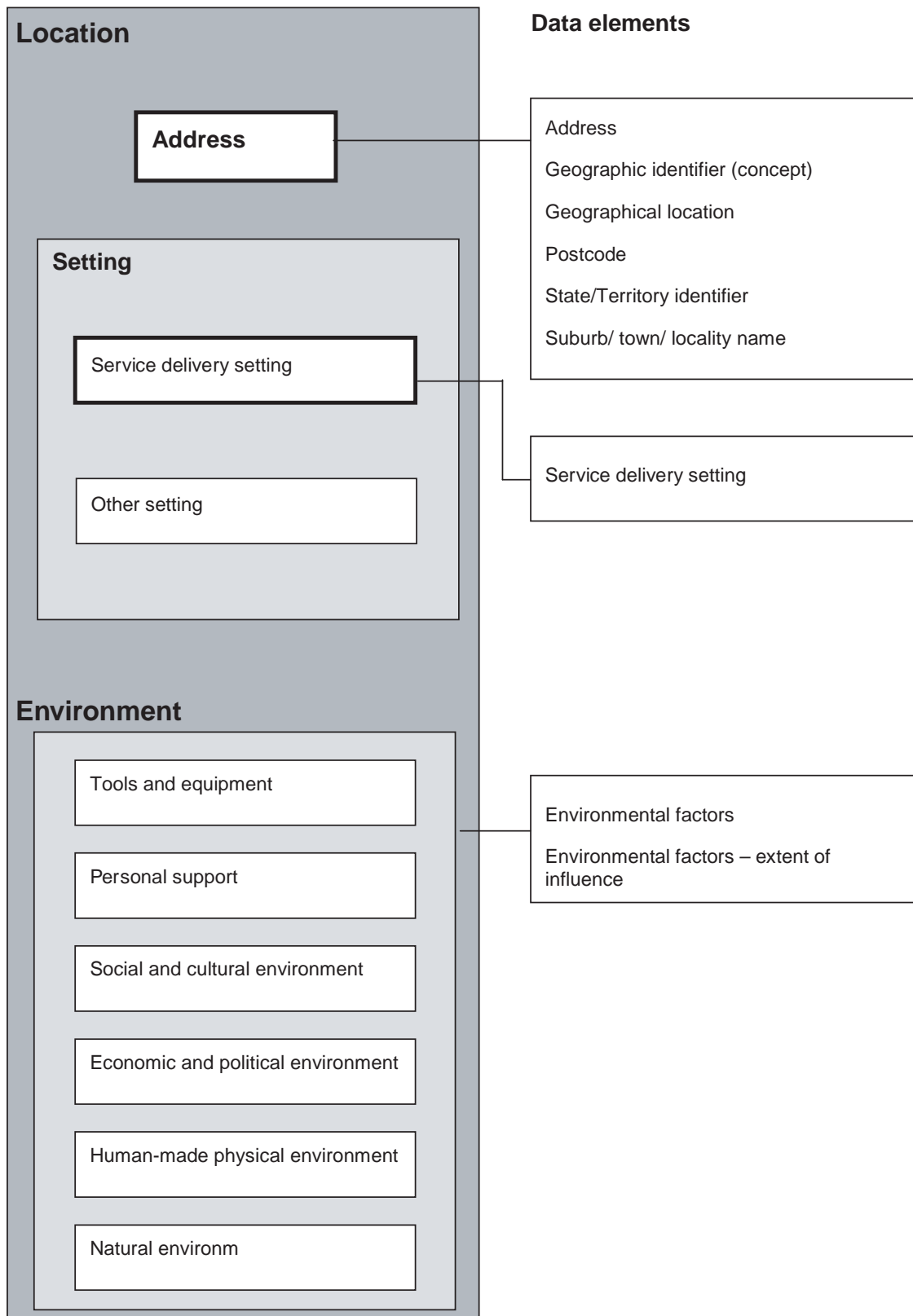


National Community Services Information Model, version 1, Entities



Address

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000501
NCSI Model Location Location/address			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: COMPOSITE DATA ELEMENT

Definition: A set of descriptors identifying the geographic location of a person, organisation, object or place.

