

2018–19 AODTS NMDS Data Collection Guide

Introduction

The Alcohol and Other Drug Treatment Services National Minimum Data Set (AODTS NMDS) Collection Guide is a guide for drug treatment agencies, state and territory health departments and those involved in collecting and transmitting data for the 2018–19 AODTS NMDS. The Australian Government Department of Health provides funding for this collection.

This document provides a summary of the *AODTS NMDS 2018–19 Specifications and collection manual*.

It should be used to supplement, not replace the specifications and collection manual.

This data guide provides summarised information on the AODTS NMDS collection, such as:

- a national timetable for data transfer for the 2018–19 AODTS NMDS collection
- Jurisdiction file structure and transfer process
- editing and coding instructions for collecting and collating the 2018–19 AODTS NMDS
- process for submitting data for Primary Health Network (PHN) solely funded agencies/Drug and Alcohol Program (DAP previously NGOTGPs) funded agencies reporting directly to the AIHW.

State/territory, PHN solely funded agencies and DAP data requirements

National timetable for transfer, validation and reporting of 2018–19 data

Year 2019	Who	What
August	AIHW	AIHW to roll out the 2018–19 Validata tool
October	DAP agencies	DAP solely funded agencies submit data to the AIHW
1 November	Jurisdictions	Jurisdictions to submit clean data through the Validata tool
31 December	Jurisdictions/PHN solely funded agencies/DAP	ALL sign off final data

File content

Each data supplier should submit the following files in CSV format via the Validata tool or in the case of PHN solely funded agencies/DAP funded agencies who now report directly to the AIHW, send the files to the AIHW:

File name	File must contain	Number of variables	Additional info
Establishment file (DAP do not need to supply this file)	statistical unit information = alcohol and other drug treatment agency/organisation	2 variables (columns)	<ul style="list-style-type: none"> • see Table 2 • Please ensure column descriptors are included • DAP/PHN solely funded agencies do not need to supply this file
Episode file	statistical unit = closed treatment episode	30 variables (columns)	<ul style="list-style-type: none"> • see Table 3 • Please include column descriptors

File format

Data submissions for the 2018–19 collection period will require jurisdictions to load their data into the AIHW Validata tool as a **.CSV** file.

<p>Creating a Comma Separated Value (.csv) format</p> <p>To turn an excel file into a .csv file:</p> <ul style="list-style-type: none">• click the 'save as' option• name your file as normal• select '.csv' from the 'save as type' drop down menu <p>CSV is the only compatible format for the Validata load system.</p>	<p>It is highly recommended the following features in excel be removed before saving a file as .csv:</p> <ul style="list-style-type: none">• Coloured cells or text• Freeze panes/filters• Drop down option list• Column headings that span more than one line• Any other 'fancy' styles or features <p>Remove all data columns not specified in the collection manual.</p>
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Access to the AODTS NMDS data collection manual and general user documentation

The following links provide access to relevant user documentation related to the AODTS collection. All information can be found in the link below. Please note the user name and password listed below are required to enter the link.

Public page:

Web page for all Data suppliers—jurisdictions, PHN solely funded agencies and DAP agencies

<https://www.aihw.gov.au/about-our-data/our-data-collections/alcohol-other-drug-treatment-services/guidelines-for-aodts-data-submitters>

Data transfer information for PHN solely funded agencies and DAP reporting directly to AIHW

File Format

When Primary Health Network (PHN) solely funded agencies/Drug and Alcohol Program (DAP previously NGOTGPs) funded agencies are satisfied that their data are clean, data should be forwarded to the AIHW contact in the following form: Comma Separated Values (CSV) format. As directed above, PHN solely funded agencies/ DAP agencies do not need to submit an Establishment file. The AIHW only requires the Episode file.

