

National community services data dictionary

Version 4

The Australian Institute of Health and Welfare is Australia's national health and welfare statistics and information agency. The Institute's mission is *better health and wellbeing for Australians through better health and welfare statistics and information.*

National community services data dictionary Version 4

National Community Services Data Committee

2006

Australian Institute of Health and Welfare
Canberra

AIHW cat. no. HWI 91

© Australian Institute of Health and Welfare 2006

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced without prior written permission from the Australian Institute of Health and Welfare. Requests and enquiries concerning reproduction and rights should be directed to the Head, Business Promotion and Media Unit, Australian Institute of Health and Welfare, GPO Box 570, Canberra ACT 2601.

This publication is part of the Australian Institute of Health and Welfare's Information Series. A complete list of the Institute's publications is available from the Business Promotion and Media Unit, Australian Institute of Health and Welfare, GPO Box 570, Canberra ACT 2601, or via the Institute's website <www.aihw.gov.au>.

ISSN 1440-8872

ISBN 1 74024 617 9

(CD-ROM: ISBN 1 74024 627 6, cat. no. HWI 93)

Suggested citation

National Community Services Data Committee 2006. National community services data dictionary. Cat. no. HWI 91. Version 4. Canberra: Australian Institute of Health and Welfare.

Australian Institute of Health and Welfare

Board Chair
Hon. Peter Collins, AM, QC

Director
Penny Allbon

Any enquiries about or comments on this publication should be directed to:

National Data Development and Standards Unit

Australian Institute of Health and Welfare

GPO Box 570

Canberra ACT 2601

Phone: (02) 6244 1000

Fax: (02) 6244 1069

Published by Australian Institute of Health and Welfare

Printed by Elect

Foreword

This fourth version of the *National community services data dictionary* is an important component of Australia's data development infrastructure for community services. In particular, the expanded array of agreed data standards in this new version will further increase our national capacity to establish common definitions and data elements across community services data collections and with the health and housing assistance sectors.

The use of standardised data elements helps to achieve consistency in data and facilitates comparability in and across collections, which is vital for policy, planning and research purposes. With consistent, comparable data, more meaningful analysis can be carried out at the national level, assisting governments to plan and deliver quality services and to meet public accountability requirements. The use of common data elements also allows more holistic analysis in relation to social issues that stretch across program boundaries, for example disability services, mental health and community care.

The dictionary provides a common basis for the collection of data by jurisdictions throughout Australia. This consistency and comparability means that the information they gather can be widely used in community discussion and public policy debate on community service issues.

The dictionary's value extends beyond national requirements. People involved in local or jurisdictional community services data development may also use its templates and practices to maintain consistency with national collections and to help establish internal consistency within their own data collections.

This dictionary is produced under the auspices of signatories to the National Community Services Information Agreement. As such, it represents substantial contributions of time by a wide range of recognised experts in the field. Their contribution is gratefully acknowledged. The building of national data standards helps to ensure that the extensive and costly collection of data on the use of community services produces information that is internally consistent and comparable across the sector.

You will find that the format of the data elements in version 4 of the dictionary is different from that of previous versions. All metadata in this version are based on the 2003 edition (this is the latest edition) of the international standard ISO/IEC 11179:2003. This edition of the international standard provides a more rigorous approach to the development of data definitions, thereby ensuring greater uniformity and less ambiguity. Our implementation of this standard can be found in METeOR, the web-based metadata registry for storing national data standards used by the health, housing and community services sectors. Version 4 of the dictionary presents data standards in a user-friendly and less technical format than that in METeOR.

I urge all collectors of community services data in Australia and those involved in developing standards and collections to use the dictionary and so contribute to improving the quality of information available in this field.

Gul Izmur
Chair
National Community Services
Information Management Group

Penny Allbon
Director
Australian Institute
of Health and Welfare

What is the *National community services data dictionary*?

The *National community services data dictionary* is the authoritative source of national community services data definitions.

In essence, the aim is to provide a 'common language' for the various agencies and organisations involved in community services.

The dictionary is a reference on nationally agreed data definitions and information on standards relevant to the community services sector.

The dictionary is an important resource for people involved in building data collections and conducting research and evaluation activities.

How to use the *data dictionary*?

For most data elements the dictionary provides generic definitions and value (data) domains (that is, code sets and/or classifications) that are applicable across all areas of community services. As a result, the level of detail may not be specific enough for individual data collections and the value domains may be too broad. In these cases, data collectors are encouraged to develop their own specific subcategories within the broader categories in the dictionary. This means that data can still be mapped to the value domains set out in the dictionary and will be comparable with other collections at a broad level.

In addition, individual collections can use a combination of data elements from the dictionary to collect information for their own specific purposes. For example, it may be important to collect information about a carer's age, sex and indigenous status. Although there are no specific data items called 'Carer's age', 'Carer's sex', or 'Carer's indigenous status', there are definitions for 'Informal carer', and data domains for 'Age', 'Sex' and 'Indigenous status' that can be combined to provide appropriate data items for collection.

Why use the *data dictionary*?

Using the dictionary will improve data comparability and consistency across and within data collections.

Compatibility with other standards

The data standards outlined in the dictionary are compiled by the National Community Services Data Committee (NCSDC) and endorsed by its parent committee, the National Community Services Information Management Group (NCSIMG). These committees are committed to using standards adopted by the Australian Bureau of Statistics and other authoritative sources wherever possible.

Decisions to include items in the dictionary are made on the basis of:

- comparability and consistency with other relevant data standards
- appropriateness of the information to the community services sector

- ability of the item to provide relevant information about population, client and service profiles
- ability of the item to produce high-quality data and be consistently applied
- effort required to collect the data weighed against the benefits
- ability of the data items to meet statistical and ethical standards.

Data definitions are presented in a format based on the second edition of the international standard for defining data elements (ISO/IEC 11179) issued by the International Organization for Standardization.¹ This format is also used in the *National health data dictionary* and the *National housing assistance data dictionary*.

Where possible, data standards in the dictionary are consistent with other national standard classifications to ensure overall comparability of national data. The Australian Bureau of Statistics is the source of many key socioeconomic classifications used in community services data collections, for example, Australian Standard Classification of Languages, Australian Standard Geographic Classification and the Australian Standard Classification of Occupations.

Governance

The *National community services data dictionary* is an initiative under the National Community Services Information Agreement, auspiced by the Community and Disability Services Ministers' Advisory Council.

Under the agreement, all parties:

- cooperate in the development of a national community services data dictionary that sets out agreed data definitions, classifications and standards and which will be the authoritative source of national community services data definitions.
- comply with and use the agreed definitions and standards for data collected for the purpose of national information collections

Objectives

The data dictionary aims to describe in standardised form:

- data commonly applicable in the community services sector, for which a reasonable degree of consistency of measurement exists
- data important across the community services sector that currently lack standardisation
- 'good practice' items, such as certain Australian Bureau of Statistics standards, which have potential for use in data collection.

¹ ISO/IEC 11179-3:2003(E), *Information technology – metadata registries (MDR) – registry metamodel and basic attributes*. Geneva: International Organization for Standardization.

Where do you get the dictionary?

The current version of the *National community services data dictionary* is Version 4 .

Printed copies of the dictionary are available from the:

Australian Institute of Health and Welfare (AIHW)

Phone: (02) 6244 1000

Fax: (02) 6244 1255

An electronic version can be downloaded as a PDF file from:

www.aihw.gov.au/publications/hwi/ncsddv4/ncsddv4.pdf

Definitions can be queried in the AIHW's online metadata registry at:

meteor.aihw.gov.au

Feedback and contact details

The development of the data dictionary is an ongoing process. The support and professional input of a range of community services data development groups are essential to expand its scope and utility.

The NCSDC welcomes feedback on existing data standards in the data dictionary and submissions (either for new data items, modifications to existing items, or information on your data development activities). NCSDC member details are included in the dictionary.

Further information may be found on the AIHW website at:

www.aihw.gov.au/committees/ncsdc/

or from:

AIHW

National Data Development and Standards Unit

Phone: (02) 6244 1000

Fax: (02) 6244 1299

Email: datadevelopment@aihw.gov.au

Contents

Foreword	v
What is the <i>National community services data dictionary</i>?	vii
How to use the <i>data dictionary</i> ?.....	vii
Why use the <i>data dictionary</i> ?	vii
Compatibility with other standards	vii
Governance	viii
Objectives	viii
Where do you get the dictionary?	ix
Feedback and contact details.....	ix
List of tables	xiii
List of metadata items – commonly used names	xv
Data elements – technical names (index)	xxii
Acknowledgments	xxv
Abbreviations and acronyms	xxvi
Introduction	1
The National Community Services Data Committee	1
METeOR	2
Differences between the <i>National community services data dictionary</i> and METeOR	3
Feedback.....	3
National Data Development and Standards Unit	4
Secretariat.....	4
The <i>National community services data dictionary, version 4</i>	5
Changes to the format of the dictionary	5
Summary of changes to data standard content	5
New data elements	6
Modified data elements.....	9
Data standards use in data collections	12
About metadata standards	14
Data elements	15
Supporting metadata items	261

Object classes	262
Properties	302
Classification schemes	388
Glossary items	401
Appendix 1: Metadata standards	432
Data element.....	432
Data element concept.....	433
Value domain	433
Classification scheme	433
Object class.....	434
Property.....	434
Glossary item.....	434
Data set specification.....	435
Metadata attributes.....	435
Appendix 2: Data element template.....	436
Identifying and definitional attributes	436
Appendix 3: Guide to data development	439
Data development principles	439
Creating data standards is part of data development	439
National and international standards should be used wherever available and applicable	439
Data development is system independent	439
Data must be fit for the intended purpose	440
Data development may be incremental	440
Data development should be mindful of privacy concerns.....	440
Data development should minimise collector/recording burden.....	440
Data development should reflect not drive practice.....	440
Create once, use often.....	441
Appendix 4: The National Community Services Data Committee	442

List of tables

Table 1: New data elements in commonly used name order	6
Table 2: New data elements in technical name order.....	8
Table 3: Modified data elements in commonly used name order.....	9
Table 4: Modified data elements in technical name order	11
Table 5: Example of mapping from the dictionary to an individual collection	12
Table A1: National Community Services Data Committee membership at May 2006	443

List of metadata items—commonly used names

Data elements

Address line (person)	16
Address line (service provider organisation).....	19
Address type (person)	22
Address type (service provider organisation)	25
Address – country identifier (person).....	27
Age	29
Assessment date	31
Assistance – reason not provided	33
Assistance received date	35
Assistance request date	37
Assistance urgency	39
Australian state/territory identifier	41
Australian state/territory identifier (service provider organisation).....	43
Carer co-residency	45
Case management plan indicator	47
Child abuse and neglect type	49
Communication method	51
Country of birth.....	53
Date accuracy indicator	56
Date of birth.....	60
Date of death.....	63
Days per week of operation.....	65
Disability group.....	67
Electronic communication address (person).....	72
Electronic communication address (service provider organisation)	74
Electronic communication medium (person).....	76
Electronic communication medium (service provider organisation).....	77
Electronic communication usage code (person)	79
Eligibility status.....	81
End date.....	83

Family name	85
Field of education.....	90
First language spoken.....	92
First service contact date.....	95
Full-time equivalent paid staff.....	97
Full-time equivalent volunteer/unpaid staff.....	99
Full-time/part-time status	101
Geographic location of organisation	103
Geographic location of person	104
Given name sequence number.....	106
Given name(s).....	108
Goods and equipment received (service episode).....	114
Goods and equipment received (service event)	118
Hours worked per week – volunteer/unpaid staff.....	122
Hours worked per week – paid staff.....	124
Household family type.....	126
Household type	128
Indigenous status	130
Informal carer existence indicator	134
Interpreter services required	137
Labour force status	139
Last service provision date	142
Legal order	143
Level of highest educational attainment.....	146
Living arrangement	150
Main language other than English spoken at home.....	152
Main occupation of person	155
Marital status	157
Mother’s original family name.....	160
Name context flag	161
Name suffix.....	163
Name suffix sequence number.....	165
Name title.....	167
Name title sequence number.....	169
Name type.....	171

Name type (Service provider organisation)	173
Non-Australian state/province (person).....	175
Non-Australian state/province (service provider organisation)	176
Organisation end date	177
Organisation name.....	178
Organisation start date.....	180
Person identifier	181
Postal delivery point identifier (person).....	182
Postal delivery point identifier (service provider organisation)	184
Postcode – Australian (person)	186
Postcode – Australian (service provider organisation)	188
Postcode – international (person)	190
Postcode – international (service provider organisation)	191
Preferred language.....	192
Proficiency in spoken English	194
Provider occupation category (self-identified)	197
Provider occupation end date	201
Provider occupation start date	202
Referral contact method	203
Referral date.....	205
Referral source.....	207
Relationship in household	209
Relationship of carer to care recipient.....	212
Religious affiliation.....	214
Residential setting.....	216
Service activity type.....	220
Service activity type requested	222
Service cessation reason	224
Service delivery setting	227
Service delivery setting (agency)	229
Service operation hours.....	231
Service operation weeks.....	233
Sex	235
Source of income	238
Source of principal income	242

Start date.....	247
Status in employment.....	249
Suburb/town/locality name (person)	251
Suburb/town/locality name (service provider organisation)	253
Telephone number	255
Telephone number type	257
Year of arrival in Australia	259
Child.....	263

Object classes

Client.....	264
Date	266
Dwelling	267
Environment	269
Group of persons.....	270
Household.....	271
Household family	274
Individual service provider	275
Informal carer	276
Life event.....	278
Person	279
Person/group of persons	291
Referral	292
Service episode.....	293
Service event	295
Service provider organisation	297
Service/care event	300
Service/care provider.....	301

Properties

Abuse and neglect type.....	303
Accuracy indicator	304
Address line	305
Address type.....	306
Assessment date.....	307
Assistance eligibility status.....	308
Assistance received date	309

