

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.

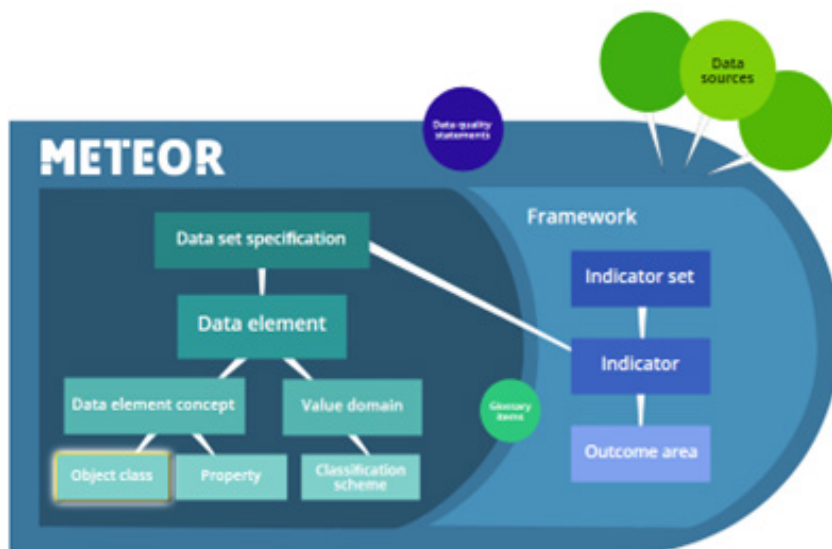
METEOR

Metadata Online Registry

meteor.aihw.gov.au

14. Indicator set business rules

14 Indicator set business rules



14.1 Introduction

An 'indicator set' is a group of indicator specifications that are considered together in relation to a particular part of, or the whole system or program being examined.

An indicator set is generally based on a particular service sector or funding model that has a clearly defined governance structure. They provide a way of monitoring the progress of healthcare and welfare services.

Indicator sets rely on an agreement, framework or standard that defines the overall objectives and outputs that are to be measured. Specific indicators grouped together also provide a bigger picture of how a program is performing overall.

Indicator sets have two components:

- indicators
- outcome areas

The union of a specific indicator set with a specific outcome area and an indicator creates a performance indicator for a specific agreement. For example, National Disability Agreement indicator set can be combined with People with disability achieve economic participation and social inclusion outcome area, and Labour force participation rate for people with disability aged 15–64 years, 2011 indicator to create the performance indicator, National Disability Agreement: a(3)-Labour force participation rate for people with disability aged 15–64 years, 2011.

14.1.1 For developers: Overview of indicator set attributes

Table 14.1.1.1 below provides an overview of the attributes requiring action by a developer when an indicator set is created in METEOR. The business rules relating to these attributes are provided in the relevant sections in this chapter.

Table 14.1.1.1: Overview of indicator set attributes for developer action

Attribute	Definition	Obligation to complete	Section in this Chapter
Name	A single or multi-word designation assigned to the indicator set.	Mandatory	14.2.1
Indicator set type	The type of indicator set according to its origin or auspice body responsible for defining the indicators contained within it.	Mandatory	14.2.2
Description	A concise description of the common objectives shared by the indicators in the indicator set.	Mandatory	14.2.3
Indicators linked to indicator set	The individual indicators linked to from the indicator set	Mandatory	14.2.4
Relationship type	An indicator for relationships between metadata items.	Optional	14.2.5
National reporting arrangement	The arrangement under which the indicator set is reportable at a national level.	Conditional: Complete for indicator sets that have a national reporting requirement.	14.2.6
Implementation start date	The date upon which the indicator set is first implemented.	Conditional: Complete if the indicator set has a specified implementation date.	14.2.7
Implementation end date	The date upon which the indicator sets implementation is completed.	Conditional: Complete if the indicator set has a specified implementation end date	14.2.8
Comments	Any additional information that adds to the understanding of the indicator set.	Optional	14.2.9
Submitting organisation	One or more organisations responsible for the submission of the metadata item for endorsement as a standard.	Mandatory	14.2.10
Steward	The name of the organisation responsible for ongoing maintenance and management of a metadata item.	Completed by Registrar.	14.2.11
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.	14.2.12

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.	14.2.13
Unresolved issues	Comments which highlight unresolved issues for data committee or registrar consideration.	Completed by registrar.	14.2.14
Submitting organisation contact details	The details of at least one contact person for each listed submitting organisation	Completed by registrar.	14.2.15
Steward contact details	The details of at least one contact person for the Steward organisation.	Completed by registrar.	14.2.16

14.1.2 For registrars: Overview of indicator set attributes

Table 14.1.2.1 below provides an overview of the attributes requiring action by a registrar when an indicator set is submitted for review. The business rules relating to these attributes are provided in the relevant sections in this chapter.