Context: Required for primary collection to facilitate contact with the client, person or service provider.

May also be used to map to the ABS Australian Standard Geographical Classifications (ASGC) using the National Localities Index (also produced by the ABS). This information can then be used to compare aggregate data to other information of an SLA basis for example. Similarly postcode can be obtained from Address for comparison with other information available on a postcode basis.

See Information Annex 4.3 for details regarding Geographical indicators.

Relational and representational attributes

Datatype: *Representational form:*

Field size: *Min. Max. Representational layout:*

Data domain: Concatenation of:
Unit number
Number
Street
City/town
State/Territory
Postcode
Country

Guide for use: Multiple addresses may be held. Each address must be attributed to either one 'Party' or to one 'Party in a role' or to one 'Actual setting'.

Unit number: Also known as flat number, and floor/level type and number, this is specification of the type of a separately identifiable portion within a building/complex or marina with it's associated number or identifier to clearly distinguish it from another.

Number: May refer to a street number where it is the numeric reference of a house or property. Or, it may refer the lot number where a lot number is allocated to an address prior to street numbering. Or, it may refer to a roadside mailbox number (RMB).

Street: This should include the full street name to identify the street location.

Address (*continued*)

Collection methods:

Related data: Supersedes previous data element Address, v. 1.
Is related to:
 Postcode v.2,
 Suburb/town/locality name v.1 and
 State/Territory identifier v.1.

Administrative attributes

Source document: Australian Standard: 1999. Interchange of client information. AS 4590. Standards Australia.

Source organisation: Standards Australia
Australian Institute of Health and Welfare

Comments: A complete implementation of Address, including the related data elements, is currently under development in coordination with Standards Australia, ABS, NHDC and the NCSDC.
There are differences in interpretation of what constitutes a person's 'usual' address, if this is required. For example, the Commonwealth State Disability Agreement Minimum Data Set and the National Information Management System for disability employment services specify usual residence as 'residing at this address for at least 4 days of the week'. The ABS Population Census specifies 'Usual address' to be an address that the person has been living in or is likely to live in for at least six months.

Geographic identifier

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000573
<i>NCSI Model Location</i> Location/address			<i>Data Class</i> Socio-demographic	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA CONCEPT

Definition: A classification scheme that divides an area into mutually exclusive sub-areas based on geographic location.

Some geographic indicators are:

Australian Standard Geographical Classification (ASGC) – Australian Bureau of Statistics, Catalogue No. 1216.0

Administrative regions

Electorates

Postcode

Accessibility/Remoteness Index of Australia (ARIA)

Rural, Remote and Metropolitan Area Classification (RRMA)

Country

See Information Annex 4.3 on Geographical Indicators

Context: To enable the analysis of data on a geographical basis. Facilitates analysis of service provision in relation to demographic and other characteristics of the population of a geographic area.

Relational attributes:

Related data: Address v.2,
Postcode v.2, and
Geographic location v.2.

Administrative attributes

Source document:

Source organisation: Australian Institute of Health and Welfare

Comments: See Information Annex 4.3 on Geographical Indicators.

Geographic location

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000504
NCSI Model Location Location/address			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DERIVED DATA ELEMENT

Definition: The geographical location of a person, organisation, object or place.

Context: This can be used to code the geographic location in which a person resides, and organisation is located etc

This is used in analysis of:

- Catchments and geographical patterns of service distribution and utilisation
- Geographical differences in service distribution and utilisation
- Interstate comparisons of type of services available and used

The person or agency's residential address or location is coded according to a standard geographic classification system (ASGC).

See Information Annex 4.3 for further detail regarding ASGC.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 5 **Max.** 5 **Representational layout:** NNNNN

Data domain: The geographic location is reported using a 5-digit numerical code to indicate the Statistical Local Area (SLA) within the reporting State or Territory, as defined in the Australian Standard Geographical Classification (Australian Bureau of Statistics, catalogue number 1216.0)

Guide for use: The most up-to-date edition of the ASGC available for the data collection reference year should be used. Coding to ASGC codes is preferably done using the ABS National Localities Index, to map actual address. In some data collections, a compromise has to be made and the ASGC code derived from suburb and/or postcode only. However, this solution results in some inaccuracy of information.