Assistance request date	310
Assistance urgency	311
Australian postcode.....	312
Australian state/territory identifier	313
Case management plan indicator	314
Co-residency status.....	315
Communication method	316
Contact method	317
Country identifier	318
Country of birth.....	319
Date of birth.....	320
Date of death.....	321
Disability group.....	322
Electronic communication address.....	323
Electronic communication medium	324
Electronic communication usage code.....	325
Episode start date.....	326
Family name	327
Family type	328
Field of education.....	329
First language spoken.....	330
First service contact date	331
Full-time equivalent staff	332
Full-time/part-time status	334
Geographic location.....	335
Given name	336
Given name sequence number	337
Hours worked.....	338
Household type	339
Indigenous status	340
Informal carer existence indicator	341
International postcode.....	342
Interpreter service required status	343
Last service provision date	344
Legal order/arrangement type	345

Level of educational attainment.....	346
Living arrangement	347
Main language other than English spoken at home.....	348
Marital status	349
Mother's original family name.....	350
Name conditional use flag.....	351
Name suffix.....	352
Name suffix sequence number.....	353
Name title.....	354
Name title sequence number.....	355
Name type.....	356
Non-Australian state/province	357
Number of service operation days	358
Number of service operation hours.....	359
Number of service operation weeks.....	360
Occupation.....	361
Occupation end date.....	362
Occupation start date.....	363
Organisation end date	364
Organisation identifier	365
Organisation name.....	366
Organisation start date.....	367
Person identifier	368
Postal delivery point identifier	369
Proficiency in spoken English	370
Reason assistance not provided	371
Referral method.....	372
Referral receipt date.....	373
Relationship to care recipient.....	374
Religious affiliation.....	375
Residential setting.....	376
Service activity type.....	377
Service activity type requested	378
Service cessation reason	379
Sex	380

Status in employment.....	381
Suburb/town/locality name.....	382
Target group	383
Telephone number	384
Telephone number type	385
Type of goods and equipment received	386
Year of first arrival in Australia	387

Classifications

Australian Standard Classification of Education 2001	389
Australian Standard Classification of Languages 2005	390
Australian Standard Classification of Occupations 2nd edition	391
Australian Standard Classification of Religious Groups 2005.....	394
Australian Standard Geographical Classification 2005	395
International Classification of Functioning, Disability and Health 2001	396
National Classifications of Community Services version 2.0	398
Postcode datafile	399
Standard Australian Classification of Countries 1998	400

Glossary items

Activity – functioning, disability and health	402
Address.....	405
Adoption	407
Assistance received.....	408
Assistance request reason	409
Assistance with activities and participation.....	411
Disability	413
Family	417
Functioning.....	419
Geographic indicator.....	421
Homeless	422
Income unit	423
Participation – functioning, disability and health	424
Record linkage.....	426
Statistical Local Area	427
Target group	428
Unincorporated business	429
Volunteer.....	430

Data elements—technical names (index)

Child – abuse and neglect type, code N	49
Client – case management plan indicator, code N	47
Date – accuracy indicator, code AAA.....	56
Household – family type, code N	126
Household – household type, code N	128
Individual service provider – occupation (self-identified), code (ASCO 2nd edn) N[NNN]{-NN}	197
Individual service provider – occupation end date, DDMMYYYY	201
Individual service provider – occupation start date, DDMMYYYY	202
Informal carer – co-residency status, code N	45
Informal carer – relationship to care recipient, code N.....	212
Person (address) – address line, text [X(180)].....	16
Person (address) – address type, code N	22
Person (address) – Australian postcode, code (postcode datafile) {NNNN}.....	186
Person (address) – country identifier, code (SACC 1998) NNNN	27
Person (address) – electronic communication address, text [X(250)].....	72
Person (address) – electronic communication medium, code N	76
Person (address) – electronic communication usage, code N	79
Person (address) – international postcode, text [X(10)]	190
Person (address) – non-Australian state/province, text [X(40)].....	175
Person (address) – postal delivery point identifier, {N(8)}.....	182
Person (address) – suburb/town/locality name, text [A(50)]	251
Person (employed) – full-time/part-time status, code N	101
Person (employed) – status in employment, code N.....	249
Person (name) – family name, text X[X(39)]	85
Person (name) – given name sequence number, code N	106
Person (name) – given name, text [X(40)]	108
Person (name) – name conditional use flag, code N	161
Person (name) – name suffix sequence number, code N.....	165
Person (name) – name suffix, text [A(12)].....	163
Person (name) – name title sequence number, code N.....	169
Person (name) – name title, text [A(12)].....	167
Person (name) – name type, code N	171
Person (overseas born) – year of first arrival in Australia, date YYYY.....	259
Person (telephone) – telephone number type, code A	257
Person – age, total years N[NN].....	29
Person – Australian state/territory identifier, code N.....	41

Person – communication method, code N	51
Person – country of birth, code (SACC 1998) NNNN	53
Person – date of birth, DDMMYYYY	60
Person – date of death, DDMMYYYY	63
Person – disability grouping code N	67
Person – eligibility status, code N	81
Person – field of education, code (ASCED 2001) NN[{NN}{NN}]	90
Person – first language spoken, code (ASCL 2005) NN{NN}	92
Person – geographic location, code (ASGC 2005) NNNNN	104
Person – Indigenous status, code N	130
Person – informal carer existence indicator, code N	134
Person – interpreter service required, yes/no code N	137
Person – labour force status, code N	139
Person – legal order/arrangement type, code N	143
Person – level of highest educational attainment, code NN	146
Person – living arrangement, code N	150
Person – main language other than English spoken at home, code (ASCL 2005) NN{NN}	152
Person – marital status, code N	157
Person – mother’s original family name, text [X(40)]	160
Person – occupation (main), code (ASCO 2nd edn) N[NNN]{-NN}	155
Person – person identifier, XXXXXX[X(14)]	181
Person – preferred language, code (ASCL 2005) NN{NN}	192
Person – proficiency in spoken English, code N	194
Person – relationship to household reference person, code NN	209
Person – religious affiliation, code (ASCRG 2005) N[NNN]	214
Person – residential setting, code N	216
Person – service activity type, (requested) code (NCCS v2.0) ANN{.N{.NN}}	222
Person – sex, code N	235
Person – source of cash income (all) code NN	238
Person – source of cash income (principal), code N	242
Person – telephone number, text [X(40)]	255
Referral – contact method code N	203
Referral – referral receipt date, DDMMYYYY	205
Referral – referral source, code N[.N]	207
Service episode – end date, DDMMYYYY	83
Service episode – service cessation reason, code N	224
Service episode – start date, DDMMYYYY	247
Service episode – type of goods and equipment received, code N	114
Service event – assessment date, DDMMYYYY	31

Service event – assistance received date, DDMMYYYY	35
Service event – assistance request date, DDMMYYYY	37
Service event – assistance urgency, code N{.N}	39
Service event – first service contact date, DDMMYYYY	95
Service event – last service provision date, date DDMMYYYY	142
Service event – reason assistance not provided, code N	33
Service event – service delivery setting (NCCS v2.0) AN{.N{.NN}}	227
Service event – type of goods and equipment received, code N	118
Service provider organisation (address) – address line, text [X(180)]	19
Service provider organisation (address) – address type, code N	25
Service provider organisation (address) – Australian postcode, code (postcode datafile) {NNNN}	188
Service provider organisation (address) – electronic communication address, text [X(250)]	74
Service provider organisation (address) – electronic communication medium, code N	77
Service provider organisation (address) – international postcode, text [X(10)]	191
Service provider organisation (address) – non-Australian state/province, text [X(40)]	176
Service provider organisation (address) – postal delivery point identifier, {N(8)}	184
Service provider organisation (address) – suburb/town/locality name, text [A(50)]	253
Service provider organisation (name) – name type, code N	173
Service provider organisation (name) – organisation name, text [X(200)]	178
Service provider organisation – Australian state/territory identifier, code N	43
Service provider organisation – full-time equivalent staff (paid), total N[NNN{.N}]	97
Service provider organisation – full-time equivalent staff (volunteer/unpaid), total N[NNN{.N}]	99
Service provider organisation – geographic location, code (ASGC 2005) NNNNN	103
Service provider organisation – hours worked (volunteer/unpaid staff), total NNNNN	122
Service provider organisation – hours worked, (paid staff), total NNNNN	124
Service provider organisation – number of service operation days (7 day period), total N[N]	65
Service provider organisation – number of service operation hours (24 hour period), total NN	231
Service provider organisation – number of service operation weeks (calendar year), total NN	233
Service provider organisation – organisation end date, DDMMYYYY	177
Service provider organisation – organisation start date, DDMMYYYY	180
Service provider organisation – service activity type, code (NCCS v2.0) ANN{.N{.NN}}	220
Service provider organisation – service delivery setting, code (NCCS v2.0) AN{.N{.NN}}	229

Acknowledgments

The members of the National Community Services Data Committee (NCSDC) wish to acknowledge the support of the AIHW in preparing and publishing this dictionary. In particular, thanks are due to AIHW staff members Trish Ryan, Tanya Wordsworth, Shubhada Shukla, Robyn Kingham-Edwards, Meera Rajendran, David Neilsen and Alison Tong Lee, who prepared the material for this edition and played an important role in the standardisation process. Thanks are also due to all members of the NCSDC who have overseen its preparation.

The compilation of version 4 of the National Community Services Data Dictionary has been greatly assisted by funds provided by the Community Services Ministers' Advisory Council and the AIHW. Although the compilation of the dictionary is the responsibility of the NCSDC, the National Community Services Information Management Group played an important role by providing broad direction and support throughout its preparation.

A number of organisations assisted the NCSDC by making valuable contributions of staff time and expertise to the development of the dictionary. These include the organisations who have members on the NCSDC (see Appendix 4).

Abbreviations and acronyms

ABS	Australian Bureau of Statistics
AIHW	Australian Institute of Health and Welfare
ARIA	Accessibility/Remoteness Index of Australia
ASCED	Australian Standard Classifications of Education
ASCCSS	Australian Standard Classification of Countries for Social Statistics
ASCL	Australian Standard Classification of Languages
ASCO	Australian Standard Classification of Occupations
ASCRG	Australian Standard Classification of Religious Groups
ASGC	Australian Standard Geographical Classification
CSTDA	Commonwealth State/Territory Disability Agreement
DNCB	Domiciliary Nursing Care Benefit
DSS	Data Set Specification
HACC	Home and Community Care Program
ICD-10-AM	International Statistical Classification of Diseases and Related Health Problems, Tenth Revision, Australian Modification
ICF	International Classification of Functioning, Disability and Health
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
MDS	Minimum Data Set
METeOR	The AIHW's metadata electronic, online repository
NCCS (V2)	National Classifications of Community Services (Version 2)
NCSDC	National Community Services Data Committee
NCSIA	National Community Services Information Agreement
NCSIMG	National Community Services Information Management Group
NHDC	National Health Data Committee
NHDD	National Health Data Dictionary
NHIMG	National Health Information Management Group
NLI	National Localities Index
NMDS	National Minimum Data Set
PAF	Postal Address File
PDPID	Postal Delivery Point Identifier
RRMA	Rural, Remote Area and Metropolitan Area
SAAP	Supported Accommodation Assistance Program
SACC	Standard Australian Classification of Countries
SLA	Statistical Local Area
WHO	World Health Organization

Introduction

Since the establishment of the National Community Services Information Agreement in 1997, there have been many changes in the development and management of national community services information. The first version of the *National community services data dictionary* ('the dictionary') was published in 1998. Since then, both the scope and content of the subsequent versions of the dictionary have expanded. With support from the Australian Institute of Health and Welfare (AIHW), the National Community Services Data Committee (NCSDC) has compiled this dictionary, under the broad direction of the National Community Services Information Management Group (NCSIMG).

The dictionary is the authoritative source of information about endorsed national data standards for use in community services data collections, where national consistency is required or desired. The dictionary provides the basis for consistent national data and is seen as necessary for achieving a nationally coordinated approach to the development of information for community services. All members of the NCSIMG have committed their jurisdictions to adopt the dictionary definitions, wherever possible.

The aim of the dictionary is to provide a 'common language' for data for agencies and organisations involved in community services. It is designed to improve the comparability of data across the community services field. It is also designed to make data collection activities more efficient by reducing duplication of effort in the field, and more effective by ensuring that information to be collected is appropriate to its purpose.

The objectives of the dictionary are to:

- communicate a coherent set of data standards that improve the availability and maintenance of high-quality data about the needs of the community, the services provided, and the outcome of these services, including any unmet demand
- give priority to the development of quality performance information that can be reliably compared across jurisdictions and between services through adoption of common terminology, definitions, classifications and code sets.

These objectives provides a basis for ongoing data development activity in the community services sector, with a clear focus on the need for enhanced comparability, quality and utility of data through the application of consistent, reliable data standards.

The National Community Services Data Committee

The NCSDC is a standing committee of the NCSIMG, a body established under the National Community Services Information Agreement to oversee the implementation of this agreement. All data elements included in the dictionary are endorsed by the NCSIMG.

The main role of the NCSDC is to assess data standards proposed for inclusion in the dictionary and to make recommendations to the NCSIMG on revisions and additions to each successive version of these standards. In particular, the NCSDC's role is to ensure that the dictionary definitions comply with endorsed existing data standards and that all data standards being considered for the dictionary have undergone sufficient national consultation with recognised experts and stakeholders in the relevant field.

The rules applied to each data standard are designed to ensure that each definition is clear, concise, comprehensive and provides sufficient information to give all those who collect, and use the data a common understanding of its meaning.

The organisations represented in the NCSDC are detailed in Appendix 4. In summary these include:

- Australian Government Department of Families, Community Services and Indigenous Affairs
- Australian Government Department of Health and Ageing
- state and territory government community service authorities
- Australian Institute of Health and Welfare
- Australian Bureau of Statistics
- Health Data Standards Committee
- three representatives from non-government organisations.

The NCSIMG appoints the chair of the NCSDC who is also a member of the NCSIMG. A list of committee members with their contact details is provided in Appendix 4.

The NCSDC does not normally develop data standards directly. It provides a channel through which data standards emerging from nationally focused data development work are documented and endorsed by NCSIMG for implementation in national data collections and made more widely available to stakeholders in the national community services information arena. The range and relevance of the data standards included in the dictionary largely depend on the material submitted to the NCSDC by the expert working groups that are actively developing data collections in the community services field.