Accompanying information

When transferring data to the AIHW, each jurisdiction should include a completed **Data submission information document**. This form contains a description of the file, identifies any variables that do not conform to the standard specifications and any translation or manipulation of the data necessary to achieve national standards. This information will assist the AIHW to correctly load and interpret the data. The form will be available at the commencement of each collection cycle.

Common file format/load errors:

The following common data file errors will prevent submissions from loading correctly:

- Incorrect column order, other than specified below (Tables 2 & 3) or the AODTS NMDS collection manual.
- The preferred date format is 'ddmmyyyy' (date, month, year), however 'dd/mm/yyyy' will be accepted. Please do not include dots or alpha characters in numeric fields for *Date of birth*, *Date of commencement* and *Date of cessation* fields.
- All mandatory data fields must contain values excluding blanks, dots, nulls and symbols.
- Mismatching Establishment IDs between files, such as Establishment IDs not present in the episode file but present in the establishment file. Also, IDs present in the episode file but not in the establishment file. Ensure all Establishment IDs are in both files (*does not apply to PHN Solely funded agencies and DAP agencies*).

General quality checks for state/territory data

Service providers and jurisdictions should perform the following quality checks before data are loaded into the AIHW Validata load system (in consultation with the jurisdiction or service provider). More detailed validation checks according to each data element are listed in tables 2 and 3.

Table 1: General quality checks for jurisdictions and service providers

Quality check	Process
Missing agencies	Jurisdictions should ensure that all agencies within scope of the collection have sent data for the entire collection period. The number of agencies in-scope that do not report MUST be included in the data information document.
Missing data	Jurisdictions should investigate missing data to ensure that agencies are reporting all AODTS NMDS data items. A reasonable attempt should be made to resolve missing data issues, at both an agency level and unit record level.
Incorrect codes	Jurisdictions should ensure that agencies use the correct codes for all data items. This may involve mapping codes at the state/territory jurisdiction before sending data to the AIHW. Coding errors that cannot be corrected should be coded to the appropriate default value (e.g. inadequately described). Alpha characters should be removed and replaced with numerical values where appropriate.
Duplicate records	Jurisdictions should check for duplicate unit records. When records are identified as possible duplicates, the agency should be consulted to ensure that unit records have not been mistakenly submitted on more than one occasion. The following data items are used by AIHW to check for duplicates: <ul style="list-style-type: none">– establishment identifier– state– client type– date of cessation of treatment– main treatment type– person identifier– date of birth– date of commencement of treatment– principal drug of concern– treatment delivery setting
Range checks	Range checks are used to ensure that values entered for each data element are within a valid numeric range. For example, responses to the data element 'Injecting drug use' should only be coded within the range of 1–4 or as 9. A response that does not fall within this range including zero ('0') is an error and should be left blank.
Logic checks	Logic checks are used to ensure internal consistency between responses within individual unit records. For example, when the response for 'Injecting drug use' = 4 (never injected), the response for ' <i>Method of use</i> ' for principal drug of concern cannot = 3 (injects).
Reporting period	The cessation date of treatment episodes should be checked to ensure that only treatment episodes that closed within the reporting period (1 July 2017 to 30 June 2019) are included in the 2018–19 collection.
Data inclusion	Jurisdictions should ensure that data not within scope of the AODTS NMDS are excluded from the collated data set sent to the AIHW (e.g. methadone or other opioid pharmacotherapy treatment where there are no main or other treatment types).
File format	The establishment and episode files will fail to load if it is not provided in CSV format, or converted to CSV, for loading into the AIHW Validata load system. CSV is the required file format.