The accurate recording of the State or Territory is essential.

If the person is not resident in Australia, i.e. lives in another country, or at sea, or has no fixed address, local codes may be used to capture this information.

However, for national reporting purposes the item should be coded as follows:

State/Territory as 0 = not applicable.

Geographic location (*continued*)

Collection methods: When collecting a person's 'usual' place of residence, the ABS recommends that usual be defined as: the place where the person has or intends to live for 6 months or more, or the place that the person regards as their main residence, or where the person has no other residence, the place they currently reside

Apart from collecting a person's usual place of residence there is also a need in some collections to collect area of residence immediately prior to or after assistance is provided, or at some other point in time.

See Information Annex 4.3 for further information.

Related data: Item is derived from Address v.2, or Postcode v.2.

Supersedes previous data element Area of usual residence, v.1.

Is related to Geographic identifier v.1.

Administrative attributes

Source document: ABS: 1998. Australian Standard Geographical Classification. Catalogue No. 1216.0. Canberra: AGPS.

Source organisation: Australian Bureau of Statistics

Comments: See Information Annex 4.3

Postcode

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000530
NCSI Model Location Location/address			Data Class Socio-demographic	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: Postcode is one of a number of geographic indicators that can be used to determine a location.

Context: Postcode can be used as a means of coding a person's area of usual residence or where an agency or organisation is usually located. It can be mapped to ASGC codes using an ABS concordance to determine SLA for example (see Information Annex 4.3).

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 4 **Max.** 4 **Representational layout:** NNNN

Data domain: Valid Australia Post postal code.

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

Collection methods: May be collected as part of Address or separately. Postal addresses may be different from where a person actually resides, or a service is actually located. As many postcodes have more than one SLA, postcode alone is not a sufficient basis for accurate coding of SLA in many cases.

Related data: Supersedes previous data element Postcode v.1.

Used in conjunction with the data elements:

Geographic location v.2,
Address v.2.

See Information Annex 4.3.

Administrative attributes

Source document: Australia Post 1996-98. Postal Codes SLA Concordance. Commonwealth of Australia.

Source organisation: Australia Post

Comments: See Information Annex 4.3 for more information.

State/Territory identifier

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000593
NCSI Model Location Location/ address			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: An identifier of the State or Territory.

Context: Geographic indicator:
Useful for analysis of the distribution of clients, agencies and services.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

1	New South Wales
2	Victoria
3	Queensland
4	South Australia
5	Western Australia
6	Tasmania
7	Northern Territory
8	Australian Capital Territory
9	Other Territories (i.e. Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)

Guide for use: The order presented here is the standard for the ABS. Other organisations (including the AIHW) publish data in State order based on population (i.e. WA before SA and ACT before NT). The order of publication should be based on population size, and the codes should be mappable to the ABS standard above.

Collection methods: See Information Annex 4.3 for information regarding Geographic indicators.

Related data: Is a composite part of Address v.2.

Administrative attributes

Source document: AIHW: 1999. National Health Data Dictionary, version 9. Catalogue No. HWI 24. Canberra: AIHW.
ABS: 1998. Australian Standard Geographic. Catalogue No. 1216.0. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare
Australian Bureau of Statistics

Comments:

Suburb/town/locality name

New	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000595
NCSI Model Location Location/address			Data Class Socio-demographic	Version 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The name of the geographic area in which the person lives.

Context: In conjunction with the data element 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. The preferred standard for reporting this information is by using a statistical local area (SLA) in conjunction with a state/territory code (see Geographic location). 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 are given the option of reporting this information by using the lesser standard of Postcode plus Suburb/town/locality name.

Relational and representational attributes

Datatype: Alphabetic **Representational form:** CODE

Field size: Min. 1 Max. 40 **Representational layout:** AAAAA...

Data domain: The agency should record the name of the suburb or town/city or locality in which the person lives while receiving services from the agency. A Suburb/Town/Locality may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community. The Australian Bureau of Statistics has suggested that a maximum field length of 40 characters should be sufficient to record the vast majority of locality names.