More information about the NCSDC and its processes is available from the Secretariat (see the address at the end of this section) or through the NCSDC website:

www.aihw.gov.au/committees/ncsd/index.cfm

METeOR

METeOR is the AIHW's online metadata registry.²

METeOR is based on the 2003 version of the ISO/IEC 11179, titled *Information Technology – Metadata Registries (MDR)*.³ This standard was applied to provide a detailed registry architecture in which data standards can be better defined, navigated and managed throughout the data development lifecycle.

METeOR includes the following tools:

- data search and browse tools allowing navigation of data standards of varying levels of endorsement and across the health, community services and housing assistance sectors
- data view, collation and download tools

² The previous electronic registry was called the Knowledgebase.

³ The forerunner of METeOR, the Knowledgebase, was designed using an earlier version of the international standard for data element definition, *ISO/IEC 11179-3:1994, Information technology – specification and standardization of data elements*. Geneva: International Organization for Standardization.

- data development tools including areas in which multiple data developers may collaborate on the development of data standards
- data submission tools which enable data developers to submit draft data standards for consideration as national standards
- data management tools which allow the registrar to change the registration status of data standards under authorisation of one or more registration authorities
- comprehensive guidelines to assist metadata development and review.

As Australia's online metadata registry of national community services data standards, it provides Internet-based access to the data standards currently endorsed by NCSIMG, as well as to the data standards that are still being developed or are no longer current.

METeOR also contains data standards endorsed for national use by endorsement bodies equivalent to NCSIMG in the health and housing assistance sectors: the National Health Information Group (recently renamed as National Health Information Management Principal Committee) and the National Housing Data Agreement Management Group.

To view the national data health standards endorsed by NCSIMG, go to:
meteor.aihw.gov.au

Most available web browser software does not require 'http://' at the beginning of the URL.

Click **Find metadata** on the top navigation bar.

Select the **Community Services** 'registration authority' and press **Search**.

Differences between the *National community services data dictionary* and METeOR

All data definitions that are included in this latest version of the *National community services data dictionary* (as well as previous versions of the dictionary) are available on METeOR. The main differences between data standards in this version of the dictionary and METeOR are:

- METeOR is more up to date: it reflects the most recent committee decisions, while the Dictionary contains current decisions at 17 May 2006
- METeOR contains all current, past and proposed data standards, while the dictionary contains current standards at 17 May 2006
- METeOR permits data standards to be browsed by name or searched on a number of criteria, while the data collections included in the dictionary are ordered alphabetically.

Feedback

Please feel free to contact the AIHW by any of the means listed below.

National Data Development and Standards Unit

For further information about the *National community services data dictionary* and for any comments and suggestions about national standards development processes, please contact the National Data Development and Standards Unit at the AIHW.

Contact: Data Development Hotline

Phone: (02) 6244 1222

Secretariat

For further information about the NCSDC and its processes, please look up the committees page on the AIHW website (www.aihw.gov.au/committees/ncsdc/) or contact the National Community Services Data Committee Secretariat.

Email: NCSDC sec@aihw.gov.au

Post: NCSDC Secretariat
c/- Australian Institute of Health and Welfare
GPO Box 570
Canberra ACT 2601

The *National community services data dictionary, version 4*

Changes to the format of the dictionary

The publication format for version 4 of the dictionary differs from the previous version:

- This is the first published version of the dictionary presenting data elements based on the format outlined in the second edition (2003) of the International Standard ISO/IEC 11179.
- All data elements existing before 17 May 2006 have been re-engineered into the new data standard format.
- All new data elements are also described using this new format. An overview of the new data standard format is explained in Appendixes 1 and 2.
- This publication is presented as a single volume, paper-based book and a CD-ROM that contains the data elements and supporting data standards endorsed by the NCSIMG as at 28 April 2006.
- Each data element in the dictionary is presented with its associated data element concept and value domain.
- Information about data elements specific to particular data set specifications can now be found in the attribute 'Implementation in data set specifications'. Previously, such information was interspersed throughout various data element attributes.
- Supporting data standards including object class, property, classification scheme and glossary items are included.

This hard copy publication of version 4 contains only data elements that are standards endorsed for use in the community services sector on a national level at 17 May 2006. Data standards are ordered alphabetically, grouped by data standard type (for example, data element, object class).

Summary of changes to data standard content

In summary, the changes to data elements from version 3, not related to the implementation of the new data standard format, consist of:

- the addition of 27 new data elements
- the modification of 23 data elements.

The tables below identify the data elements that are new to this edition of the dictionary or that have undergone change in content.

The data elements that have undergone change only as a result of the new data standard format outlined in Appendix 1 are not separately identified. All data elements which were endorsed as national standards before the METeOR launch in May 2005 have been assigned the new registration status date (date of endorsement as a national standard) of 1 March 2005

or a later date. All data elements that were previously available in the Knowledgebase are now accessible on METeOR via hyperlinks to the archived Knowledgebase version.

New data elements

The following tables list data elements that have been endorsed by the NCSIMG as national standards since the last version of the dictionary (Version 3). In METeOR, data elements are uniquely identified by METeOR identifiers. The new data elements are presented as two tables: one sorted by commonly used name order (Table 1) and the other in technical name order (Table 2).

Table 1: New data elements in commonly used name order

Commonly used name	Technical name	Date of endorsement
Address type (person)	Person (address)—address type, code N	30/09/2005
Address type (service provider organisation)	Service provider organisation (address)—address type, code N	30/09/2005
Address—country identifier (person)	Person (address)—country identifier, code (SACC 1998) NNNN	30/09/2005
Date accuracy indicator	Date—accuracy indicator, code AAA	4/05/2005
Date of death	Person—date of death, DDMMYYYY	30/09/2005
Electronic communication address (person)	Person (address)—electronic communication address, text [X(250)]	30/09/2005
Electronic communication address (service provider organisation)	Service provider organisation (address)—electronic communication address, text [X(250)]	30/09/2005
Electronic communication medium (person)	Person (address)—electronic communication medium, code N	30/09/2005
Electronic communication medium (service provider organisation)	Service provider organisation (address)—electronic communication medium, code N	30/09/2005
Electronic communication medium (service provider organisation)	Service provider organisation (address)—international postcode, text [X(10)]	30/09/2005
Electronic communication usage code (person)	Person (address)—electronic communication usage, code N	30/09/2005
Given name sequence number	Person (name)—given name sequence number, Code N	30/09/2005
Name suffix sequence number	Person (name)—name suffix sequence number, Code N	30/09/2005
Name title sequence number	Person (name)—name title sequence number, code N	30/09/2005

continued

Table 1 (continued): New data elements in commonly used name order

Commonly used name	Technical name	Date of endorsement
Name type	Person (name)—name type, code N	30/09/2005
Name type (service provider organisation)	Service provider organisation (name)—name type, code N	30/09/2005
Non-Australian state/province (person)	Person (address)—non-Australian state/province, text [X(40)]	30/09/2005
Organisation end date	Service provider organisation—organisation end date, DDMMYYYY	30/09/2005
Organisation name	Service provider organisation (name)—organisation name, text [X(200)]	30/09/2005
Organisation start date	Service provider organisation—organisation start date, DDMMYYYY	30/09/2005
Postal delivery point identifier (person)	Person (address)—postal delivery point identifier, {N(8)}	30/09/2005
Postal delivery point identifier (service provider organisation)	Service provider organisation (address)—postal delivery point identifier, {N(8)}	30/09/2005
Postcode—international (person)	Person (address)—international postcode, text [X(10)]	30/09/2005
Postcode—international (service provider organisation)	Service provider organisation (address)—non-Australian state/province, text [X(40)]	30/09/2005
Provider occupation category (self-identified)	Individual service provider—occupation (self-identified), code (ASCO 2nd edn) N[NNN]{-NN}	4/05/2005
Provider occupation end date	Individual service provider—occupation end date, DDMMYYYY	30/09/2005
Provider occupation start date	Individual service provider—occupation start date, DDMMYYYY	30/09/2005

Table 2: New data elements in technical name order

Technical name	Commonly used name	Date of endorsement
Date—accuracy indicator, code AAA	Date accuracy indicator	4/05/2005
Individual service provider—occupation (self-identified), code (ASCO 2nd edn) N[NNN]{-NN}	Provider occupation category (self-identified)	4/05/2005
Individual service provider—occupation end date, DDMMYYYY	Provider occupation end date	30/09/2005
Individual service provider—occupation start date, DDMMYYYY	Provider occupation start date	30/09/2005
Person (address)—address type, code N	Address type (person)	30/09/2005
Person (address)—country identifier, code (SACC 1998) NNNN	Address—country identifier (person)	30/09/2005
Person (address)—electronic communication address, text [X(250)]	Electronic communication address (person)	30/09/2005
Person (address)—electronic communication medium, code N	Electronic communication medium (person)	30/09/2005
Person (address)—electronic communication usage, code N	Electronic communication usage code (person)	30/09/2005
Person (address)—international postcode, text [X(10)]	Postcode—international (person)	30/09/2005
Person (address)—non-Australian state/province, text [X(40)]	Non-Australian state/province (person)	30/09/2005
Person (address)—postal delivery point identifier, {N(8)}	Postal delivery point identifier (person)	30/09/2005
Person (name)—given name sequence number, code N	Given name sequence number	30/09/2005
Person (name)—name suffix sequence number, code N	Name suffix sequence number	30/09/2005
Person (name)—name title sequence number, code N	Name title sequence number	30/09/2005
Person (name)—name type, code N	Name type	30/09/2005
Person—date of death, DDMMYYYY	Date of death	30/09/2005
Service provider organisation (address)—address type, code N	Address type (service provider organisation)	30/09/2005
Service provider organisation (address)—electronic communication address, text [X(250)]	Electronic communication address (service provider organisation)	30/09/2005
Service provider organisation (address)—electronic communication medium, code N	Electronic communication medium (service provider organisation)	30/09/2005
Service provider organisation (address)—international postcode, text [X(10)]	Electronic communication medium (service provider organisation)	30/09/2005
Service provider organisation (address)—non-Australian state/province, text [X(40)]	Postcode—international (service provider organisation)	30/09/2005

continued

Table 2 (continued): New data elements in technical name order

Technical name	Commonly used name	Date of endorsement
Service provider organisation (address)—postal delivery point identifier, {N(8)}	Postal delivery point identifier (service provider organisation)	30/09/2005
Service provider organisation (name)—name type, code N	Name type (service provider organisation)	30/09/2005
Service provider organisation (name)—organisation name, text [X(200)]	Organisation name	30/09/2005
Service provider organisation—organisation end date, DDMMYYYY	Organisation end date	30/09/2005
Service provider organisation—organisation start date, DDMMYYYY	Organisation start date	30/09/2005

Modified data elements

The following tables list data elements that have undergone content change since the publication of version 3. Data elements which replace outdated data elements are identified by the 'Supersedes' relationship documented in the attribute 'Related metadata references.' Comparisons between two data elements can be viewed by clicking on the 'Compare items' hyperlink within METeOR. Comparisons between different versions of the same data element can be viewed within METeOR by clicking on the 'Compare versions' hyperlink. Modified data elements are presented as two tables: one sorted by commonly used name order (Table 3) and the other in technical name order (Table 4).

Table 3: Modified data elements in commonly used name order

Commonly used name	Technical name	Date of endorsement
Address line (person)	Person (address)—address line, text [X(180)]	30/09/2005
Address line (service provider organisation)	Service provider organisation (address)—address line, text [X(180)]	30/09/2005
Case management plan indicator	Client—case management plan indicator, code N	29/04/2006
Communication method	Person—communication method, code N	29/04/2006
Days per week of operation	Service provider organisation—number of service operation days (7 day period), total N[N]	29/04/2006
Disability group	Person—disability group, code N	08/05/2006
Eligibility status	Person—eligibility status, code N	29/04/2006
First language spoken	Person—first language spoken, code (ASCL 2005) NN{NN}	29/04/2006
Geographic location of organisation	Service provider organisation—geographic location, code (ASGC 2005) NNNNN	29/04/2006
Geographic location of person	Person—geographic location, code (ASGC 2005) NNNNN	29/04/2006
Goods and equipment received (service episode)	Service episode—type of goods and equipment received, code N	29/04/2006

continued

Table 3 (continued): Modified data elements in commonly used name order

Commonly used name	Technical name	Date of endorsement
Goods and equipment received (service event)	Service event—type of goods and equipment received, code N	29/04/2006
Informal carer existence indicator	Person—informal carer existence indicator, code N	29/04/2006
Interpreter services required	Person—interpreter service required, yes/no code N	10/04/2006
Legal order	Person—legal order/arrangement type, code N	29/04/2006
Level of highest educational attainment	Person—level of highest educational attainment, code NN	29/04/2006
Main language other than English spoken at home	Person—main language other than English spoken at home, code (ASCL 2005) NN{NN}	29/04/2006
Person identifier	Person—person identifier, XXXXXX[X(14)]	25/08/2005
Preferred language	Person—preferred language, code (ASCL 2005) NN{NN}	29/04/2006
Relationship in household	Person—relationship to household reference person, code NN	29/04/2006
Religious affiliation	Person—religious affiliation, code (ASCRG 2005) N[NNN]	29/04/2006
Source of income	Person—source of cash income (all) code NN	29/04/2006
Source of principal income	Person—source of cash income (principal), code N	29/04/2006

Table 4: Modified data elements in technical name order

Technical name	Commonly used name	Date of endorsement
Client—case management plan indicator, code N	Case management plan indicator	29/04/2006
Person (address)—address line, text [X(180)]	Address line (person)	30/09/2005
Person—communication method, code N	Communication method	29/04/2006
Person—disability group, code N	Disability group	08/05/2006
Person—eligibility status, code N	Eligibility status	29/04/2006
Person—first language spoken, code (ASCL 2005) NN{NN}	First language spoken	29/04/2006
Person—geographic location, code (ASGC 2005) NNNNN	Geographic location of person	29/04/2006
Person—informal carer existence indicator, code N	Informal carer existence indicator	29/04/2006
Person—interpreter service required, yes/no code N	Interpreter services required	10/04/2006
Person—legal order/arrangement type, code N	Legal order	29/04/2006
Person—level of highest educational attainment, code NN	Level of highest educational attainment	29/04/2006
Person—main language other than English spoken at home, code (ASCL 2005) NN{NN}	Main language other than English spoken at home	29/04/2006
Person—person identifier, XXXXXX[X(14)]	Person identifier	25/08/2005
Person—preferred language, code (ASCL 2005) NN{NN}	Preferred language	29/04/2006
Person—relationship to household reference person, code NN	Relationship in household	29/04/2006
Person—religious affiliation, code (ASCRG 2005) N{NNN}	Religious affiliation	29/04/2006
Person—source of cash income (all) code NN	Source of income	29/04/2006
Person—source of cash income (principal), code N	Source of principal income	29/04/2006
Service episode—type of goods and equipment received, code N	Goods and equipment received (service episode)	29/04/2006
Service event—type of goods and equipment received, code N	Goods and equipment received (service event)	29/04/2006
Service provider organisation (address)—address line, text [X(180)]	Address line (service provider organisation)	30/09/2005
Service provider organisation—geographic location, code (ASGC 2005) NNNNN	Geographic location of organisation	29/04/2006
Service provider organisation—number of service operation days (7 day period), total N[N]	Days per week of operation	29/04/2006

Data standards use in data collections

The development of data elements useful at the national level is a considerable challenge. There is often a conflict between being general enough to be applicable to all community services areas while at the same time specific enough to meet the needs of individual data collections. Some level of detail required in some data collections may not be required or appropriate in other collections.