Table 14.1.2.1: Overview of indicator set attributes for registrar action

Attribute	Definition	Obligation to complete	Section in this Chapter
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.	14.2.11
Unresolved issues	Comments which highlight unresolved issues for data committee or registrar consideration.	Optional	14.2.13
Submitting organisation contact details	The details of at least one contact person for each listed submitting organisation	Optional	14.2.14
Steward contact details	The details of at least one contact person for the Steward organisation.	Optional	14.2.16

14.2 Attributes requiring developer or registrar action

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

14.2.1 Name

A single or multi-word designation assigned to the indicator set.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> 1. State the full or formal name given to the set of indicator specifications, as specified by the auspice body responsible for defining the indicators, followed by the effective year (i.e. the year the set of indicator specifications is implemented) in parentheses. For example: National Healthcare Agreement (2022) 2. The following year rules are applicable: <ul style="list-style-type: none"> • If the indicator set is effective for one calendar year, then year is; for example, 'National Healthcare Agreement (2022)'. • If the indicator set has a known implementation year, but the implementation end period is unknown, then only the known implementation year is used; for example, 'National Healthcare Agreement (2022)' rather than 'National Health Agreement (2022-)'. • If the indicator set is effective across multiple calendar or financial years (and implementation end date is known), then the range of years should be included; for example, 'National Health Agreement (2020–2022)'. • If an indicator set is effective across a single financial year (and implementation end date is known), then year is; for example, 'National Health Agreement (2022–23)' 3. The indicator set 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. 4. Slashes (/) are permitted. Do not leave any spaces before or after the slash. 5. Hyphens are permitted only when used in a compound word (e.g., 'non-admitted'). Do not leave any spaces before or after the hyphen. 6. The following are permitted only if they form part of the formal name of the agreement: <ul style="list-style-type: none"> • commas 7. The following are not permitted: <ul style="list-style-type: none"> • full stops • square brackets • quotation marks

14.2.2 Indicator set type

This refers to the origin of the indicator set and the auspice body responsible for defining the indicators contained within it.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users

Rules:	<p>Note: the definitions below have not been updated since the cessation of the Council of Australian Governments (COAG) in May 2020.</p> <p>There are four indicator set types. Only one of the following indicator set types may be selected:</p> <ol style="list-style-type: none"> 1. COAG-IGA: This includes indicators outlined in the Council of Australian government (COAG) Intergovernmental Agreement (IGA) on Federal Financial Relations relevant to national reporting on health, housing assistance and community services. The overall objective of these agreements is the improvement of the wellbeing of all Australians. Each Specific Purpose Payment (SPP) is associated with a National Agreement that contains the objectives, outcomes, outputs and indicators, and clarifies the roles and responsibilities that will guide the Commonwealth and States in the delivery of services across the relevant sectors. COAG agreed to six new National Agreements. They are the National Healthcare Agreement, National Education Agreement, National Agreement for Skills and Workforce Development, National Disability Agreement, National Affordable Housing Agreement, and the National Indigenous Reform Agreement. Agreements included under this Indicator set include: <ul style="list-style-type: none"> • National Affordable Housing Agreement • National Disability Agreement • National Healthcare Agreement • National Indigenous Reform Agreement 2. COAG-NP: COAG oversaw the National Partnership (NP) payments to fund specific projects and to facilitate and/or reward the states and territories that deliver on nationally-significant reforms, such as: <ul style="list-style-type: none"> • homelessness • remote Indigenous housing • social housing 3. Report on Government Services (ROGS): The Report on Government Services is an annual report which presents data on the equity, efficiency and cost effectiveness of government services. The Review aims to: <ul style="list-style-type: none"> • enable ongoing comparisons of the performance of government services and • report on government service provision reforms that governments have implemented, or that are under consideration. <p>The Review's two main tasks are:</p> <ul style="list-style-type: none"> • develop agreed national performance indicators for government services (which are published in the annual ROGS) and • analyse service provision reforms. <p>The Review does not consider policy issues. It aims to assemble indicators of performance given the existing policy framework of governments. The performance measures established are to assist each government in the formulation of its policy objectives and priorities in the following areas:</p> <ul style="list-style-type: none"> • aged care services • disability services • housing • primary and community health • protection and support services • public hospitals 4. Other national indicator set: This includes indicator sets that do not fit the criteria of the other data specification sets. This may include indicator sets such as the Children's Headline Indicator set or the Child Protection Framework.
Notes	<p>On 29 May 2020, National Cabinet agreed to the Cessation of the Council of Australian Governments (COAG), however the definitions in this attribute have not yet been updated. Indicator sets which supersede those with the indicator set type 'COAG-IGA' or 'COAG-NG' may continue to use these values. If in doubt, choose the value 'Other.'</p>

14.2.3 Description

A concise description of the common objectives shared by the indicators in the indicator set.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none">1. The description should include the objectives, targets and/or outcomes of the indicator set, as applicable.2. Express the description as complete, grammatically correct, sentences or paragraphs.

14.2.4 Indicators linked to this indicator set

The individual indicators linked to from the indicator set.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none">1. Select the indicator(s) which form the indicator set using the Add item button.
Notes	<p>If applicable, the same indicator may appear in more than one indicator set.</p> <p>See chapter 13 'Indicator business rules.'</p>

14.2.5 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"> 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). 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). 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. 4. When creating a Superseded relationship, the registration status of the superseded item must be changed to Superseded once the new item becomes Standard. <p>To create a relationship:</p> <ul style="list-style-type: none"> • select a value from the ‘relationship type’ drop-down list • click the Add button to open the metadata item browser • select the metadata item and click the Add button • select or enter the item you wish to create a relationship to and click the Add button • the relationship will then be listed on the metadata item creation window. <p>The relationship can be deleted by clicking on the Cancel button.</p>
Notes	See Appendix F for more detailed information on relationship types and their associated meanings.