Quality check	Process
Data element load order	The required order of the data items for the establishment and episode files are outlined in tables 2 and 3 . The data will fail to load if the order is incorrect.
SLK-581 checks	<p>The date of birth variable must match the SLK date of birth component</p> <p>The default SLK date of birth (01011900) can only be used if there is a matching default date of birth variable</p> <p>The sex variable must match the SLK sex component (now includes code 3)</p> <p>The default SLK sex (9) can only be used if there is a matching default sex variable</p> <p>If the SLK-581 is the default 99999010119009, then the Date accuracy indicator must be UUU.</p>
Drug of concern coding:	<p>The AODTS Working Group noted there is a rising prevalence in the use of <i>emerging psychoactive substances</i> and <i>synthetic cannabinoids</i> and agreed these instances can be recorded as follows:</p> <ul style="list-style-type: none"> • Code 7102 (cannabinoid agonists) to be used for coding synthetic cannabinoids. • Code 3999 (other stimulants and hallucinogens) to be used for emerging psychoactive substances that cannot be coded elsewhere.

AODTS jurisdiction file structure

Jurisdictions must submit two data files. Each data file must contain a set number of data items in the correct structured order to load successfully. The following tables present the correct file structures:

Table 2—Establishment file

Table 3—Episode file

Table 2: Establishment file – Order of data items

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
1	Establishment identifier (Organisation ID)	The identifier for the establishment in which the episode or event occurred. Each separately administered health care establishment to have a unique identifier at the national level.	Format 'NNX[X]NNNNN' Jurisdiction specified range, made up from the following four data items: State/territory identifier Sector Region identifier Organisation identifier	Not permitted
	– State/territory identifier	An identifier of the Australian state or territory in which an establishment is located, as represented by a code.	Format 'N' 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 (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)	Not permitted
	– Sector	This data item provides information about the location of treatment agencies in the public (government) or private (non-government) sectors.	Format 'N' 1 Public 2 Private	Not permitted
	– Region identifier	An alphanumeric identifier for the location of health services in a defined geographic or administrative area. Regions may also be known as Areas or Districts.	Format 'X[X]' Valid region identifier. Any valid region identifier created by a jurisdiction is permitted.	Not permitted
	– Organisation identifier	An identifier for an organisation, unique within the state or territory.	Format 'NNNNN' Valid organisation identifier.	Not permitted

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
2	Statistical area level 2 (SA2)	Geographical location of a site from which a health/community service is delivered, as represented by a code.	Format 'NNNNNNNNN' 9-digit valid code as defined in the Australian Statistical Geography Standard (ASGS) (ABS cat. no. 1270.0, 2016 version) . Indicates the statistical local area of the service delivery outlet within a reporting state or territory.	Not permitted

Table 3: Episode File - Order of data items

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
1	Establishment identifier	The identifier for the establishment in which the episode or event occurred. Each separately administered health care establishment should have a unique identifier at the national level.	Format 'NNX[X]NNNNN' Jurisdiction specified range (as in previous table).	Not permitted
2	Person identifier	Person identifier is unique within an establishment or agency. Individual agencies, establishments or collection authorities may use their own alphabetic, numeric or alphanumeric coding systems.	Format 'Unspecified' Agency specified range.	Not permitted
3	Sex	The biological distinction between male and female, as represented by a code. *New code 'Other' 3: Persons who have mixed or non-binary biological characteristics (if known), or a non-binary sex assigned at birth. The label 'Other' is used because a more descriptive term has not been widely agreed within the general community.	Format 'X' 1 Male 2 Female 3 Other* 9 Not stated *Note: 3 (Other) is now an accepted code in the AODTS collection.	9
4	Date of birth	The date of birth of the person. The day, month and year when the person seeking drug treatment was born.	Format 'ddmmyyy' (date, month, year)	01011900 When <i>Date of birth</i> is not stated (01011900), <i>Date accuracy indicator</i> is 'UUU'
5	Country of birth	The country in which the person was born, as represented by a code.	Format 'NNNN' Numeric 4-digit ABS code from the ABS Standard Australian Classification of Countries (SACC) (ABS cat. no. 1269.0, 2016 version) .	0000 inadequately described 0003 missing