Guide for use: The reporting of this data element is an alternative for those agencies that are not in a position to report the Statistical Local Area (SLA) of the client's residence. When the agency cannot provide the client's Geographic location in the preferred 5-digit standard, the agency can report the geographic location of the client's residence by using the data elements Postcode plus Suburb/town/locality name. If this alternative is chosen by the agency, both the Postcode data element and the Suburb/town/locality name data element should be reported for the client to enable more accurate allocation of SLA centrally.

The agency should report the most recent Suburb/town/locality name recorded for the client.

Information provided by the agency about the client's Suburb/town/locality name will be considered to be at least as recent as the Assessment date reported for the person. This is in line with the request that agencies assess and update the information they have about a person's Suburb/town/locality name.

Suburb/town/locality name (*continued*)

Collection methods: This data element should be recorded for all clients at the beginning of each Service episode. The agency should also assess the currency of this information at subsequent assessments/re-assessments within any given Service episode and should update the agency's record of the client's Suburb/town/locality name if necessary.

Some agencies may record this information historically so that they can track changes over time. Historical recording refers to the practice of maintaining a record of changes over time where each change is accompanied by the appropriate date. Although this level of system capability is desirable (and may be necessary for future reporting) this level of system capability is not assumed at this point in time.

Related data: Is used in conjunction with the data element Postcode v.2.
Is related to the data element Geographic location v.2.

Administrative attributes

Source document: DHFS: 1998. HACC Data Dictionary Version 1.0. Commonwealth of Australia.

Source organisation: Department of Health and Family Services
Australian Institute of Health and Welfare

Comments:

Service delivery setting

Revised	Status CURRENT	Effective Date 1/07/2000	Reg. Auth. NCSIMG	ID No. 000539
NCSI Model Location Location/setting/service delivery setting			Data Class Cross-Program	Version 2

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The type of physical setting in which a service(s) is actually provided to a client, irrespective of whether or not this is the same as the usual location of the service providing agency.

Context: This element is used, in conjunction with other data elements about service provision, to obtain a more detailed appraisal of service availability and how services are provided. 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.

Relational and representational attributes

Datatype: Numeric **Representational form:** CODE

Field size: **Min.** 1 **Max.** 1 **Representational layout:** N

Data domain:

- 1 Independent living setting
- 2 Supported household or accommodation setting
- 3 General community setting
- 4 Residential centre-based care setting
- 5 Non-residential centre-based care setting
- 6 Commercial or industrial setting
- 7 Other and unspecified
- 9 Not stated/inadequately described

Guide for use: The type of service delivery setting may be recorded for each type of assistance provided, each Service event or, Service episode. Categories used in individual community services data collections should be mappable to the community services settings classification in the National Classifications of Community Services (currently Version 1.0, see highest level categories above, but to be revised and updated in 2001). To meet program or service-specific needs, the categories used in individual data collections may be more detailed than those in the community services settings classification, but they should always be mappable to categories in this classification. Where appropriate, revisions will be made to the community services settings classification.

Collection methods:

Related data:

Service delivery setting (*continued*)

Administrative attributes

Source document: AIHW: 1997. National Classifications of Community Services, Version 1.0.
Category No. HWI 7. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Comments:

Environmental factors

<i>New</i>	<i>Status</i> TRIAL (WHO field trial)	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000565
<i>NCSI Model Location</i> Environment/general			<i>Data Class</i> Program Specific	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The type of environmental factor, external to individuals, which can have a positive or negative influence on a person's participation as a member of society, on performance of activities, or on a person's body function or structure. Environmental factors make up the physical, social and attitudinal environment in which people live and conduct their lives.

Context: This data element, in conjunction with 'Environmental factors – extent of influence', may be used in health and community services data collections to record the environmental factors facilitate or inhibit optimum functioning at the body, person and societal levels. Identification of environmental factors may assist in determining appropriate interventions to support the person to achieve optimum functioning.

