application.

Software

Number	Item
26.	Easily configurable.
27.	Easily installable.
28.	Flexible developer: support customisation.
29.	Scalable to cover number of users and funded agencies.
30.	Viability and longevity of developer.

Network

Number	Item
31.	Can be networked.
32.	Support LAN.
33.	Support WAN.
34.	Infrastructure support.
35.	Support concurrent users (for example, up to 30).

User Interface

Number	Item
36.	Accessible to people with disabilities, (for example, compatible with relevant jurisdictional guidelines, access specifications, and software designed to enable voice recognition, image magnification etc.).
37.	Function keys, mouse free operation .
38.	Print screen—screen dump via application.
39.	Drop down menus—pick lists.
40.	Service users able to use.

Interfaces to Other Systems

Number	Item
41.	Electronic transfer of data between data provider and jurisdiction or data provider and other parts of their own funded agency.

6.3 Implementation requirements

System Documentation

Number	Item
42.	Help desk.
43.	Comprehensive user documentation, including troubleshooting guide.
44.	On-line help for *DS NMDS data guide*, that is, linked access to the guide.
45.	Comprehensive system documentation for technical staff.
46.	Installation instructions for various environments.
47.	Plain English, aimed at least sophisticated user.
48.	To be maintained and updated by developer.
49.	Systems in place for version control.

Data Conversion

Number	Item
50.	Software content on initial implementation to include:
	1. Snapshot data from previous period or populate with available data by agency
	2. Software updates include latest NMDS data items.
	3. Statistical linkage key functionality, edit check fail safe: no transmission without statistical linkage key.
51.	Pick list, drop down menus, codes (for example, post codes, ABS) modified for each state/territory.

Security

Number	Item
52.	Access: include logon, password.
53.	Database secure from random access. Different access levels controlled by administrator for service user, service type outlet, funded agency and, jurisdiction.
54.	Appropriate security features to ensure that, in jurisdictions or within funded agencies where full service user name is being transmitted (not recommended) that these data are secure.
55.	Encryption enabled.

Privacy

Number	Item
56.	Must comply with national and state legislation and DS NMDS collection data principles.
57.	Maintain privacy when transmitting service user name and/or statistical linkage key information in both directions.
58.	Data encrypted.

Training

Number	Item
59.	Renewable training able to cope with staff rotation.
60.	Modular training.
61.	On line training.
62.	Computer based training (CBT).
63.	Train the trainer.
64.	Geared towards non-IT people at all levels to cover both installation, data entry, maintenance etc.
65.	Help desk.
66.	Hard copy training manuals (including screen dumps) maintained and updated to be compatible with on line manual.
67.	Separate user guide.
68.	System administration training to cover • access control • updates • networking • adding fields • changing codes.

Support and Maintenance

Number	Item
69.	From developer to jurisdictions: • Help desk.
70.	Service agreement with the developer to address: • response times • cost.
71.	Service agreement covers: • updates • documentation • fixes.
72.	Any software changes (for example, to DS NMDS data items or response options) to be accommodated in a timely manner given sufficient lead time.

Related publications

AIHW (Australian Institute of Health and Welfare) 2016 Disability Services National Minimum Data Set: data guide July 2016. Cat. no. DAT 4. Canberra: AIHW.