6	Indigenous status	Whether a person identifies as being of Aboriginal or Torres Strait Islander origin, as represented by a code.	Format 'N' 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 9 Not stated	9
7	Preferred language	The language (including sign language) most preferred by the person for communication, as represented by a code.	Format 'NNNN' A numeric 4-digit ABS code using the ABS Australian Standard Classification of Languages (ASCL) (ABS cat. no. 1267.0, 2016 version) .	0002
8	Client type—alcohol and other drug treatment services	The status of a person in terms of whether the treatment episode concerns their own alcohol and/or other drug use or that of another person, as represented by a code. <i>Where Client type is coded 2, do not collect (that is, leave blank) Principal drug of concern, Other drug of concern, Injecting drug use status and Method of use.</i>	Format 'N' 1 Own alcohol or other drug use 2 Other's alcohol or other drug use	Not permitted
9	Source of referral to alcohol and other drug treatment service	The source from which the person was transferred or referred to the alcohol and other drug treatment service, as represented by a code.	Format 'NN' 01 Self 02 Family member/friend 03 Medical practitioner 04 Hospital 05 Mental health care service 06 Alcohol and other drug treatment service 07 Other community/health care service 08 Correctional service 09 Police diversion 10 Court diversion 98 Other 99 Not stated /inadequately described	99
10	Date of commencement of treatment episode for alcohol and other drugs	The period of contact, with defined dates of commencement and cessation, between a client and a treatment provider or team of providers in which there is no change in the main treatment type or the principal drug of concern, and there has not been a non-planned absence of contact for greater than 3 months.	Format 'ddmmyyy' (date, month, year)	Not permitted

11	Date of cessation of treatment episode for alcohol and other drugs	The date on which a treatment episode for alcohol and other drugs ceases.	Format 'ddmmyyyy' (date, month, year)	Not permitted
12	Reason for cessation of treatment episode for alcohol and other drugs	The reason for the client ceasing to receive a treatment episode from an alcohol and other drug treatment service, as represented by a code.	Format 'N[N]' 1 Treatment completed 2 Change in main treatment type 3 Change in the delivery setting 4 Change in the principal drug of concern 5 Transferred to another service provider 6 Ceased to participate against advice 7 Ceased to participate without notice 8 Ceased to participate involuntary (non-compliance) 9 Ceased to participate at expiation 10 Ceased to participate by mutual agreement 11 Drug court and/or sanctioned by court diversion service 12 Imprisoned, other than drug court sanctioned 13 Died 98 Other 99 Not stated	99
13	Treatment delivery setting for alcohol and other drugs	The main physical setting in which the type of treatment that is the principal focus of a client's alcohol and other drug treatment episode is actually delivered irrespective of whether or not this is the same as the usual location of the service provider, as represented by a code.	Format 'N' 1 Non-residential treatment facility 2 Residential treatment facility 3 Home 4 Outreach setting 8 Other	Not permitted
14	Method of use for principal drug of concern	The client's self-reported usual method of administering the principal drug of concern, as represented by a code. Where <i>Client type</i> is coded 2 do not collect (leave blank) <i>Principal drug of concern</i> , <i>Other drug of concern</i> , <i>Injecting drug use status</i> and <i>Method of use</i> .	Format 'N' 1 Ingests 2 Smokes 3 Injects 4 Sniffs (powder) 5 Inhales (vapour) 6 Other 9 Not stated	9
15	Injecting drug use status	The client's use of injection as a method of administering drugs, as represented by a code. Where <i>Client type</i> is coded 2 do not collect (leave blank) <i>Principal drug of concern</i> , <i>Other drug of concern</i> , <i>Injecting drug use status</i> and <i>Method of use</i> .	Format 'N' 1 Last injected three months ago or less. 2 Last injected more than 3 months ago but less than or equal to 12 months ago. 3 Last injected more than 12 months ago. 4 Never injected. 9 Not stated.	9

