

The logo for the Australian Institute of Health and Welfare (AIHW), consisting of the letters 'AIHW' in a bold, white, sans-serif font.

**AIHW**

The logo for METEOR (Metadata Online Registry), consisting of the word 'METEOR' in a bold, white, sans-serif font.

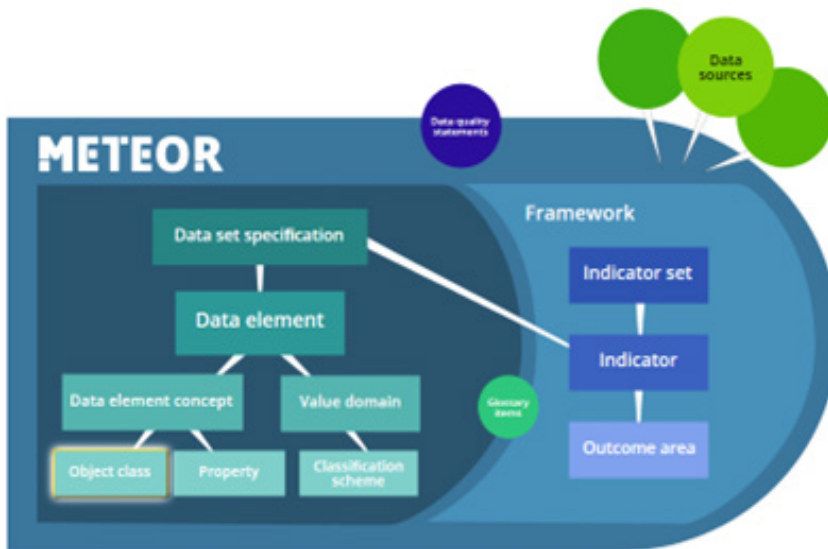
**METEOR**

Metadata Online Registry

[meteor.aihw.gov.au](http://meteor.aihw.gov.au)

## 5. Property Business rules

# 5 Property business rules



## 5.1 Introduction

A 'property' represents the characteristic or aspect of the identified object class (i.e. the 'thing' of interest) that we wish to know about and collect data on. For example, the characteristics of the object class 'person' could be 'sex', 'date of birth', 'area of usual residence', and so on. For the object class 'household' the characteristics could be 'assessable weekly income', 'weekly rent charged', 'low income status', and so on. Each characteristic is a property.

The property unambiguously describes the characteristic of the 'thing' of interest. In many cases, a broadly-defined property that enables reuse is appropriate, whereas in other cases, a narrowly-defined property may be required. For example, the broadly-defined property 'Episode start date' can be used for many types of episodes, such as episodes of residential care or episodes of mental health care. On the other hand, the properties 'Treatment cessation reason' and 'Service cessation reason', may be preferred over a generic 'Cessation reason' property because of the need to define what is ceasing. Consider how measures of the property are to be reported. For example, the broadly-defined properties 'Capital expenditure' and 'Recurrent expenditure' are preferred over properties which are specific to individual types of expenditure, such as 'Repairs and maintenance expenditure' or 'Depreciation costs', when these items are reported under the broad headings capital/recurrent expenditure.

Differentiating between what is the object class (the 'thing' of interest) and what is the property (the characteristic of the 'thing' of interest) may be difficult in some cases as the identification of object classes and properties is contextual. For example, in one context, 'identifier' may be defined as a property of the object class 'client' as it is a characteristic of a client. In another context, the object class could be 'identifier' and the property could be 'designation' or 'issuer' and so on.

### Remember the 'create once, use often' principle:

Before creating a new object class, it is important to check that a suitable object class does not already exist in METEOR. See section 2.2

## 5.1.1 For developers: Overview of property attributes

Table 5.1.1.1 below provides an overview of the attributes requiring action by a developer when a property is created in METEOR. The business rules relating to these attributes are provided in the relevant sections in this chapter.