Most data elements in the dictionary are intended to be applicable across all areas of community services. These data elements tend to be broadly defined, containing value domains that are an appropriate minimum level for national collection. The level of detail contained may not be specific enough for individual data collections. In these cases data collectors are encouraged to develop their own more specific subcategories (and subsubcategories if required) within the broader categories in the dictionary. This means that the data can still be mapped to the value domains in the dictionary and will still be comparable with data obtained through other collections. In other words, individual collections can develop their own codes and categories to suit their purposes but still be comparable with other data. Table 5 contains an example of a collection that has a more detailed value domain than the dictionary but which is able to be mapped to the dictionary.

Table 5: Example of mapping from the dictionary to an individual collection

National community services data dictionary categories	Example collection value domain
1. Couple family with children	1. Couple family—dependent children
	2. Couple family—-independent children
2. Couple family without children	3. Couple family without children
3. One-parent family	4. One parent family—dependent children
	5. One parent family—-independent children
4. Other family	6. Other family
9. Not stated/inadequately described	9. Not stated/inadequately described

Each data element contains the minimum procedural information necessary to achieve national consistency and comparability. The dictionary does not necessarily contain all of the details required for the reporting and administration of a national data collection over time. For example, those responsible for the ongoing management of a national data collection may also need to issue additional guidelines or instructions on data validation processes, file structures, data collection methodologies, and so on, to ensure that information collected meets the needs of their collection. Additional information may also be required on use and collection methods for specific collections. Ongoing monitoring is required to ensure that data collections change in conjunction with changes to community services programs, clients, service providers, supportive products and technologies.

Feedback and suggestions to improve the dictionary from all interested parties are encouraged. To be useful, the dictionary must reflect concurrent development and change within the community services sector and the nation as a whole. Therefore, it is expected that version 4 will be the basis for further consultation, revision and testing. Wider dissemination and consultation with agencies not directly represented in the process will be a feature of these ongoing arrangements.

The NCSDC (see Appendix 4) invites comment and suggestions on any aspect of the dictionary.

About metadata standards

This section contains definitions of individual data standards that are considered by the NCSDC and subsequently endorsed by the NCSIMG. These data standards are based on the 2003 version of the ISO/IEC 11179 (see Appendix 1) and presented in a standard format (see Appendix 2). The data standards included in this dictionary do not provide exhaustive coverage of all relevant definitions in the community services sector. Subsequent versions of the dictionary will include a progressively more extensive range of agreed and widely-applicable data standards.

Data standards are grouped by data standard type, in alphabetical order of their 'common name'. The data standards are presented in the following order:

- data elements
- supporting metadata items
 - object classes
 - properties
 - classification schemes
 - glossary items.

A list of the names of these data standards is provided at the beginning of this publication (see pages xv-xxi).

Data elements

Address line (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – address line, text [X(180)]
<i>METeOR identifier:</i>	286620
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A composite of one or more standard address components that describes a low level of geographical/physical description of a location, as represented by a text. Used in conjunction with the other high-level address components i.e. Suburb/town/locality, Postcode – Australian, Australian state/territory, and Country, forms a complete geographical/physical address of a person.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – address line
<i>Definition:</i>	A composite of one or more standard address components that describes a low level of geographical/physical description of a location that, used in conjunction with the other high-level address components i.e. Suburb/town/locality, Postcode – Australian, Australian state/territory, and Country, forms a complete geographical/physical address of a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Address line

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(180)]
<i>Maximum character length:</i>	180

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	A high-level address component is defined as a broad geographical area that is capable of containing more than one specific physical location. Some examples of a broad geographical area are:
-----------------------	--

- Suburb, town or locality
- Postcode – Australian or international
- State, Territory, local government area, electorate, statistical local area
- Postal delivery point identifier
- Countries, provinces, etc. other than in Australia

These components of a complete address do not form part of the Address line.

When addressing an Australian location, following are the standard address data elements that may be concatenated in the Address line:

- Building/complex sub-unit type
- Building/complex sub-unit number
- Building/property name
- Floor/level number
- Floor/level type
- House/property number
- Lot/section number
- Street name
- Street type code
- Street suffix code

One complete identification/ description of a location/site of an address can comprise one or more than one instance of address line.

Instances of address lines are commonly identified in electronic information systems as Address-line 1, Address-line 2, etc.

The format of data collection is less important than consistent use of conventions in the recording of address data. Hence, address may be collected in an unstructured manner but should ideally be stored in a structured format.

Where Address line is collected as a stand-alone item, software may be used to parse the Address line details to separate the sub-components.

Multiple Address lines may be recorded as required.

Collection methods:

The following concatenation rules should be observed when collecting address lines addressing an Australian location.

- Building/complex sub-unit type is to be collected in conjunction with Building/complex sub-unit number and vice versa.
- Floor/level type is to be collected in conjunction with Floor/level number and vice versa.

- Street name is to be used in conjunction with Street type code and Street suffix code.
- Street type code is to be used in conjunction with Street name and Street suffix code.
- Street suffix code is to be used in conjunction with Street name and Street type code.
- House/property number is to be used in conjunction with Street name.

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	Health Data Standards Committee AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia.
<i>Reference documents:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

<i>Related metadata references:</i>	Is formed using Person (address) – street suffix, code A[A] NHIG, Standard 01/03/2005
	Is formed using Person (address) – street type, code A[AAA] NHIG, Standard 01/03/2005
	Is formed using Person (address) – street name, text [A(30)] NHIG, Standard 01/03/2005
	Is formed using Person (address) – lot/section identifier, N[X(14)] NHIG, Standard 01/03/2005
	Is formed using Person (address) – house/property identifier, text [X(12)] NHIG, Standard 01/03/2005
	Is formed using Person (address) – floor/level type, code A[A] NHIG, Standard 01/03/2005
	Is formed using Person (address) – floor/level identifier, [NNNA] NHIG, Standard 01/03/2005
	Is formed using Person (address) – building/complex sub-unit type, code A[AAA] NHIG, Standard 01/03/2005
	Is formed using Person (address) – building/complex sub-unit identifier, [X(7)] NHIG, Standard 01/03/2005
	Is formed using Person (address) – building/property name, text [X(30)] NHIG, Standard 01/03/2005

Address line (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – address line, text [X(180)]
<i>METeOR identifier:</i>	290315
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A composite of one or more standard address components, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – address line
<i>Definition:</i>	A composite of one or more standard address components that describes a low level of geographical/physical description of a location that, used in conjunction with the other high-level address components i.e. Suburb/town/locality, Postcode – Australian, Australian state/territory, and Country, forms a complete geographical/physical address of an organisation.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Address line

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(180)]
<i>Maximum character length:</i>	180

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A high-level address component is defined as a broad geographical area that is capable of containing more than one specific physical location. Some examples of a broad geographical area are:</p> <ul style="list-style-type: none">• Suburb, town or locality• Postcode• Australian or international• State, Territory, local government area, electorate,
-----------------------	--

statistical local area

- Postal delivery point identifier
- Countries, provinces, etc. other than in Australia

These components of a complete address do not form part of the Address line.

When addressing an Australian location, following are the standard address data elements that may be concatenated in the Address line:

- Building/complex sub-unit type
- Building/complex sub-unit number
- Building/property name
- Floor/level number
- Floor/level type
- House/property number
- Lot/section number
- Street name
- Street type code
- Street suffix code

One complete identification/description of a location/site of an address can comprise one or more than one instance of address line. Instances of address lines are commonly identified in electronic information systems as Address-line 1, Address-line 2, etc. The format of data collection is less important than consistent use of conventions in the recording of address data. Hence, address may be collected in an unstructured manner but should ideally be stored in a structured format. Where Address line is collected as a stand-alone item, software may be used to parse the Address line details to separate the sub-components. Multiple Address lines may be recorded as required.

Collection methods:

The following concatenation rules should be observed when collecting address lines addressing an Australian location.

- Building/complex sub-unit type is to be collected in conjunction with Building/complex sub-unit number and vice versa.
- Floor/level type is to be collected in conjunction with Floor/level number and vice versa.
- Street name is to be used in conjunction with Street type code and Street suffix code.
- Street type code is to be used in conjunction with Street name and Street suffix code.
- Street suffix code is to be used in conjunction with Street name and Street type code.
- House/property number is to be used in conjunction with

Street name.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: Health Data Standards Committee
AS5017 Health Care Client Identification, 2002, Sydney:
Standards Australia.

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

Relational attributes

Related metadata references: Is formed using Service provider organisation (address) – building/property name, text [X(30)] NHIG, Standard 04/05/2005

Is formed using Service provider organisation (address) – building/complex sub-unit identifier, [X(7)] NHIG, Standard 04/05/2005

Is formed using Service provider organisation (address) – building/complex sub-unit type, code A[AAA] NHIG, Standard 04/05/2005

Is formed using Service provider organisation (address) – floor/level identifier, [NNNA] NHIG, Standard 04/05/2005

Is formed using Service provider organisation (address) – floor/level type, code A[A] NHIG, Standard 04/05/2005

Is formed using Service provider organisation (address) – house/property identifier, text [X(12)] NHIG, Standard 04/05/2005

Is formed using Service provider organisation (address) – lot/section identifier, N[X(14)] NHIG, Standard 04/05/2005

Is formed using Service provider organisation (address) – street name, text [A(30)] NHIG, Standard 04/05/2005

Is formed using Service provider organisation (address) – street type, code A[AAA] NHIG, Standard 04/05/2005

Is formed using Service provider organisation (address) – street suffix, code A[A] NHIG, Standard 04/05/2005

Address type (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – address type, code N
<i>METeOR identifier:</i>	286728
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A code set representing a type of address, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – address type
<i>Definition:</i>	The type of geographical/physical location where a person can be located.
<i>Object Class:</i>	Person
<i>Property:</i>	Address type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code										
<i>Data type:</i>	Number										
<i>Format:</i>	N										
<i>Maximum character length:</i>	1										
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Business</td></tr><tr><td>2</td><td>Mailing or postal</td></tr><tr><td>3</td><td>Residential</td></tr><tr><td>4</td><td>Temporary residential</td></tr></tbody></table>	Value	Meaning	1	Business	2	Mailing or postal	3	Residential	4	Temporary residential
Value	Meaning										
1	Business										
2	Mailing or postal										
3	Residential										
4	Temporary residential										
<i>Supplementary codes:</i>	9 Unknown/Not stated/inadequately described										

Collection and usage attributes

<i>Guide for use:</i>	CODE 1 Business This code is used to indicate an address that is the physical location of a business, an office or from where a service is delivered.
	CODE 2 Mailing or postal This code is used to indicate an address that is only for correspondence purposes.

CODE 3 Residential

This code is used to indicate where a person is living. Note that this code is not valid for organisations.

CODE 4 Temporary residential

Temporary accommodation address (such as for a person from rural Australia who is visiting an oncology centre for a course of treatment, or a person who usually resides overseas). Note that this is not valid for organisations.

CODE 9 Unknown/Not stated/inadequately described

This code may also be used where the person has no fixed address or does not wish to have their residential or a correspondence address recorded.

Data Element attributes

Collection and usage attributes

Guide for use:

A single address may have multiple address types associated with it. Record as many as required.

Collection methods:

At least one address must be recorded (this may be an unknown Address type).

Health care establishments should always attempt to collect the residential address of a person who is a health care client when a service is provided. When recording the address for a health care provider or organisation, the business address should always be collected. In addition, other addresses may also need to be recorded for individuals and organisations.

Overseas address:

For individuals record the overseas address as the residential address and record a temporary accommodation address as their contact address in Australia.

Comments:

'No fixed address' is coded as unknown because it (the concept) is not a type of address for a person but is an attribute of the person only i.e. it is not a location for which an address may be derived. It is not recommended that an implementation collects this attribute as an address type. A person not having a fixed address constrains the number of address types that can be collected i.e. temporary accommodation and residential address types cannot be collected. However, if it is imperative that this occurs, it is suggested that code 9 be used.

Source and reference attributes

Submitting organisation:

Standards Australia

Australian Institute of Health and Welfare

Origin:

AS5017 Health Care Client Identification, 2002, Sydney:
Standards Australia

Reference documents:

AS4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

In AS4846 and AS5017 alternative alphabetic codes are
presented. Refer to the current standard for more details.