16	Principal drug of concern	The main drug, as stated by the client that has led a person to seek treatment from the service, as represented by a code. Where <i>Client type</i> is coded 2 do not collect (leave blank) <i>Principal drug of concern, Other drug of concern, Injecting drug use status and Method of use.</i>	Format 'NNNN' A numeric 4-digit ABS code from the ABS Australian Standard Classification of Drugs of Concern (ASCDC) (ABS cat. no. 1248.0, 2011 version).	Not permitted Leave blank for client type 2. 0000 can be used ONLY where <i>Source of referral</i> = 09 police diversion 10 Court diversion 98 Other 99 (not stated/ inadequately described).
17	Other drugs of concern (1st)	A drug apart from the principal drug of concern which the client states as being a concern, as represented by a code.	Format 'NNNN' A numeric 4-digit ABS code from the ABS Australian Standard Classification of Drugs of Concern (ASCDC) (ABS cat. no. 1248.0, 2011 version).	Blank
18	Other drugs of concern (2nd)			
19	Other drugs of concern (3rd)			
20	Other drugs of concern (4th)			
21	Other drugs of concern (5th)			
22	Main treatment type for alcohol and other drugs	The main activity determined at assessment by the treatment provider to treat the client's alcohol and/or drug problem for the principal drug of concern, as represented by a code.	Format 'N' 1 Withdrawal management (detoxification) 2 Counselling 3 Rehabilitation 4 Pharmacotherapy 5 Support and case management only 6 Information and education only 7 Assessment only 8 Other	Not permitted
23	Other treatment type for alcohol and other drugs (1st)	All other forms of treatment provided to the client in addition to the main treatment type for alcohol and other drugs, as represented by a code.	Format 'N' 1 Withdrawal management (detoxification) 2 Counselling 3 Rehabilitation 4 Pharmacotherapy 5 Other	Blank
24	Other treatment type for alcohol and other drugs (2nd)			
25	Other treatment type for alcohol and other drugs (3rd)			
26	Other treatment type for alcohol and other drugs (4th)			