**Table 5.1.1.1: Overview of property attributes for developer action**

Attribute	Definition	Obligation to complete	Section in this Chapter
Name	A single or multi-word designation assigned to the property.	Mandatory	5.2.1
Synonymous name(s)	One or more synonyms for the property name within the context of the metadata item.	Optional	5.2.2
Definition	A concise statement that expresses the essential nature of the property and its differentiation from other metadata items.	Mandatory	5.2.3
Context	A designation and/or description of the application environment or discipline in which the property definition has meaning.	Optional	5.2.4
Property group	The grouping of properties with similar characteristics.	Completed by registrar.	5.2.5
Guide for use	Advice or instructions for the interpretation or application of the property.	Optional	5.2.6
Collection methods	Advice or instructions for the actual capture of data.	Optional	5.2.7
Comments	Any additional information that adds to the understanding of the property.	Optional	5.2.8
Submitting organisation	One or more organisations responsible for the submission of the metadata item for endorsement as a standard.	Mandatory	5.2.9
Steward	The name of the organisation responsible for ongoing maintenance and management of a metadata item.	Completed by registrar.	5.2.10
Origin	Any publication(s), website(s), organisation(s) and/or committee(s) from which any content of the metadata item originates.	Conditional: Complete for metadata items based on the content outside of METEOR.	5.2.11

Attribute	Definition	Obligation to complete	Section in this Chapter
Reference documents	Significant publication(s) and/or website(s) used in the aid of the development of the metadata item.	Conditional: Complete for metadata items developed in consultation with a significant publication and/or website outside of METEOR.	5.2.12
Relationship type	An indicator for relationships between metadata items	Mandatory	5.2.13
Unresolved issues	Comments which highlight issues for data committee or registrar consideration.	Completed by registrar.	5.2.14
Submitting organisation contact details	The details of at least one contact person for each listed submitting organisation	Completed by registrar.	5.2.15
Steward contact details	The details of at least one contact person for each listed steward organisation	Completed by registrar.	5.2.16

## 5.1.2 For registrars: Overview of property attributes

Table 5.1.2.1 below provides an overview of the attributes requiring action by a registrar when a property is submitted for review. The business rules relating to these attributes are provided in the relevant sections in this chapter.

**Table 5.1.2.1: Overview of property attributes for registrar action**

Attribute	Definition	Obligation to complete	Section in this Chapter
Property group	The grouping of properties with similar characteristics.	Mandatory	5.2.5
Unresolved issues	Comments which highlight issues for data committee or registrar consideration.	Optional	5.2.14
Steward	The name of the organisation responsible for ongoing maintenance and management of a metadata item.	Optional: Complete if a steward has been endorsed and has agreed to perform steward role.	5.2.10
Submitting organisation contact details	The details of at least one contact person for each listed submitting organisation	Optional	5.2.15
Steward contact details	The details of at least one contact person for the steward organisation.	Optional	5.2.16

## 5.2 Attributes requiring developer or registrar action

Attributes in the property template requiring action by a developer or registrar are described below.

### 5.2.1 Name

A single or multi-word designation assigned to the property.	
Obligation to complete:	Mandatory
Completed by:	Registrar
Visibility:	All users