The 'Environmental factors' data element is critical to understanding the concept Disability.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 6 *Representational layout:* NNNNNN

Data domain:

- 1 **Products and technology** (includes, for example, products for personal consumption, such as food, assets, products for personal use in daily life, communication, personal mobility transportation, education and products for culture and religion).
- 2 **Natural environment** (includes, for example, physical geography, flora and fauna, climate, natural events, light, time-related changes, sound, vibration and air quality).
- 3 **Support and relationships** (includes, for example, immediate family, extended family, family care giver, friends, acquaintances, people in positions of authority, people in subordinate positions, personal care providers and personal assistants, strangers and domesticated animals).
- 4 **Attitudes, values and beliefs** (includes, for example, individual and societal attitudes, values and beliefs, social norms and conventions such as moral, aesthetic, cultural, political, and attitudes to religious practice and human rights).
- 5 **Services** (includes, for example, services for the production of consumer goods, architecture, building and construction services, open space planning services, housing, utilities and communication, transportation, civil protection, legal, media, and services aimed at delivering interventions to individuals for their physical, psychological and social well-being, such as food services).

Environmental factors (*continued*)

Data domain (continued): 6 **Systems and policies** (includes, for example, media, legal, social security, health, education and training, labour and employment and political systems and policies).

Guide for use: Environmental factors are classified in the World Health Organisation (WHO) 1999. ICIDH-2 Beta-2 draft, Full Version. Geneva: World Health Organisation.1999. Refer to the Information Annexe – Disability for further details.

Where multiple environmental factors are recorded, the following priority system may be useful.

- The first recorded type of environmental factor is the one having the greatest impact on the individual.
- Second and subsequent recorded environmental factors are also of relevance to the individual.
- Up to six responses may be recorded.

Collection methods: The environmental factors classification is a neutral list of environmental factors. It can be used to denote environmental facilitators or barriers by also recording 'Environmental factors – extent of influence'.

There are numerous possible methods for collecting environmental factors. A decision could be made to collect information about every environmental factor and select only those factors of particular relevance (e.g. media systems and policies in relation to hearing services). Or limit to a number of factors and prioritise the areas according to specified criteria; or even limit to one factor per person.

Where multiple environmental factors are recorded, the priority system in the Guide for use may be useful.

Related data: An explanation of the disability data elements and their interrelationship is contained in the Information annex, 4.4 Disability.

Is related to the data concept, Disability v.1.

May be used in conjunction with the data element Environmental factors – extent of influence v.1.

Is related to the data elements:

- Body structures v.1,
- Body functions v.1,
- Impairment extent v.1,
- Activity areas v.1,
- Activity – level of difficulty v.1,
- Assistance with activity v.1,
- Participation areas v.1,
- Participation extent v.1,
- Participation – satisfaction level v.1,
- Disability grouping – Australian national v.1,
- Disability grouping – International v.1.

Environmental factors (*continued*)

Administrative attributes

Source document: WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.

Source organisation: World Health Organisation

Comments: Disability is a multi-dimensional and complex concept, which has been described in three dimensions (WHO, 1999): Body structures and functions/impairments, Activity/activity limitation and Participation/participation restriction. Environmental factors interact with all dimensions of functioning and disability. All disability is associated with a health condition, disease or injury.

The data elements relating to disability are based on the draft ICIDH-2, Beta-2, 1999, as the best available conceptualisation suitable to the purpose. The Beta-2 draft is subject to systematic field trials and further consultation until 2001. Use of the ICIDH-2 has not been endorsed by WHO Member States. Endorsement by the World Health Assembly is scheduled to be sought in 2001. Further information on the ICIDH-2 can be found on the WHO website: <http://www.who.ch/icidh>.

For further information on disability see the Information Annexe – Disability

Environmental factors – extent of influence

<i>New</i>	<i>Status</i> TRIAL (WHO field trial)	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000567
<i>NCSI Model Location</i> Environment/general			<i>Data Class</i> Cross-Program	<i>Version</i> 1

Identifying and definitional attributes

Data element type: DATA ELEMENT

Definition: The extent to which specified environmental factors influence the body function or structure, the activity or participation of a person. The influence may be positive, increasing the level of functioning (a facilitator), or negative, decreasing the level of functioning (a barrier).