14.2.6 National reporting arrangement

The arrangement under which the indicator set is reportable at a national level.	
Obligation to complete:	Conditional: Complete for indicator sets that have a national reporting requirement.
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none">1. Specify the arrangement under which the indicator set is reported nationally, such as any applicable agreements, or the organisation responsible. Examples include: 'Fourth Action Plan under the National Framework for Protecting Australia's Children 2009–2020' 'Funding agreements between the Department of Health and Aged Care and the organisations funded under the Indigenous Australians' Health Programme (IAHP)'<ul style="list-style-type: none">• Australian Institute of Health and Welfare• states and territories2. In cases where there is no national reporting specified:<ul style="list-style-type: none">• no formal reporting requirements

14.2.7 Implementation start date

The date upon which the indicator set is first implemented.	
Obligation to complete:	Conditional: Complete if the indicator set has a specified implementation date.
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none">1. Select the implementation start date from the calendar.2. When the implementation start date calendar is selected it automatically defaults to today's date. To specify the implementation start date, select the relevant day, month and year from the drop-down date selector to indicate a fully formed date (i.e., 5 February 2006).3. If indicator set does not have an implementation start date, tick the Not applicable box.

14.2.8 Implementation end date

The date upon which the indicator sets implementation is completed.

Obligation to complete:	Conditional: Complete if the indicator set has a specified implementation end date.
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none">1. Select the implementation end date from the calendar.2. When the implementation end date calendar is selected it automatically defaults to today's date. To specify the implementation end date, select the relevant day, month and year from the drop-down date selector to indicate a fully formed date (i.e., 15 February 2006).3. If the indicator set does not have an implementation end date, tick the Not applicable box

14.2.9 Comments

Any additional information that adds to the understanding of the indicator set.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	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.
Notes	<ol style="list-style-type: none">1. Any glossary items implemented in the indicator set should be listed in 'comments' under the heading 'glossary items' with lead-in wording such as, 'Glossary terms that are relevant to this indicator set are:...'2. Insert each glossary term by using the WYSIWIG editor toolbar.3. Click on the METEOR drop-down menu. This brings up three options: metadata items, image and file.4. Choose 'metadata items'.5. Insert the glossary item ID number and click the OK button.6. Repeat process if more items are needed.

14.2.10 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">1. For each organisation responsible for the submission of the metadata item, state the full official organisation title at the time of submission.2. Abbreviations and symbols should only be used when they are part of the official organisation title.3. Conclude and separate each organisation's name with a new line (without a full stop).
Notes	<ol style="list-style-type: none">1. Click on down arrow to show drop-down list of departments and organisations.2. Click on chosen organisation.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.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.

14.2.11 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:	Registrar
Rules:	<ol style="list-style-type: none">1. Each metadata item may be associated with only one steward.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.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.4. State the complete and official organisation title for the steward (including a committee where necessary).5. Abbreviations and symbols should only be used when they are part of the official organisation title.

14.2.12 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">1. Origin references should comply with the referencing guidelines in Appendix C 'Referencing guidelines'.2. List the full reference for any in-text references cited in the body of that metadata item.3. Conclude and separate each reference with a new line (without a full stop).
Notes	References included in the 'origin' attribute are not included in the 'reference documents' attribute and vice versa.

14.2.13 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">1. References should comply with the referencing guidelines in Appendix C 'Referencing guidelines'.2. Conclude and separate each reference with a new line (without a full stop).
Notes	References included in the 'reference documents' attribute are not included in the 'origin' attribute and vice versa.

14.2.14 Unresolved issues

Comments which highlight unresolved issues for data committee or registrar consideration.

Obligation to complete:	Optional
Completed by:	Registrar
Visibility:	Registrar
Rules:	<ol style="list-style-type: none">1. This field should be used to document issues which are relevant to the quality of the metadata item and its management within METEOR.2. Unresolved issues can only be created and viewed by registrars and have been designed to assist communication between registrars.
Notes	This attribute can only be created and viewed by registrars

14.2.15 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:	Registrar
Rules:	<ol style="list-style-type: none">1. Approval from each submitting organisation contact person must be provided before any contact information is stored within METEOR.2. For each submitting organisation contact, list their name, position title, organisational unit, telephone number and email address.
Notes	This attribute can only be created and viewed by registrars

14.2.16 Steward contact details

The details of at least one contact person for the steward organisation.

Obligation to complete:	Optional
Completed by:	Registrar
Visibility:	Registrar
Rules:	<ol style="list-style-type: none">1. Approval from the steward contact person must be received before any contact information is stored within METEOR.2. For each steward contact, list their name, position title, organisational unit, telephone number and email address.
Notes	This attribute can only be created and viewed by registrars.