Address type (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – address type, code N
<i>METeOR identifier:</i>	286792
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The type of geographical/physical location where an organisation can be located, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – address type
<i>Definition:</i>	The type of geographical/physical location where an organisation can be located.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Address type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code						
<i>Data type:</i>	Number						
<i>Format:</i>	N						
<i>Maximum character length:</i>	1						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Business</td></tr><tr><td>2</td><td>Mailing or postal</td></tr></tbody></table>	Value	Meaning	1	Business	2	Mailing or postal
Value	Meaning						
1	Business						
2	Mailing or postal						
<i>Supplementary codes:</i>	9 Unknown/Not stated/inadequately described						

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Business This code is used to indicate an address that is the physical location of a business, an office or from where a service is delivered.</p> <p>CODE 2 Mailing or postal This code is used to indicate an address that is only for correspondence purposes.</p> <p>CODE 9 Unknown/Not stated/inadequately described This code may also be used where the person has no fixed address or does not wish to have their residential or a correspondence address recorded</p>
-----------------------	--

Data Element attributes

Collection and usage attributes

Guide for use: A single address may have multiple address types associated with it. Record as many as required.

Collection methods: At least one address must be recorded (this may be an unknown Address type). When recording the address for a health care provider or organisation, the business address should always be collected. In addition, other addresses may also need to be recorded for individuals and organisations.

Source and reference attributes

Origin: AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

In AS4846 and AS5017 alternative alphabetic codes are presented. Refer to the current standard for more details.

Address—country identifier (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – country identifier, code (SACC 1998) NNNN
<i>METeOR identifier:</i>	288091
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The country component of the address of a person, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – country identifier
<i>Definition:</i>	The country component of the address of a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Country identifier

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Standard Australian Classification of Countries 1998
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NNNN
<i>Maximum character length:</i>	4

Collection and usage attributes

<i>Guide for use:</i>	<p>The Standard Australian Classification of Countries 1998 (SACC) is a four-digit, three-level hierarchical structure specifying major group, minor group and country.</p> <p>A country, even if it comprises other discrete political entities such as states, is treated as a single unit for all data domain purposes. Parts of a political entity are not included in different groups. Thus, Hawaii is included in Northern America (as part of the identified country United States of America), despite being geographically close to and having similar social and cultural characteristics as the units classified to Polynesia.</p>
-----------------------	--

Data Element attributes

Collection and usage attributes

Collection methods: Collect the data at the 4-digit level.

Comments: Note that the Standard Australian Classification of Countries (SACC) is mappable to but not identical to Australian Standard Classification of Countries for Social Statistics (ASCCSS).

Source and reference attributes

Reference documents: Standard Australian Classification of Countries, Catalogue number 1269.0, 1998, Canberra: Australian Bureau of Statistics
Standard Australian Classification of Countries, Revision 2.01, Canberra 1999, Australian Bureau of Statistics. Catalogue Number 1269.0
Standard Australian Classification of Countries, Revision 2.02, Canberra 2004, Australian Bureau of Statistics. Catalogue Number 1269.0

Age

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – age, total years N[NN]
<i>METeOR identifier:</i>	303794
<i>Registration status:</i>	NHIG, Standard 08/02/2006 NCSIMG, Standard 29/04/2006 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	The age of the person in (completed) years at a specific point in time.
<i>Context:</i>	Age is a core data element in a wide range of social, labour and demographic statistics. It is used in the analyses of service utilisation by age group and can be used as an assistance eligibility criterion.

Data Element Concept attributes

<i>Data element concept:</i>	Person – age
<i>Definition:</i>	The age of the person.
<i>Context:</i>	Age is a core data element in a wide range of social, labour and demographic statistics.
<i>Object Class:</i>	Person
<i>Property:</i>	Age

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	Number
<i>Format:</i>	N[NN]
<i>Maximum character length:</i>	3
<i>Supplementary codes:</i>	999 Unknown/not stated
<i>Unit of measure:</i>	Year

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Age in single years (if aged under one year, record as zero). If age (or date of birth) is unknown or not stated, and cannot be estimated, use Code 999.
-----------------------	---

National community services and housing assistance data dictionary specific:

If year of birth is known (but date of birth is not) use the date, 0101YYYY of the birth year to estimate age (where YYYY is the year of birth).

National housing assistance data dictionary specific:

In the housing assistance data collections age is calculated at 30 June for the corresponding year.

Collection methods:

Although collection of date of birth allows more precise calculation of age, this may not be feasible in some data collections, and alternative questions are: Age last birthday?

What was age last birthday?

What is age in complete years?

Comments:

National community services data dictionary specific:

Different rules for reporting data may apply when estimating the Date of birth of children aged under 2 years since the rapid growth and development of children within this age group means that a child's development can vary considerably over the course of a year. Thus, more specific reporting of estimated age is recommended.

Those who need to conduct data collections for children where age is collected in months, weeks, or days should do so in a manner that allows for aggregation of those results to this standard.

Source and reference attributes

Submitting organisation:

National Public Health Information Working Group

Origin:

Australian Bureau of Statistics, *Standards for Social, Labour and Demographic Variables*. Reference through:
www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary

Assessment date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event – assessment date, DDMMYYYY
<i>METeOR identifier:</i>	269943
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The date(s) on which the agency undertook an assessment of the client(s) need for assistance, appropriateness of service provision and/or circumstances.

Data Element Concept attributes

<i>Data element concept:</i>	Service event – assessment date
<i>Definition:</i>	The date(s) on which the agency undertook an assessment of the client(s) need for assistance, appropriateness of service provision and/or circumstances.
<i>Context:</i>	Service provision and planning: To help locate information about a client's circumstances in time. As some information about clients can change over time it is necessary to have some way of identifying the currency of this information. The most recent date of assessment can be taken as an indication of the last time that the agency has reviewed and updated the information they have recorded about the client's characteristics and circumstances.
<i>Object Class:</i>	Service event
<i>Property:</i>	Assessment date

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example, if a person was last assessed by an agency on 1 July 2000 the Assessment date should be recorded as 01072000 as specified in the representational layout.
<i>Collection methods:</i>	<p>When an agency undertakes an assessment of client needs and the adequacy and appropriateness of service provision, the agency should also record or update information about the client's circumstances. While agency practice tends to differ, most clients undergo some form of assessment process when they first become involved with the agency. This process may vary from a relatively simple assessment of eligibility or need for assistance to a comprehensive functional assessment of the person's ability to undertake tasks of daily living. Agency practice related to the timing and process for re-assessing clients also varies. Although the extent and nature of assessment processes vary depending on the type of assistance provided by the agency, this process does serve as a primary point of data capture/update about the client.</p> <p>HACC have this metadata item as being derived from Date of assistance received and Primary type of assistance received (where 'assessment' is coded).</p>
<i>Comments:</i>	If records have been linked, the last assessment date is a key piece of information that facilitates analysis by providing a clearly defined basis for the selection of data (i.e. the most recently recorded information) where conflicting values are recorded in the linked file.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

Assistance—reason not provided

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event – reason assistance not provided, code N
<i>METeOR identifier:</i>	270040
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The reason assistance was not provided to a person by a community services agency, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service event – reason assistance not provided
<i>Definition:</i>	The reason assistance was not provided to a person by a community services agency.
<i>Context:</i>	Service provision and planning: This item is a useful measure for planning purposes and can provide information on service gaps, resource limitations, poor referral relationships between agencies, unmet demand etc.
<i>Object Class:</i>	Service event
<i>Property:</i>	Reason assistance not provided

Collection and usage attributes

<i>Guide for use:</i>	This may be recorded for a particular type of assistance, a particular request for service, a particular assessment event or a particular referral event.
-----------------------	---

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																		
<i>Data type:</i>	Number																		
<i>Format:</i>	N																		
<i>Maximum character length:</i>	1																		
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Service not offered by agency</td></tr><tr><td>2</td><td>Person not eligible/wrong target group</td></tr><tr><td>3</td><td>Outlet refused service to person/offer refused</td></tr><tr><td>4</td><td>Person or service provider unable to attend</td></tr><tr><td>5</td><td>Assistance currently not available</td></tr><tr><td>6</td><td>Facilities for special needs not available/service inaccessible</td></tr><tr><td>7</td><td>Referred to other more appropriate agency</td></tr><tr><td>8</td><td>Other</td></tr></tbody></table>	Value	Meaning	1	Service not offered by agency	2	Person not eligible/wrong target group	3	Outlet refused service to person/offer refused	4	Person or service provider unable to attend	5	Assistance currently not available	6	Facilities for special needs not available/service inaccessible	7	Referred to other more appropriate agency	8	Other
Value	Meaning																		
1	Service not offered by agency																		
2	Person not eligible/wrong target group																		
3	Outlet refused service to person/offer refused																		
4	Person or service provider unable to attend																		
5	Assistance currently not available																		
6	Facilities for special needs not available/service inaccessible																		
7	Referred to other more appropriate agency																		
8	Other																		

Supplementary codes: 9 Not stated/inadequately described

Collection and usage attributes

Guide for use:

Record main reason assistance not provided.

More specific categories in the data domain (that can map to this data domain) can also provide useful information at an agency or locality level about service gaps and resource limitations. For example code 6 can be broken up into a number of more specific categories to ascertain whether people are having trouble accessing services due to lack of interpreter services, disabled access to a building, etc. This information can help individual agencies better allocate their resources.

Examples of the above categories are:

CODE 3 Outlet refused service to person/offer refused

Due to inappropriate behaviour or person failed to present and did not contact the agency.

CODE 4 Person or service provider unable to attend

For example, unscheduled staff absence or unscheduled events such as bad weather or electricity failure.

CODE 5 Assistance currently not available

The place, service or resource is not currently available or a waiting period applies.

CODE 6 Facilities for special needs not available/service inaccessible

Facilities for special needs such as disability, cultural, language etc, not available; no disabled access to building; too far away; service not provided in days or hours required.

Data Element attributes

Collection and usage attributes

Collection methods:

This item should at the least be collected for the primary reason that assistance is not provided. Other reasons can also be collected, but the primary reason should also be specified.

This item should be linked to a type of services or a particular event (such as a referral/contact event or a particular request for service).

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Assistance received date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event – assistance received date, DDMMYYYY
<i>METeOR identifier:</i>	270042
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The date on which a client receives assistance from an agency.

Data Element Concept attributes

<i>Data element concept:</i>	Service event – assistance received date
<i>Definition:</i>	The date on which a client receives assistance from an agency.
<i>Context:</i>	Service provision and planning: Allows a description or profile of service utilisation by a person or persons during a period of service or reporting period. This item can be used in calculating the total amount of assistance received by a person in a reporting period (as in the HACC MDS). Information on the total amount of assistance received in a specified time period is important for program planning and accountability. In conjunction with information concerning client need or dependency, this information can provide an indication of the appropriateness and adequacy of services as well as information on equity in service provision across client groups and geographic areas.
<i>Object Class:</i>	Service event
<i>Property:</i>	Assistance received date

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data Element attributes

Collection and usage attributes

Guide for use: This metadata item should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a person received assistance from an agency on 1 July 2000 the Assistance receipt date should be recorded as 01072000 as specified in the representational layout.

Collection methods: The date recorded should reflect the date on which the client received any type of assistance. Where a client receives more than one occasion of service on the same day, the agency should separately record each occasion of service against the same date.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

Assistance request date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event – assistance request date, DDMMYYYY
<i>METeOR identifier:</i>	270043
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The date on which assistance was requested.
<i>Context:</i>	Service provision and planning: This item can be useful for measuring the immediacy of response times and the responsiveness to people's requests for assistance (in conjunction with the date the assistance commenced and the reason assistance was requested). It also has important uses in measuring actual assistance provided and unmet demand.

Data Element Concept attributes

<i>Data element concept:</i>	Service event – assistance request date
<i>Definition:</i>	The date on which a person or persons requests assistance from an agency.
<i>Object Class:</i>	Service event
<i>Property:</i>	Assistance request date

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a person requested assistance from an agency on
-----------------------	--

July 1 2000 the Date assistance requested should be recorded as 01072000 as specified in the representational layout.

Collection methods:

This item should be collected on the date on which a person(s) made the initial request for assistance. The person(s) requesting assistance need not necessarily be a client as a request does not necessarily result in provision of a service.

May be collected for individual types of assistance or service requested.

Comments:

A request does not necessarily result in provision of a service.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

Supported Accommodation Assistance Program (SAAP)
National Data Collection Agency 2001. National Data
Collection Data Dictionary. Version 2. Unpublished

Assistance urgency

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event – assistance urgency, code N{.N}
<i>METeOR identifier:</i>	270102
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The assessed time period within which assistance is needed by a person, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service event – assistance urgency
<i>Definition:</i>	The assessed time period within which assistance is needed by a person.
<i>Context:</i>	Client needs and service and resource planning: Gives an indication of the immediacy of need for people making requests for assistance. This information can also be used to help plan the level and amount of different types of services, such as crisis care and to measure the appropriateness of a person's waiting time for assistance.
<i>Object Class:</i>	Service event
<i>Property:</i>	Assistance urgency

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																				
<i>Data type:</i>	Number																				
<i>Format:</i>	N{.N}																				
<i>Maximum character length:</i>	2																				
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Within 48 hours</td></tr><tr><td>1.1</td><td>Immediate</td></tr><tr><td>1.2</td><td>Within 24 hours</td></tr><tr><td>1.3</td><td>More than 24 hours but within 48 hours</td></tr><tr><td>2</td><td>More than 2 days but within 14 days</td></tr><tr><td>2.1</td><td>3–4 days</td></tr><tr><td>2.2</td><td>5–6 days</td></tr><tr><td>2.3</td><td>More than 6 days but within 14 days</td></tr><tr><td>3</td><td>More than 14 days</td></tr></tbody></table>	Value	Meaning	1	Within 48 hours	1.1	Immediate	1.2	Within 24 hours	1.3	More than 24 hours but within 48 hours	2	More than 2 days but within 14 days	2.1	3–4 days	2.2	5–6 days	2.3	More than 6 days but within 14 days	3	More than 14 days
Value	Meaning																				
1	Within 48 hours																				
1.1	Immediate																				
1.2	Within 24 hours																				
1.3	More than 24 hours but within 48 hours																				
2	More than 2 days but within 14 days																				
2.1	3–4 days																				
2.2	5–6 days																				
2.3	More than 6 days but within 14 days																				
3	More than 14 days																				

Supplementary codes: 9 Not stated/inadequately described

Data Element attributes

Collection and usage attributes

Guide for use: This metadata item measures a perceived need by the service provider and/or professional making the assessment, not a perceived want.