Context: Environmental factors make up the physical, social and attitudinal environment in which people conduct their lives. The factors are external to individuals and can have a positive or negative influence on the individual's participation as a member of society, on performance of activities of the individual or on the individual's body function or structure. Identifying whether, and by how much, environmental factors are influencing an individual's level of functioning, and whether the influence is as a facilitator or barrier, may indicate the sorts of interventions that will optimise the individual's functioning. This information may be for policy development, service provision, or advocacy purposes. Preventative strategies could be indicated by this information.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

0	Not applicable
1	Complete barriers
2	Severe barriers
3	Moderate barriers
4	Mild barriers
5	Mild facilitators
6	Moderate facilitators
7	Strong facilitators
8	Complete facilitators
9	Not stated/inadequately described

Guide for use: **Not applicable** is recorded when environmental factors impact in neither a positive or a negative way on the impairment, activity or participation of a person or for between 0–4% of the time the person participates in the specified area.

Complete barriers are recorded when environmental factors impact in a negative way on the impairment, activity or participation of a person between 96–100% of the time the person participates in the specified area.

Environmental factors – extent of influence (*continued*)

Guide for use (continued):

Severe barriers are recorded when environmental factors impact in a negative way on the impairment, activity or participation of a person between 50–95% of the time the person participates in the specified area.

Moderate barriers are recorded when environmental factors impact in a negative way on the impairment, activity or participation of a person between 25–49% of the time the person participates in the specified area.

Mild barriers is recorded when environmental factors impact in a negative way on the impairment, activity or participation of a person between 5–24% of the time the person participates in the specified area.

Mild facilitators is recorded when environmental factors impact in a positive way on the impairment, activity or participation of a person between 5–24% of the time the person participates in the specified area.

Moderate facilitators are recorded when environmental factors impact in a positive way on the impairment, activity or participation of a person between 25–49% of the time the person participates in the specified area.

Strong facilitators are recorded when environmental factors impact in a positive way on the impairment, activity or participation of a person between 50–95% of the time the person participates in the specified area.

Complete facilitators are recorded when environmental factors impact in a positive way on the impairment, activity or participation of a person between 96–100% of the time the person participates in the specified area.

Not stated/inadequately described is recorded when there is insufficient information to record the Environmental factors – extent of influence in classes 0–8.

Collection methods:

This coding is used in conjunction with specified Environmental factors that are in turn related to specified Activity areas or Participation areas. For example ‘products and technology for communication are a moderate facilitator to participation in exchange of information’.

This element is recorded in conjunction with ‘Environmental factors’ to indicate the extent to which specified environmental factors influence the body function or structure, the activity or participation of a person.

Related data:

An explanation of the disability data elements and their interrelationship is contained in the Information annex, 4.4 Disability. Is related to the data concept, Disability v.1.

Is used in conjunction with the data elements:

Environmental factors v.1,
Activity areas v.1, and
Participation areas v.1.

Is related to the data elements:

Body structures v.1,
Body functions v.1,
Impairment extent v.1,
Activity – level of difficulty v.1,
Assistance with activity v.1,
Participation extent v.1,
Participation – satisfaction level v.1,
Disability grouping – Australian national v.1,
Disability grouping – International v.1.

Environmental factors – extent of influence (*continued*)

Administrative attributes

Source document: WHO: 1999. ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva: World Health Organisation.

Source organisation: World Health Organisation

Comments: Disability is a multi-dimensional and complex concept which, has been described in three dimensions (WHO, 1999): Body structures and functions/impairments, Activity/activity limitation and Participation/participation restriction. Environmental factors interact with all dimensions of functioning and disability. All disability is associated with a health condition, disease or injury.

The data elements relating to disability are based on the draft ICIDH-2, Beta-2, 1999, as the best available conceptualisation suitable to the purpose. The Beta-2 draft is subject to systematic field trials and further consultation until 2001. Use of the ICIDH-2 has not been endorsed by WHO Member States. Endorsement by the World Health Assembly is scheduled to be sought in 2001. Further information on the ICIDH-2 can be found on the WHO website: <http://www.who.ch/icidh>.

For further information on disability see the Information Annexe – Disability.