Rules:	<ol style="list-style-type: none"> <li>1. The name of the object class should not be embedded within the property name.</li> <li>2. For circumstances where the property name is required to reflect the categorical nature of the characteristics or object in question, the name should include the term: <ul style="list-style-type: none"> <li>• 'mode' or 'method' if the property represents a method by which a process is undertaken (e.g., admission mode or birth method)</li> <li>• 'status' if the property represents the current state of the characteristic or object in question (e.g., identifier status)</li> <li>• 'type' or 'category' if the property represents general characteristics of an object (e.g., labour onset type or practice modification category).</li> </ul> </li> <li>3. A representation class name (e.g., time) is not a valid property name. For example, 'Admission time' is acceptable over the more generic property 'Time' because of the need to define which 'time' is being described.</li> <li>4. The following common rules for metadata also apply. The name must: <ul style="list-style-type: none"> <li>• be unique</li> <li>• reflect the concept being defined</li> <li>• be stated in the singular</li> <li>• avoid the use of words that imply a preselected single instance</li> <li>• be concise as possible</li> </ul> </li> <li>5. The name must begin with a capital letter. The use of capital letters is only permitted at the beginning of the name, for proper nouns, or when necessary for an acceptable abbreviation (see rule 6. below).</li> <li>6. The name should avoid abbreviations (including acronyms and initialisms), unless they are commonly understood or widely accepted within the context of the metadata item. See Appendix A 'Use of abbreviations in name and definition attributes' for further information on the use of abbreviations.</li> <li>7. Slashes (/) are permitted. Do not leave any spaces before or after the slash.</li> <li>8. Hyphens are permitted only when used in a compound word (e.g., 'non-admitted'). Do not leave any spaces before or after the hyphen. The following are not permitted: <ul style="list-style-type: none"> <li>• semi-colons</li> <li>• colons</li> <li>• commas (exception is if required to separate two or more terms in a name (e.g., 'ear, nose and throat'))</li> <li>• full stops</li> <li>• parentheses or square brackets</li> <li>• quotation marks</li> </ul> </li> </ol>
--------	---

## 5.2.2 Synonymous name(s)

One or more synonyms for the property name within the context of the metadata item.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. List any synonyms for the metadata item name which may be used to identify the item.</li><li>2. Spell the first word of each synonymous name with a capital letter. Spell all other words in a synonymous name with a lower-case letter, unless referring to a proper noun. Spell out in capital letters if acronyms/abbreviations are used in synonymous name(s).</li><li>3. Separate each synonymous name with a semi-colon and space. For example, synonymous names for property may include: Clinical intervention; Operation; Surgery</li><li>4. End the list of synonymous names without a full stop.</li></ol>

## 5.2.3 Definition

A concise statement that expresses the essential nature of the property and its differentiation from other metadata items.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. Define the property independently of when and how it is to be collected, and how it is to be represented. For example, 'Number of cigarettes smoked' is preferred over 'Number of cigarettes smoked per day'.  The following common rules for metadata also apply:</li> <li>2. The definition should be expressed:               <ul style="list-style-type: none"> <li>• precisely and unambiguously so that the exact meaning of the metadata item is apparent from the definition</li> <li>• concisely without repeating the name of the metadata item, embedding the definitions of related concepts or supportive information, such as rationale, functional usage, domain or procedural information</li> <li>• through terms and a structure that is consistent with related definitions.</li> </ul> </li> <li>3. Do not repeat the name of the metadata item at the start of the definition.</li> <li>4. The definition must be expressed as a complete, grammatically correct, descriptive phrase, sentence or paragraph, not merely through the use of synonyms or paraphrasing the name of the metadata item.</li> <li>5. The definition must not contain definitions of other metadata items or underlying concepts. Rather, it should provide an explanation of WHAT is being described. It should generally not include information about the WHO, WHERE, WHEN, WHY and HOW of data collection.</li> <li>6. If there is a need to define a term within the definition, a glossary item may be used.</li> <li>7. The definition may use abbreviations (including acronyms and initialisms) provided they are first spelled out in full, or else are commonly understood or widely accepted within the context of the metadata item See Appendix A 'Use of abbreviations in name and definition attributes' for further information on the use of abbreviations.</li> </ol>
Notes	<ol style="list-style-type: none"> <li>1. If the property name begins with the words 'Number of ...', begin the definition with the words 'A count of ...'</li> <li>2. If the property name is a flag of something (e.g., 'Initial contact flag'), begin the definition with the words 'A flag of whether ...'</li> <li>3. (NB. Properties which describe an essentially binary choice of this type formerly contained the word 'indicator.' As this usage may be confused with the metadata element type indicator, this usage is now deprecated, and the word 'flag' is preferred.)</li> <li>4. See chapter 11 'Glossary item business rules' if a new glossary item needs to be created.</li> </ol>