Collection methods: Determination of 'urgency' should follow an assessment event or some determination by the agency of need.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: SAAP National Data Collection Data Dictionary Version 1.1, July 1999. Draft Aged Care Assessment Program Minimum Data Set, version 2.

Australian state/territory identifier

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – Australian state/territory identifier, code N
<i>METeOR identifier:</i>	286919
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	The Australian state or territory where a person can be located, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – Australian state/territory identifier
<i>Definition:</i>	The Australian state or territory where a person can be located.
<i>Object Class:</i>	Person
<i>Property:</i>	Australian state/territory identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																				
<i>Data type:</i>	Number																				
<i>Format:</i>	N																				
<i>Maximum character length:</i>	1																				
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>New South Wales</td></tr><tr><td>2</td><td>Victoria</td></tr><tr><td>3</td><td>Queensland</td></tr><tr><td>4</td><td>South Australia</td></tr><tr><td>5</td><td>Western Australia</td></tr><tr><td>6</td><td>Tasmania</td></tr><tr><td>7</td><td>Northern Territory</td></tr><tr><td>8</td><td>Australian Capital Territory</td></tr><tr><td>9</td><td>Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)</td></tr></tbody></table>	Value	Meaning	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)
Value	Meaning																				
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)																				

Collection and usage attributes

Guide for use: The order presented here is the standard for the Australian Bureau of Statistics (ABS). Other organisations (including the Australian Institute of Health and Welfare) publish data in state order based on population (that is, Western Australia before South Australia and Australian Capital Territory before Northern Territory).

Source and reference attributes

Reference documents: Australian Bureau of Statistics 2005. Australian Standard Geographical Classification (ASGC). Cat. no. 1216.0. Canberra: ABS. Viewed on 30/09/2005

Data Element attributes

Collection and usage attributes

Collection methods: Irrespective of how the information is coded, conversion of the codes to the ABS standard must be possible.

Source and reference attributes

Origin: Australian Bureau of Statistics 2004. Australian Standard Geographical Classification (ASGC) (Cat. no. 1216.0). Viewed 13 October 2005.

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney:Standards Australia
AS5017 Health Care Client Identification, 2004, Sydney:Standards Australia
In AS4846 and AS5017 alternative codes are presented. Refer to the current standard for more details.

Relational attributes

Related metadata references: See also Person (address) – Australian postcode, code (Postcode datafile) {NNNN} NHDAMG, Standard 10/02/2006

Australian state/territory identifier (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – Australian state/territory identifier, code N
<i>METeOR identifier:</i>	289083
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 07/12/2005
<i>Definition:</i>	An identifier of the Australian state or territory where an organisation or agency can be located, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – Australian state/territory identifier
<i>Definition:</i>	An identifier of the Australian state or territory where an organisation or agency can be located.
<i>Context:</i>	This is a geographic indicator which is used for analysis of the distribution of agencies or establishments and services.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Australian state/territory identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																				
<i>Data type:</i>	Number																				
<i>Format:</i>	N																				
<i>Maximum character length:</i>	1																				
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>New South Wales</td></tr><tr><td>2</td><td>Victoria</td></tr><tr><td>3</td><td>Queensland</td></tr><tr><td>4</td><td>South Australia</td></tr><tr><td>5</td><td>Western Australia</td></tr><tr><td>6</td><td>Tasmania</td></tr><tr><td>7</td><td>Northern Territory</td></tr><tr><td>8</td><td>Australian Capital Territory</td></tr><tr><td>9</td><td>Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)</td></tr></tbody></table>	Value	Meaning	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)
Value	Meaning																				
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)																				

Collection and usage attributes

Guide for use: The order presented here is the standard for the Australian Bureau of Statistics (ABS). Other organisations (including the Australian Institute of Health and Welfare) publish data in state order based on population (that is, Western Australia before South Australia and Australian Capital Territory before Northern Territory).

Source and reference attributes

Reference documents: Australian Bureau of Statistics 2005. Australian Standard Geographical Classification (ASGC). Cat. no. 1216.0. Canberra: ABS. Viewed on 30/09/2005

Data Element attributes

Collection and usage attributes

Collection methods: Irrespective of how the information is coded, conversion of the codes to the ABS standard must be possible.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Health Data Standard Committee
National Community Services Data Committee

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia

In AS4846 and AS5017 alternative codes are presented. Refer to the current standard for more details.

Carer co-residency

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Informal carer – co-residency status, code N
<i>METeOR identifier:</i>	270167
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	Whether or not an informal carer lives with the person for whom they care, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Informal carer – co-residency status
<i>Definition:</i>	Whether or not an informal carer lives with the person for whom they care.
<i>Context:</i>	Personal and social support
<i>Object Class:</i>	Informal carer
<i>Property:</i>	Co-residency status

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code						
<i>Data type:</i>	Number						
<i>Format:</i>	N						
<i>Maximum character length:</i>	1						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Co-resident carer</td></tr><tr><td>2</td><td>Non-resident carer</td></tr></tbody></table>	Value	Meaning	1	Co-resident carer	2	Non-resident carer
Value	Meaning						
1	Co-resident carer						
2	Non-resident carer						
<i>Supplementary codes:</i>	9 Not stated/inadequately described						

Collection and usage attributes

<i>Guide for use:</i>	A co-resident carer is a person who provides care and assistance on a regular and sustained basis to a person who lives in the same household. A non-resident carer is a person who provides care and assistance on a regular and sustained basis to someone who usually lives in a different household.
<i>Comments:</i>	<p>There is inconsistency between this definition of carer co-residency, and the Australian Bureau of Statistics definition of principal carer, 1993 Disability, Ageing and Carers Survey and, primary carer used in the 1998 survey.</p> <p>The ABS defines a primary carer as a person of any age who provides the most informal assistance, in terms of help or</p>

supervision, to a person with one or more disabilities. The assistance has to be ongoing, or likely to be ongoing, for at least six months and be provided for one or more of the core activities (communication, mobility and self-care). This may not be appropriate for community services agencies wishing to obtain information about a person's carer regardless of the amount of time that care is for, or the types of care provided. This type of information can of course be collected separately, but for most collections it is not needed and would place a burden on service providers.

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>This metadata item is usually used to record residency status of the person who provides most care to the person.</p> <p>If a client has both a co-resident (e.g. a spouse) and a visiting carer (e.g. a daughter or son), the coding response should be related to the carer who provides the most significant care and assistance related to the client's capacity to remain living at home. The expressed views of the client and/or their carer(s) or significant other should be used as the basis for determining this.</p>
<i>Collection methods:</i>	<p>This item can be collected when either the carer or the person being cared for is the client of an agency.</p> <p>Agencies may be required to collect this item at the beginning of each service episode. Agencies should also assess the currency of this information at subsequent assessments or re-assessments.</p> <p>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.</p>
<i>Comments:</i>	<p>This item helps to establish a profile of the characteristics of informal carers and as such increases knowledge about the dynamics and patterning of the provision of informal care. In particular, whether the informal carer lives with the person for whom they care or not is one indication of the level of informal support available to clients and of the intensity of care provided by the carer.</p>

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

Case management plan indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Client – case management plan indicator, code N
<i>METeOR identifier:</i>	321129
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	Whether or not a current (at the time of recording) case management plan has been developed for the client, as represented by a code.
<i>Context:</i>	<p>A case management plan is a personal plan or a support agreement that usually has a statement of the person(s) problems or needs, some goals for the person(s) and strategies to achieve those goals. It is usually developed between the person and agency as a result of an assessment process.</p> <p>The plan or agreement can relate to services provided by one agency or a number of agencies.</p> <p>Establishing clear agreements between clients and their community service providers is recognised as good practice (e.g. in Supported Accommodation Assistance Program and child protection). Therefore, collecting information on whether a case management plan has been developed, implemented and agreed to can be useful in measuring performance of agencies. This is especially the case if collected in conjunction with information regarding the quality of the plan e.g. whether the plan is reviewed regularly, whether plan is devised in consultation with all relevant parties etc.</p> <p>In addition, it may be a useful management tool for agencies to be aware of the existence, or lack of, case management plans for an individual client.</p>

Data Element Concept attributes

<i>Data element concept:</i>	Client – case management plan indicator
<i>Definition:</i>	Whether or not a current (at the time of recording) case management plan has been developed for the client.
<i>Context:</i>	
<i>Object Class:</i>	Client
<i>Property:</i>	Case management plan indicator

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare.
---------------------------------	---

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code	
<i>Data type:</i>	Number	
<i>Format:</i>	N	
<i>Maximum character length:</i>	1	
<i>Permissible values:</i>	Value	Meaning
	1	Yes
	2	No
<i>Supplementary codes:</i>	9	Not stated/inadequately described

Collection and usage attributes

<i>Guide for use:</i>	CODE 9 Not stated/inadequately described This code is not for use in primary data collections.
-----------------------	---

Data Element attributes

Collection and usage attributes

<i>Collection methods:</i>	<p>This metadata item would be collected either at an initial assessment or subsequent reassessment of a person(s).</p> <p>Due to the variety across community services as to what constitutes a case management plan, and whether it is considered to be developed, agreed to and implemented, it is up to individual collections to further clearly specify these aspects when collecting data for their individual purposes. This could include whether or not the plan is written.</p> <p>An example of a question used by the Day Therapy Centre program (DTC) to establish whether a care plan has been developed for the client is:</p> <p>Was a care plan developed for the person?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Individual collections may also have certain quality issues regarding case management plans that may be as important as whether or not one has been developed.</p>
----------------------------	--

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	National Community Services Data Dictionary Version 2, 2000

Child abuse and neglect type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Child – abuse and neglect type, code N
<i>METeOR identifier:</i>	270166
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The type of physical, sexual or emotional actions or inaction's which have resulted in, or are likely to result in, significant harm or injury to a child, or risk of significant harm or injury to a child, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Child – abuse and neglect type
<i>Definition:</i>	The type of physical, sexual or emotional actions or inactions which have resulted in, or are likely to result in, significant harm or injury to a child, or risk of significant harm or injury to a child.
<i>Context:</i>	There are considerable variations across States and Territories in the recording of type of abuse and neglect, reflecting each jurisdiction's own definitions, legislation, policies and practices relating to child protection and child welfare.
<i>Object Class:</i>	Child
<i>Property:</i>	Abuse and neglect type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code												
<i>Data type:</i>	Number												
<i>Format:</i>	N												
<i>Maximum character length:</i>	1												
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Physical abuse</td></tr><tr><td>2</td><td>Emotional abuse</td></tr><tr><td>3</td><td>Sexual abuse</td></tr><tr><td>4</td><td>Neglect</td></tr><tr><td>5</td><td>Other</td></tr></tbody></table>	Value	Meaning	1	Physical abuse	2	Emotional abuse	3	Sexual abuse	4	Neglect	5	Other
Value	Meaning												
1	Physical abuse												
2	Emotional abuse												
3	Sexual abuse												
4	Neglect												
5	Other												
<i>Supplementary codes:</i>	9 Not stated/ inadequately described												

Data Element attributes

Collection and usage attributes

Guide for use: These categories may be used in different ways by different jurisdictions, depending on the state or territories own definitions, policies and practices. In addition, a child subject to abuse and neglect is often subject to more than one type of abuse and neglect (for example, sexual abuse is often also associated with emotional abuse).

Comments: The National Child Protection and Support Services Working Group, is undertaking considerable work to improve the comparability of child protection data. This work will impact upon the definitions and data collections in the child protection area.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Reference documents: Child protection, Australia, 1997–98 (AIHW)
Comparability of Child Protection Data 1999 (AIHW)
Children Protection Australia: data collection standards, tables, & counting rules 1998–1999 (AIHW)

Communication method

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – communication method, code N
<i>METeOR identifier:</i>	322186
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The method of communication, including sign language, most effectively used by the person, as represented by a code.
<i>Context:</i>	Method of communication is an important indicator of potential barriers to social inclusion, particularly in conjunction with data on country of birth and interpreter services required.

Data Element Concept attributes

<i>Data element concept:</i>	Person – communication method
<i>Definition:</i>	The method of communication, including sign language, most effectively used by the person.
<i>Object Class:</i>	Person
<i>Property:</i>	Communication method

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code												
<i>Data type:</i>	Number												
<i>Format:</i>	N												
<i>Maximum character length:</i>	1												
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Spoken language (effective)</td></tr><tr><td>2</td><td>Sign language (effective)</td></tr><tr><td>3</td><td>Other effective non-spoken communication (e.g. Canon Communicator, Compic)</td></tr><tr><td>4</td><td>Little or no effective communication</td></tr><tr><td>5</td><td>Child aged under 5 years (not applicable)</td></tr></tbody></table>	Value	Meaning	1	Spoken language (effective)	2	Sign language (effective)	3	Other effective non-spoken communication (e.g. Canon Communicator, Compic)	4	Little or no effective communication	5	Child aged under 5 years (not applicable)
Value	Meaning												
1	Spoken language (effective)												
2	Sign language (effective)												
3	Other effective non-spoken communication (e.g. Canon Communicator, Compic)												
4	Little or no effective communication												
5	Child aged under 5 years (not applicable)												
<i>Supplementary codes:</i>	9 Not stated/inadequately described												

Collection and usage attributes

<i>Guide for use:</i>	Code 1 and 2 The communication must be effective in that the person must be able to communicate more than just basic needs, to unfamiliar people, using this method.
-----------------------	---

Code 5 Child aged under 5 years (not applicable)

This item is considered 'not applicable' to young children. Hence, children aged 0-4 years should always be represented by code '5'.

If the communication method varies over time and it is difficult to say what the usual method is, please report the most effective method during the reference week.

Source and reference attributes

Origin: Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2005-06.

Data Element attributes

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: data guide – data items and definitions 2002-03.