27	<p>Date accuracy indicator</p>	<p>Date accuracy indicator indicates the accuracy of a client's date of birth, as supplied in their AODTS data record.</p> <p>Date accuracy indicator is a 3-character code that indicates the extent to which the recorded <i>Date of birth</i> is accurate, estimated or unknown.</p> <p>Any combination of the values A, E, U representing the corresponding level of accuracy of each date component of the reported date of birth.</p>	<p>Preferred</p> <p>The following codes accurately reflect the standard collection of <i>Date of birth</i> in the AODTS NMDS.</p> <table border="0"> <thead> <tr> <th>Value</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>AAA</td> <td>Day, month and year are accurate</td> </tr> <tr> <td>UUE</td> <td>Day and month are unknown, year is estimated</td> </tr> <tr> <td>UUU</td> <td>Day, month and year are unknown</td> </tr> </tbody> </table> <p>Accepted</p> <p>The following codes are valid and will be accepted. However they should be exceptionally uncommon, if date of birth is collected according to the AODTS NMDS specifications</p> <table border="0"> <thead> <tr> <th>Value</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>AAE</td> <td>Day and month are accurate, year is estimated</td> </tr> <tr> <td>AAU</td> <td>Day and month are accurate, year is unknown</td> </tr> <tr> <td>AEE</td> <td>Day is accurate, month and year are estimated</td> </tr> <tr> <td>AEU</td> <td>Day is accurate, month is estimated, year is unknown</td> </tr> <tr> <td>AUU</td> <td>Day is accurate, month and year are unknown</td> </tr> <tr> <td>AUA</td> <td>Day is accurate, month is unknown, year is accurate</td> </tr> <tr> <td>AUE</td> <td>Day is accurate, month is unknown, year is estimated</td> </tr> <tr> <td>AEA</td> <td>Day is accurate, month is estimated, year is accurate</td> </tr> <tr> <td>EAA</td> <td>Day is estimated, month and year are accurate</td> </tr> <tr> <td>EAE</td> <td>Day is estimated, month is accurate, year is estimated</td> </tr> <tr> <td>EAU</td> <td>Day is estimated, month is accurate, year is unknown</td> </tr> <tr> <td>EEA</td> <td>Day and month are estimated, year is accurate</td> </tr> <tr> <td>EEE</td> <td>Day, month and year are estimated</td> </tr> <tr> <td>EEU</td> <td>Day and month are estimated, year is unknown</td> </tr> <tr> <td>EUA</td> <td>Day is estimated, month is unknown, year is accurate</td> </tr> <tr> <td>EUE</td> <td>Day is estimated, month is unknown, year is estimated</td> </tr> <tr> <td>EUU</td> <td>Day is estimated, month and year are unknown</td> </tr> <tr> <td>UAA</td> <td>Day is unknown, month and year are accurate</td> </tr> <tr> <td>UAE</td> <td>Day is unknown, month is accurate, year is estimated</td> </tr> <tr> <td>UAU</td> <td>Day is unknown, month is accurate, year is unknown</td> </tr> <tr> <td>UEA</td> <td>Day is unknown, month is estimated, year is accurate</td> </tr> <tr> <td>UEE</td> <td>Day is unknown, month and year are estimated</td> </tr> </tbody> </table>	Value	Meaning	AAA	Day, month and year are accurate	UUE	Day and month are unknown, year is estimated	UUU	Day, month and year are unknown	Value	Meaning	AAE	Day and month are accurate, year is estimated	AAU	Day and month are accurate, year is unknown	AEE	Day is accurate, month and year are estimated	AEU	Day is accurate, month is estimated, year is unknown	AUU	Day is accurate, month and year are unknown	AUA	Day is accurate, month is unknown, year is accurate	AUE	Day is accurate, month is unknown, year is estimated	AEA	Day is accurate, month is estimated, year is accurate	EAA	Day is estimated, month and year are accurate	EAE	Day is estimated, month is accurate, year is estimated	EAU	Day is estimated, month is accurate, year is unknown	EEA	Day and month are estimated, year is accurate	EEE	Day, month and year are estimated	EEU	Day and month are estimated, year is unknown	EUA	Day is estimated, month is unknown, year is accurate	EUE	Day is estimated, month is unknown, year is estimated	EUU	Day is estimated, month and year are unknown	UAA	Day is unknown, month and year are accurate	UAE	Day is unknown, month is accurate, year is estimated	UAU	Day is unknown, month is accurate, year is unknown	UEA	Day is unknown, month is estimated, year is accurate	UEE	Day is unknown, month and year are estimated	<p>Not permitted</p> <p>When <i>Date of birth</i> is not stated (01011900), <i>Date accuracy indicator</i> is 'UUU'</p>
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28	SLK-581	A key that enables two or more records belonging to the same individual to be brought together. It is represented by a code consisting of the second, third and fifth characters of a person's family name, the second and third letters of the person's given name, the day, month and year when the person was born and the sex of the person, concatenated in that order.	<p>Format 'XXXXXDDMMYYYYX'</p> <p>The default value is 99999010119009. This cannot be used if <i>Date of birth</i> (Item 4) is not equal to '01011900' or <i>Sex</i> (Item 3) is not equal to 9.</p>	99999010119009 Default for missing SLK values
	SLK Letters of the family name	Second, third and fifth letters of the client's family name	Format '[XXX]XXDDMMYYYYX'	999
	SLK Letters of given name	Second and third letters of the client's given name	Format 'XXX[XX]DDMMYYYYX'	99
	SLK Date of birth	The date of birth of the person. The day, month and year when the person seeking drug treatment was born.	<p>Format 'XXXXX[DDMMYYYY]X'</p> <p>(date, month, year)</p> <p>This must match with <i>Date of birth</i> (Item 4).</p>	01011900
	Sex	The biological distinction between male and female, as represented by a code.	<p>Format 'XXXXXDDMMYYYY[X]'</p> <p>1 Male 2 Female 3 Other 9 Not stated</p> <p>This must match with <i>Sex</i> (Item 3).</p>	9
29	Postcode—of client	<p>The postcode of the client's last known home address at the start of the treatment episode.</p> <p>Leave blank if:</p> <ul style="list-style-type: none"> – the last known home address is unknown – the last known home address is outside Australia – the person had no fixed address. 	<p>Format 'NNNN'</p> <p>Refer to the Australian postcodes for a full list of postcodes visit the Australia Post website: <http://auspost.com.au/></p> <p>Supplementary codes</p> <p>0055 Overseas 0088 Other 0097 No fixed address (or Not applicable) 0098 Unknown 0099 Not stated/inadequately described</p>	Permitted 99
30	Accommodation type—usual prior to episode of service	The usual type of physical accommodation the person lived in prior to the start of the service episode, as represented by a code.	<p>Format 'NN{.N}'</p> <p>11 Private residence 12 Boarding house/private hotel 13 Informal housing 14 None/homeless/public place 21 Domestic-scale supported living facility 22 Supported accommodation facility 23 Short term crisis, emergency or transitional accommodation facility 31.1 Acute hospital</p>	Permitted 99