## 5.2.4 Context

A designation and/or description of the application environment or discipline in which the property definition has meaning.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. State or describe the application environment or discipline in which the property has meaning, (e.g., Palliative care).</li><li>2. Do not include the justification or reasoning for the property.</li></ol>
Notes	<ol style="list-style-type: none"><li>1. The context defines the setting within which the subject data has meaning.</li><li>2. The context attribute should be left blank if a metadata item is applicable in all contexts, or the context is implied by the metadata item name or definition.</li><li>3. See also section 2.6.3</li></ol>

## 5.2.5 Property group

The grouping of properties with similar characteristics.	
Obligation to complete:	Mandatory
Completed by:	Registrar
Visibility:	Registrar
Rules:	<ol style="list-style-type: none"><li>1. A property can only be assigned to one property group.</li><li>2. To assign a property group:<ul style="list-style-type: none"><li>• Click the Choose button, this will bring up the property group browser.</li><li>• Select the appropriate property group either with Item ID or from an alphabetical list of groups.</li><li>• Click the Add button, selected property group will be visible in the template.</li><li>• Click on Clear to remove the group.</li></ul></li></ol> <p>If the appropriate property group does not exist, create a new one by clicking the Create button. This will bring a drop-down menu of content types. Choose 'property group'.</p>
Notes	Only a registrar can assign a property group. This is assigned when the property reaches a registration status of <i>Candidate</i> .

## 5.2.6 Guide for use

Advice or instructions for the interpretation or application of the property.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. Describe how the metadata item is intended to be interpreted or applied.</li></ol>
Notes	Guide for use information is generally more applicable at the data element level where it provides information about how to use a data standard.

## 5.2.7 Collection methods

Advice or instructions for the actual capture of data.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	1. Outline any collection guidelines for the metadata item (e.g., recommended data collection instruments).
Notes	Collection methods information is generally more applicable at the data element level where it provides information about how data are to be captured.

## 5.2.8 Comments

Any additional information that adds to the understanding of the property.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	1. Describe any additional information that facilitates understanding of the metadata item. For example, considerations for further development of the metadata item, potential terminology issues, or justification for the inclusion or exclusion of content.

## 5.2.9 Submitting organisation

One or more organisations responsible for the submission of the metadata item for endorsement as a standard.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. For each organisation responsible for the submission of the metadata item, state the full official organisation title at the time of submission.</li> <li>2. Abbreviations and symbols should only be used when they are part of the official organisation title.</li> <li>3. Conclude and separate each organisation's name with a new line (without a full stop).</li> </ol>
Notes	<ol style="list-style-type: none"> <li>1. Click on down arrow to show drop-down list of departments and organisations.</li> <li>2. Click on chosen organisation.</li> <li>3. If you skip this process, you will not be able to proceed to change registration status to <i>Standard</i> when you update the status later down the track. You must fill this template in.</li> <li>4. In the case of a metadata with missing submitting organisation, go back to the item and choose 'edit item' to add the submitting organisation, in order to update registration status.</li> </ol>

## 5.2.10 Steward

The name of the organisation responsible for ongoing maintenance and management of a metadata item.	
Obligation to complete:	Optional: Complete if a steward has been endorsed and has agreed to perform steward role.
Completed by:	Registrar
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. Each metadata item may be associated with only one steward.</li> <li>2. The steward has responsibility for ensuring that the metadata item is kept up-to-date for all registration authorities to which it has been proposed.</li> <li>3. Leave this field blank until an organisation has agreed and has been approved by a registration authority to provide ongoing maintenance and management of the metadata item.</li> <li>4. State the complete and official organisation title for the steward (including a committee where necessary).</li> <li>5. Abbreviations and symbols should only be used when they are part of the official organisation title.</li> </ol>

## 5.2.11 Origin

Any publication(s), website(s), organisation(s) and/or committee(s) from which any content of the metadata item originates.	
Obligation to complete:	Conditional: Complete for metadata items based on the content outside of METEOR.
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. Origin references should comply with the referencing guidelines in Appendix C 'Referencing guidelines'.</li> <li>2. List the full reference for any in-text references cited in the body of that metadata item.</li> <li>3. Conclude and separate each reference with a new line (without a full stop).</li> </ol>
Notes	References included in the 'Origin' attribute are not included in the 'References' attribute and vice versa.