Country of birth

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – country of birth, code (SACC 1998) NNNN
<i>METeOR identifier:</i>	270277
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 20/06/2005
<i>Definition:</i>	The country in which the person was born, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – country of birth
<i>Definition:</i>	The country in which the person was born.
<i>Context:</i>	Country of birth is important in the study of access to services by different population sub-groups. Country of birth is the most easily collected and consistently reported of a range of possible data items that may indicate cultural or language diversity. Country of birth may be used in conjunction with other data such as period of residence in Australia, etc., to derive more sophisticated measures of access to (or need for) services by different population sub-groups.
<i>Object Class:</i>	Person
<i>Property:</i>	Country of birth

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Standard Australian Classification of Countries 1998
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NNNN
<i>Maximum character length:</i>	4

Collection and usage attributes

<i>Guide for use:</i>	The Standard Australian Classification of Countries 1998 (SACC) is a four-digit, three-level hierarchical structure specifying major group, minor group and country. A country, even if it comprises other discrete political entities such as states, is treated as a single unit for all data domain purposes. Parts of a political entity are not included in
-----------------------	---

different groups. Thus, Hawaii is included in Northern America (as part of the identified country United States of America), despite being geographically close to and having similar social and cultural characteristics as the units classified to Polynesia.

Data Element attributes

Collection and usage attributes

Collection methods:

Some data collections ask respondents to specify their country of birth. In others, a pre-determined set of countries is specified as part of the question, usually accompanied by an 'other (please specify)' category.

Recommended questions are:

In which country were you/was the person/was (name) born?

Australia

Other (please specify)

Alternatively, a list of countries may be used based on, for example common Census responses.

In which country were you/was the person/was (name) born?

Australia

England

New Zealand

Italy

Viet Nam

Scotland

Greece

Germany

Philippines

India

Netherlands

Other (please specify)

In either case coding of data should conform to the SACC.

Sometimes respondents are simply asked to specify whether they were born in either 'English speaking' or 'non-English speaking' countries but this question is of limited use and this method of collection is not recommended.

Comments:

This metadata item is consistent with that used in the Australian Census of Population and Housing and is recommended for use whenever there is a requirement for comparison with Census data.

Source and reference attributes

Origin: National Health Data Committee
National Community Services Data Committee

Reference documents: Australian Bureau of Statistics 1998. Standard Australian Classification of Countries (SACC) (Cat. no. 1269.0), Canberra. Viewed 3 August 2005.

Date accuracy indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Date – accuracy indicator, code AAA
<i>METeOR identifier:</i>	294429
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	An indicator of the accuracy of the components of a reported date, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Date – accuracy indicator
<i>Definition:</i>	An indicator of the accuracy of the components of a reported date.
<i>Context:</i>	This data element is designed to flag whether each component in a date is accurate, estimated or unknown.
<i>Object Class:</i>	Date
<i>Property:</i>	Accuracy indicator

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																										
<i>Data type:</i>	String																										
<i>Format:</i>	AAA																										
<i>Maximum character length:</i>	3																										
<i>Permissible values:</i>	<table><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>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></tbody></table>	Value	Meaning	AAA	Day, month and year are accurate	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
Value	Meaning																										
AAA	Day, month and year are accurate																										
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
UEU	Day is unknown, month is estimated, year is unknown
UUA	Day and month are unknown, year is accurate
UUE	Day and month are unknown, year is estimated
UUU	Day, month and year are unknown

Collection and usage attributes

Guide for use:

Any combination of the values A, E, U representing the corresponding level of accuracy of each date component of the reported date.

This data element consists of a combination of three codes, each of which denotes the accuracy of one date component:

A - the referred date component is accurate

E - the referred date component is not known but is estimated

U - the referred date component is not known and not estimated.

This data element contains positional fields (DMY) that reflects the order of the date components in the format (DDMMYYYY) of the reported date:

field 1 (D) - refers to the accuracy of the day component

field 2 (M) - refers to the accuracy of the month component

field 3 (Y) - refers to the accuracy of the year component.

Data domain	Date component (for a format DDMMYYYY)		
	(D)ay	(M)onth	(Y)ear
Accurate	A	A	A
Estimated	E	E	E
Unknown	U	U	U

This data element is valid only for use with dates that are reported/exchanged in the format DDMMYYYY.

Example 1: A date has been sourced from a reliable source and is known as accurate then the Date accuracy indicator should be informed as (AAA).

Example 2: If only the age of the person is known and there is no certainty of the accuracy of this, then the Date accuracy indicator should be informed as (UUE). That is the day and month are “unknown” and the year is “estimated”.

Example 3: If a person was brought in unconscious to an emergency department of a hospital and the only information available was from a relative who was certain of the age and the birthday's 'month' then the Date accuracy indicator should be informed as (UAA). A year derived from an accurate month and accurate age is always an accurate year.

The Date accuracy indicator can be useful for operational purposes to indicate the level of accuracy that a date has been collected at any point in time. It can indicate whether the stored date needs to be followed up until it reaches the intended minimal required accuracy. For example, if a person was brought in unconscious to an emergency department of a hospital the level of accuracy of the date collected at that point may not be satisfactory. It is likely that the correct date of birth can be obtained at a later date. The Date accuracy indicator provides information on the accuracy of the entered dates that may require further action.

For future users of the data it may also be essential they know the accuracy of the date components of a reported date.

Data Element attributes

Collection and usage attributes

Collection methods:

Collection constraints:

If constraints for the collection of the date are imposed, such as 'a valid date must be input in an information system for unknown date components', the Date accuracy indicator should be used along with the date as a way of avoiding the contamination of the valid dates with the same value on the respective date components.

Example:

Some jurisdictions use 0107YYYY and some use 0101YYYY when only the year is known. When month and year are known some use the 15th day as the date i.e. 15MMYYYY. Where this occurs in a data collection that is used for reporting or analysis purposes there will be dates in the collection with

the attributes 0107YYYY etc that are accurate and some that are not accurate. Without a corresponding flag to determine this accuracy the analysis or report will be contaminated by those estimated dates.

Comments:

Provision of a date is often a mandatory requirement in data collections.

Most computer systems require a valid date to be recorded in a date field i.e. the month part must be an integer between 1 and 12, the day part must be an integer between 1 and 31 with rules about the months with less than 31 days, and the year part should include the century. Also in many systems, significant dates (e.g. date of birth) are mandatory requirements.

However, in actual practice, the date or date components are often not known (e.g. date of birth, date of injury) but, as stated above, computer systems require a valid date. This means that a date MUST be included and it MUST follow the rules for a valid date. It therefore follows that, while such a date will contain valid values according to the rules for a date, the date is in fact an 'unknown' or 'estimated' date. For future users of the data it is essential they know that a date is accurate, unknown or estimated and which components of the date are accurate, unknown or estimated.

Source and reference attributes

Submitting organisation: Standards Australia

Reference documents: AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia

Relational attributes

Related metadata references: See also Individual service provider – occupation start date NHIG, Standard 04/05/2005
See also Individual service provider – occupation end date, DDMMYYYY NHIG, Standard 04/05/2005
See also Service provider organisation – organisation start date, DDMMYYYY NHIG, Standard 04/05/2005
See also Service provider organisation – organisation end date, DDMMYYYY NHIG, Standard 04/05/2005
See also Person – date of death NHIG, Standard 04/05/2005
See also Person – date of birth, DDMMYYYY NHIG, Standard 04/05/2005

Date of birth

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – date of birth, DDMMYYYY
<i>METeOR identifier:</i>	287007
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 20/06/2005
<i>Definition:</i>	The date of birth of the person.

Data Element Concept attributes

<i>Data element concept:</i>	Person – date of birth
<i>Definition:</i>	The date of birth of the person.
<i>Context:</i>	Required for a range of clinical and administrative purposes. Date of birth enables derivation of age for use in demographic analyses, assists in the unique identification of clients if other identifying information is missing or in question, and may be required for the derivation of other metadata items (e.g. the diagnosis related group for admitted patients).
<i>Object Class:</i>	Person
<i>Property:</i>	Date of birth

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	If date of birth is not known or cannot be obtained, provision should be made to collect or estimate age. Collected or estimated age would usually be in years for adults and to the nearest three months (or less) for children aged less than two years. Additionally, an estimated date flag or a date accuracy indicator should be reported in conjunction with all estimated dates of birth.
-----------------------	---

For data collections concerned with children's services, it is suggested that the estimated date of birth of children aged under 2 years should be reported to the nearest 3 month period, i.e. 0101, 0104, 0107, and 0110 of the estimated year of birth. For example, a child who is thought to be aged 18 months in October of one year would have his/her estimated date of birth reported as 0104 of the previous year. Again, an estimated date flag or date accuracy indicator should be reported in conjunction with all estimated dates of birth.

Collection methods:

Information on date of birth can be collected using the one question:

What is your/(the person's) date of birth?

In self-reported data collections, it is recommended that the following response format is used:

Date of birth: __ / __ / _____

This enables easy conversion to the preferred representational layout (DDMMYYYY).

For record identification and/or the derivation of other metadata items that require accurate date of birth information, estimated dates of birth should be identified by a date accuracy indicator to prevent inappropriate use of date of birth data. The linking of client records from diverse sources, the sharing of patient data, and data analysis for research and planning all rely heavily on the accuracy and integrity of the collected data. In order to maintain data integrity and the greatest possible accuracy an indication of the accuracy of the date collected is critical. The collection of an indicator of the accuracy of the date may be essential in confirming or refuting the positive identification of a person. For this reason it is strongly recommended that the data element Date – accuracy indicator, code AAA also be recorded at the time of record creation to flag the accuracy of the data.

Comments:

Privacy issues need to be taken into account in asking persons their date of birth.

Wherever possible and wherever appropriate, date of birth should be used rather than age because the actual date of birth allows a more precise calculation of age.

When date of birth is an estimated or default value, national health and community services collections typically use 0101 or 0107 or 3006 as the estimate or default for DDMM.

It is suggested that different rules for reporting data may apply when estimating the date of birth of children aged under 2 years because of the rapid growth and development of children within this age group which means that a child's development can vary considerably over the course of a year. Thus, more specific reporting of estimated age is suggested.

Source and reference attributes

<i>Origin:</i>	National Health Data Committee National Community Services Data Committee
<i>Reference documents:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

<i>Related metadata references:</i>	Is used in the formation of Episode of admitted patient care – major diagnostic category, code (AR-DRG v5.1) NN NHIG, Standard 01/03/2005
	Is used in the formation of Episode of admitted patient care – diagnosis related group, code (AR-DRG v5.1) ANNA NHIG, Standard 01/03/2005
	Is used in the formation of Episode of admitted patient care (postnatal) – length of stay (including leave days), total N[NN] NHIG, Standard 01/03/2005
	Is used in the formation of Episode of admitted patient care (antenatal) – length of stay (including leave days), total N[NN] NHIG, Standard 01/03/2005

Date of death

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – date of death, DDMMYYYY
<i>METeOR identifier:</i>	287305
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The date of death of the person.

Data Element Concept attributes

<i>Data element concept:</i>	Person – date of death
<i>Definition:</i>	The date of death of the person.
<i>Context:</i>	Required for: <ul style="list-style-type: none">• statistical survival analysis for derivation of the length of time between diagnosis with primary cancer and death• where it is necessary to identify that a person has died (eg in a longitudinal health record or provider index).
<i>Object Class:</i>	Person
<i>Property:</i>	Date of death

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Recorded for persons who have died. Where Date of birth is collected, Date of death must be equal to or greater than Date of birth for the same person.
<i>Collection methods:</i>	It is recommended that in cases where all components of the date of death are not known or where an estimate is arrived at from age, a valid date be used together with a flag to indicate that it is an estimate. For record identification and/or the derivation of other metadata items that require accurate date of death information, estimated dates of death should be identified by a date

accuracy indicator to prevent inappropriate use of date of death data. The linking of client records from diverse sources, the sharing of patient data, and data analysis for research and planning all rely heavily on the accuracy and integrity of the collected data. In order to maintain data integrity and the greatest possible accuracy an indication of the accuracy of the date collected is critical. The collection of Date accuracy indicator may be essential in confirming or refuting the positive identification of a person. For this reason it is strongly recommended that the data element Date accuracy indicator also be recorded at the time of record creation to flag the accuracy of the data.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Health Data Standards Committee

Days per week of operation

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – number of service operation days (7 day period), total N[N]
<i>METeOR identifier:</i>	323188
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The number of days per week that the agency is usually open for the provision of services.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – number of service operation days
<i>Definition:</i>	The number of days during a specified period that the agency is usually open for the provision of services.
<i>Context:</i>	Service planning: This metadata item is used to gain a greater understanding of patterns of service delivery.
<i>Property:</i>	Number of service operation days

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	Number
<i>Format:</i>	N[N]
<i>Maximum character length:</i>	2
<i>Supplementary codes:</i>	90 No regular pattern of operation through a week 99 Not stated/inadequately described
<i>Unit of measure:</i>	Day

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Record whole numbers only rounded up to the nearest whole day, for the total number of days per week on which the agency provides any service to service users. An agency is considered to be operating whenever service is
-----------------------	--

provided to service users (e.g. if an agency is open for 4 days per week for service provision to service users, and 1 day per week for management/administration then the agency should indicate that it operates 4 days per week).

The service must be provided by the agency but not necessarily from its physical setting. For example 'own home respite' that is arranged by an agency to occur on a particular day on which the office of that agency is not open still counts as a day of operation for that agency.

When an agency is available for service users on a day but does not provide services to service users on that day it should still be counted as a day of operation. For example, an agency may be open for service, such as an advocacy service, but no service users are seen.

Information about total number of staff hours for each agency is reported by the data elements *Service provider organisation – hours worked (paid staff)*, *total NNNNN* and *Service provider organisation – hours worked (volunteer/unpaid staff)*, *total NNNNN*.

Services which have no regular weekly pattern of operation should record code 90 'no regular pattern of operation through a week'. This includes, for example, cases where a service will be made available to a service user after hours only upon request (e.g. staff on call).

Collection methods:

This data element should be reported by all agencies.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

National Community Services Data Committee

Origin:

National Community Services Data Dictionary Version 2, 2000.

Reference documents:

Australian Institute of Health and Welfare 2005.

Commonwealth State /Territory Disability Agreement

National Minimum Data Set collection: Data guide-data items and definitions 2005-06.