			31.2 Psychiatric hospital 31.3 Rehabilitation hospital 31.8 Other hospital 32.1 Residential aged care facility 33.1 Mental health 33.2 Alcohol and other drugs 33.8 Other specialised community residential 34 Prison/remand centre/youth training centre 88 Other 98 Unknown 99 Not stated/inadequately described	
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Validata reports for data submitters

Frequency reports

On completion of the validation checks, the Validata tool produces frequency counts for the majority of variables for each jurisdiction's data set (see Table 4).

Frequency tables are used to check that frequency distributions are sensible, and that AIHW totals match those of the jurisdictions. The AIHW will consult with the relevant jurisdiction to resolve any differences.

Table 4: Frequency tables for jurisdiction data sets

Data element	Output labels
Establishment identifier	List of establishment identifiers
Sex	Male Female Not stated/inadequately described
Date of birth (age groups)	10–19, 20–29, 30–39, 40–49, 50–59, 60–69, 70–79, 80+ Not stated (including records where date of birth is coded 01011900)
Indigenous status	Aboriginal but not Torres Strait Islander Torres Strait Islander but not Aboriginal Aboriginal and Torres Strait Islander Not Aboriginal or Torres Strait Islander Not stated
Client type—alcohol and other drug treatment	Own drug use Other's drug use
Source of referral to AODT service	Frequency count for all codes listed
Reason for cessation of treatment episode for alcohol and other drugs	Frequency count for all codes listed
Treatment delivery setting for alcohol and other drugs	Frequency count for all codes listed
Method of use for principal drug of concern	Frequency count for all codes listed
Injecting drug use	Frequency count for all codes listed
Main treatment type	Frequency count for all codes listed
Principal drug of concern	Use the numeric 4-digit ABS code from the ABS Australian Standard Classification of Drugs of Concern (ASCDC) (ABS cat. no. 1248.0, 2011 version) .
New report**Not stated/inadequately described report for key variables	This report will list the total number of not stated/inadequately described results for key variables. Allowing investigation into high not stated values.

Year to Year validation reports

On completion of the validation checks, the Validata will produce a year to year comparison report, this compares the current file to the file the jurisdiction signed off data from the previous year. The report allows data submitters and authorisers to look at how their data has changed and highlights any proportional differences greater than 5%. The comparison report uses the same data items and break downs as the frequency report (Table 4).

Longest episodes report

Episodes with unusually long durations may be an indicator of poor quality data. The longest episode table lists the 20 longest episodes in the uploaded file by the main treatment type. Jurisdictions can ensure more accurate episode length data are reported.