## 5.2.12 Reference documents

Significant publication(s) and/or website(s) used in the aid of the development of the metadata item.	
Obligation to complete:	Conditional: Complete for metadata items developed in consultation with a significant publication and/or website outside of METEOR.
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. References should comply with the referencing guidelines in Appendix C 'Referencing guidelines'.</li><li>2. Conclude and separate each reference with a new line (without a full stop).</li></ol>
Notes	References included in the 'reference' attribute are not included in the 'origin' attribute and vice versa.

## 5.2.13 Relationship type

An indicator for relationships between metadata items.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. Relationships may be created between any two metadata items. Note that some relationship types can only be created to link items of the same metadata type (e.g., between two data elements). See also relationships may be created to link items of a different metadata type (e.g., a between a property and a value domain).</li> <li>2. Related metadata relationships should not duplicate information stored or available elsewhere in METEOR. For example, where data element A implements data element concept B, this is already explicit in both the name of the data element and the Data element concept attributes of the data element. A related metadata relationship would thus be superfluous. Similarly, if data element C is normally collected together with data element D, this will be apparent from the fact that both occur in the same DSS. Valid relationships are listed in the table F1. METEOR will automatically create the complementary relationship within the second metadata item (listed in the second column of the table F1).</li> <li>3. A See also relationship may be used to draw the reader's attention to another element, however should not take the place of another valid relationship type, or duplicate information stored elsewhere. A See also relationship should be applied judiciously, i.e. where it is critical for the reader to know that the other item exists, and not just because there are similarities between the linked elements.</li> <li>4. When creating a Superseded relationship, the registration status of the superseded item must be changed to Superseded once the new item becomes Standard.            To create a relationship:           <ul style="list-style-type: none"> <li>• select a value from the 'relationship type' drop-down list</li> <li>• click the Add button to open the metadata item browser</li> <li>• select the metadata item and click the Add button</li> <li>• select or enter the item you wish to create a relationship to and click the Add button</li> <li>• the relationship will then be listed on the metadata item creation window.</li> </ul>           The relationship can be deleted by clicking on the Cancel button         </li> </ol>
Notes	See Appendix F for more detailed information on relationship types and their associated meanings.

## 5.2.14 Unresolved issues

Comments which highlight issues for data committees or registrar consideration.	
Obligation to complete:	Optional
Completed by:	Registrar
Visibility:	Registrar
Rules:	This field should be used to document issues which are relevant to the quality of the metadata item and its management within METEOR (e.g., any recommended changes awaiting approval from a data committee).
Notes	This attribute can only be created and viewed by registrars.

## 5.2.15 Submitting organisation contact details

The details of at least one contact person for each listed submitting organisation.	
Obligation to complete:	Optional
Completed by:	Registrar
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. must be provided before any contact information is stored within METEOR.</li><li>2. For each submitting organisation contact, list their name, position title, organisational unit, telephone number and email address.</li></ol>
Notes	References included in the 'reference' attribute are not included in the 'origin' attribute and vice versa.

## 5.2.16 Steward contact details

The details of at least one contact person for the steward organisation.	
Obligation to complete:	Optional
Completed by:	Registrar
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. Approval from the steward contact person must be received before any contact information is stored within METEOR.</li><li>2. For each steward contact, list their name, position title, organisational unit, telephone number and email address.</li></ol>
Notes	This attribute is only visible to registrars.