Disability group

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – disability group, code N
<i>METeOR identifier:</i>	337532
<i>Registration status:</i>	NCSIMG, Standard 08/05/2006
<i>Definition:</i>	The disability group that most clearly expresses the experience of disability by a person as represented by a code.
<i>Context:</i>	<p>Disability groupings constitute a broad categorisation of disabilities in terms of the underlying health condition, impairment, activity limitations, participation restrictions, environmental factors and support needs.</p> <p>Disability is the umbrella term for any or all of: an impairment of body structure or function, a limitation in activities, or a restriction in participation. Disability is defined in terms of three components: 'Body functions and structures', 'Activity and Participation' and 'Environmental factors'.</p>

Data Element Concept attributes

<i>Data element concept:</i>	Person – disability group
<i>Definition:</i>	The grouping that most clearly expresses the experience of disability of a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Disability group

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code										
<i>Data type:</i>	Number										
<i>Format:</i>	N										
<i>Maximum character length:</i>	1										
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Intellectual/learning</td></tr><tr><td>2</td><td>Psychiatric</td></tr><tr><td>3</td><td>Sensory/speech</td></tr><tr><td>4</td><td>Physical/diverse</td></tr></tbody></table>	Value	Meaning	1	Intellectual/learning	2	Psychiatric	3	Sensory/speech	4	Physical/diverse
Value	Meaning										
1	Intellectual/learning										
2	Psychiatric										
3	Sensory/speech										
4	Physical/diverse										
<i>Supplementary codes:</i>	9 Not stated/inadequately described										

Collection and usage attributes

Guide for use:

Code 1 Intellectual/learning

Intellectual/learning disability is associated with impairment of intellectual functions with limitations in a range of daily activities and restrictions in participation in a range of life areas. Supports may be needed throughout life; the level of support tends to be consistent over a period of time but may not change in association with changes in life circumstances.

This grouping includes:

Developmental delay is applicable to children aged 0-5 only. Conditions appearing in the early developmental period, with no specific diagnosis.

Intellectual disability applies to conditions appearing in the developmental period (age 0–18) associated with impairment of mental functions, difficulties in learning and performing certain daily life skills and limitation of adaptive skills in the context of community environments compared to others of the same age. Includes Down syndrome, tuberous sclerosis, cri-du-chat syndrome etc.

Specific learning/ Attention Deficit Disorder (other than intellectual) A general term referring to a group of disorders, presumed due to central nervous system dysfunction rather than an intellectual disability, covering significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning or mathematical skills.

Autism (including Asperger's syndrome and Pervasive Developmental Delay) is used to describe pervasive developmental disorder involving disturbances in cognition, interpersonal communication, social interactions and behaviour (in particular obsessional, ritualistic, stereotyped and rigid behaviours).

Code 2 Psychiatric

Psychiatric disability is associated with clinically recognisable symptoms and behaviour patterns frequently associated with distress that may impair personal functioning in normal social activity. Impairments of global or specific mental functions may be experienced, with associated activity limitations and participation restrictions in a range of areas. Supports needed may vary in range, and may be required with intermittent intensity during the course of the condition. Change in level of supports tends to be related to changes in the extent of the impairment and the environment. Psychiatric disability may be associated with schizophrenias, affective disorders, anxiety disorders, addictive behaviours personality disorders, stress, psychosis, depression and adjustment disorders.

Code 3 Sensory/speech

This grouping includes:

Deafblind: is used to describe dual sensory impairments causing severe restrictions in communication, and in the ability to participate in community life.

Vision disability encompasses blindness, vision impairment, visual handicap (not corrected by glasses or contact lenses), which can causes severe restrictions in communication, and in the ability to participate in community life.

Hearing disability encompasses deafness, hearing impairment, hearing loss, which can causes severe restrictions in communication, and in the ability to participate in community life.

Speech disability encompasses speech loss, impairment and/or difficulty in communication which can causes severe restrictions in communication, and in the ability to participate in community life.

Code 4 Physical/diverse

Physical/diverse disability is associated with the presence of an impairment, which may have diverse effects within and among individuals, including effects on physical activities such as mobility. The range and extent of activity limitation and participation restrictions will vary with the extent of impairment and the environment. Environmental factors and support needs are related to areas of activity limitation and participation restrictions, and may be required for long periods. Level of supports may vary with both life changes and extent of impairment.

This grouping includes:

Physical disability is used to describe conditions that are attributable to a physical cause or impact on the ability to perform physical activities, such as mobility. Physical disability includes paraplegia, quadriplegia, muscular dystrophy, motor neurone disease, neuromuscular disorders, cerebral palsy, absence or deformities of limbs, spina bifida, arthritis, back disorders, ataxia, bone formation or degeneration, scoliosis etc. Impairments may affect internal organs such as lung or liver.

Acquired brain injury is used to describe multiple disabilities arising from damage to the brain acquired after birth. It results in deterioration in cognitive, physical, emotional or independent functioning. It can be as a result of accidents, stroke, brain tumours, infection, poisoning, lack of oxygen, degenerative neurological disease etc.

Neurological disability applies to impairments of the nervous system occurring after birth, and includes epilepsy and

organic dementias (e.g. Alzheimer's Disease) as well as such conditions as multiple sclerosis and Parkinson's.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare
Origin: Commonwealth State/Territory Disability Agreement
National Minimum Data Set 2002-2003 Data Guide.
Reference documents: Commonwealth State/Territory Disability Agreement
National Minimum Data Set 2005-06 Data Guide.

Data Element attributes

Collection and usage attributes

Guide for use: This metadata item may be used as a basis for the broad description of similar experiences of disability and patterns of impairments, activity limitations, participation restrictions, support needs and related health conditions. 'Disability group' is not a diagnostic grouping, and there is not a one-to-one correspondence between a health condition and a disability group. Where a precise diagnosis is to be recorded, Episode of care – principal diagnosis, code (ICD-10-AM 3rd edn) ANN{.N[N]} and Episode of care – additional diagnosis, code (ICD-10-AM 3rd edn) ANN{.N[N]} may be used. The collection of data on disability-related metadata items and diagnosis, together, allows the relationship of the components of disability and related health conditions to be more thoroughly explored. Consumer groups, service providers and governments may use these groupings to make national and international comparisons. The experience of disability is complex and multi-dimensional. It can be described using impairments of structure and/or function, patterns of activity limitation, participation restrictions, environmental factors and support needs. Each of these dimensions can inform the decision on which group to use.

Collection methods: Data collections may report at a lower level of detail. However, it is important that the two levels of classification can be mapped to each other.

Code 1 Intellectual /learning
Intellectual
Specific learning
Autism
Developmental delay

Code 2 Psychiatric
Psychiatric

Code 3 Sensory/speech

Deafblind

Vision

Hearing

Speech

Code 4 Physical/diverse

Physical

Acquired brain impairment

Neurological

Specific collections may require information on all disabilities of person, on only one primary disability or on both.

Electronic communication address (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – electronic communication address, text [X(250)]
<i>METeOR identifier:</i>	287469
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A unique combination of characters used as input to electronic communication equipment for the purpose of contacting a person, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – electronic communication address
<i>Definition:</i>	A unique combination of characters used as input to electronic communication equipment for the purpose of contacting a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Electronic communication address

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(250)]
<i>Maximum character length:</i>	250

Data Element attributes

Collection and usage attributes

Guide for use: Multiple electronic communication addresses (for example, multiple phone numbers, fax numbers and e-mail) may be recorded as required. Each instance should have an appropriate Electronic communication medium and usage code assigned.

Universal Resource Locator (URL)

One form of electronic address used as a locator for an internet-based web site.

Example: <http://www.aihw.gov.au> This is the full address, however, it is not essential to record 'http://www' as the commonly used internet browsers assume these characters are included. Therefore, the URL address could be recorded as

'aihw.gov.au'.

Email addresses

Email addresses are a combination of a username and an internet domain name (URL) joined by an @ symbol. The use of the full URL is not valid in an email address.

Example: myuserid@bigpond.net.au

Telephone numbers

- Record the prefix plus telephone number. For example, 08 8226 6000 or 0417 123456.
- Do not record punctuation in telephone numbers. For example, (08) 8226 6000 or 08-8226 6000 would not be correct.

Unknown contact details - leave the field blank.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: AS 4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

AS5017 Health Care Client Identification, 2002, Sydney:
Standards Australia

In AS5017 this data element is represented by 'Telephone number (client)'. In AS4846 this data element is represented by 'Provider electronic communication details'. Refer to the current standard for more details.

Electronic communication address (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – electronic communication address, text [X(250)]
<i>METeOR identifier:</i>	287480
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A unique combination of characters used as input to electronic communication equipment for the purpose of contacting an organisation, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – electronic communication address
<i>Definition:</i>	A unique combination of characters used as input to electronic communication equipment for the purpose of contacting an organisation.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Electronic communication address

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(250)]
<i>Maximum character length:</i>	250

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Multiple electronic communication addresses (for example, multiple phone numbers, fax numbers and e-mail) may be recorded as required. Each instance should have an appropriate Electronic communication medium and usage code assigned. Universal Resource Locator (URL) One form of electronic address used as a locator for an internet-based web site.
-----------------------	--

Example: <http://www.aihw.gov.au> This is the full address, however, it is not essential to record 'http://www' as the commonly used internet browsers assume these characters are included. Therefore, the URL address could be recorded as 'aihw.gov.au'.

Email addresses

Email addresses are a combination of a username and an internet domain name (URL) joined by an @ symbol. The use of the full URL is not valid in an email address.

Example: myuserid@bigpond.net.au

Telephone numbers

Record the prefix plus telephone number. For example, 08 8226 6000 or 0417 123456.

Do not record punctuation in telephone numbers. For example, (08) 8226 6000 or 08-8226 6000 would not be correct.

Unknown contact details

Leave the field blank.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: AS 4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia

In AS5017 this data element is represented by 'Telephone number (client)'. In AS4846 this data element is represented by 'Provider electronic communication details'. Refer to the current standard for more details.

Electronic communication medium (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – electronic communication medium, code N
<i>METeOR identifier:</i>	287519
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A type of communication mechanism used by a person, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – electronic communication medium
<i>Definition:</i>	A type of communication mechanism used by a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Electronic communication medium

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																
<i>Data type:</i>	Number																
<i>Format:</i>	N																
<i>Maximum character length:</i>	1																
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Telephone (excluding mobile telephone)</td></tr><tr><td>2</td><td>Mobile (cellular) telephone</td></tr><tr><td>3</td><td>Facsimile machine</td></tr><tr><td>4</td><td>Pager</td></tr><tr><td>5</td><td>e-mail</td></tr><tr><td>6</td><td>URL</td></tr><tr><td>8</td><td>Other</td></tr></tbody></table>	Value	Meaning	1	Telephone (excluding mobile telephone)	2	Mobile (cellular) telephone	3	Facsimile machine	4	Pager	5	e-mail	6	URL	8	Other
Value	Meaning																
1	Telephone (excluding mobile telephone)																
2	Mobile (cellular) telephone																
3	Facsimile machine																
4	Pager																
5	e-mail																
6	URL																
8	Other																

Data Element attributes

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS 4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
<i>Reference documents:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia In AS4846 alternative alphabetic codes are presented. Refer to the current standard for more details.

Electronic communication medium (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – electronic communication medium, code N
<i>METeOR identifier:</i>	287521
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A type of communication mechanism used by an organisation, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – electronic communication medium
<i>Definition:</i>	A code representing a type of communication mechanism used by an organisation.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Electronic communication medium

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																
<i>Data type:</i>	Number																
<i>Format:</i>	N																
<i>Maximum character length:</i>	1																
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Telephone (excluding mobile telephone)</td></tr><tr><td>2</td><td>Mobile (cellular) telephone</td></tr><tr><td>3</td><td>Facsimile machine</td></tr><tr><td>4</td><td>Pager</td></tr><tr><td>5</td><td>e-mail</td></tr><tr><td>6</td><td>URL</td></tr><tr><td>8</td><td>Other</td></tr></tbody></table>	Value	Meaning	1	Telephone (excluding mobile telephone)	2	Mobile (cellular) telephone	3	Facsimile machine	4	Pager	5	e-mail	6	URL	8	Other
Value	Meaning																
1	Telephone (excluding mobile telephone)																
2	Mobile (cellular) telephone																
3	Facsimile machine																
4	Pager																
5	e-mail																
6	URL																
8	Other																

Data Element attributes

Collection and usage attributes

Guide for use: Multiple electronic communication addresses (for example, multiple phone numbers, fax numbers and e-mail) may be recorded as required. Each instance should have an appropriate Electronic communication medium and Electronic communication usage code assigned.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: AS 4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
In AS4846 alternative alphabetic codes are presented. Refer to the current standard for more details.

Electronic communication usage code (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – electronic communication usage, code N
<i>METeOR identifier:</i>	287579
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The manner of use that a person applies to an electronic communication address, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – electronic communication usage code
<i>Definition:</i>	The manner of use that a person applies to an electronic communication address.
<i>Object Class:</i>	Person
<i>Property:</i>	Electronic communication usage code

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Business use only</td></tr><tr><td>2</td><td>Personal use only</td></tr><tr><td>3</td><td>Both business and personal use</td></tr></tbody></table>	Value	Meaning	1	Business use only	2	Personal use only	3	Both business and personal use
Value	Meaning								
1	Business use only								
2	Personal use only								
3	Both business and personal use								

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Only applicable to individuals, and not organisations.
-----------------------	--

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	AS 4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
<i>Reference documents:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

AS5017 Health Care Client Identification, 2002, Sydney:
Standards Australia

In AS5017 an alternative data element is presented as 'Telephone number type (client)'. In AS4846 this data element is called 'Provider electronic communication type'. In both instances alternative alphabetic codes are presented. Refer to the current standard for more details.

Eligibility status

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – eligibility status, code N
<i>METeOR identifier:</i>	304556
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	Eligibility of a person as determined by an assessment to receive a service from an agency as represented by a code.
<i>Context:</i>	This metadata item may be used in calculating unmet demand and need for existing community services.

Data Element Concept attributes

<i>Data element concept:</i>	Person – eligibility status
<i>Definition:</i>	An indicator of a person's eligibility to receive a service as determined by an assessment.
<i>Object Class:</i>	Person
<i>Property:</i>	Eligibility status

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code						
<i>Data type:</i>	Number						
<i>Format:</i>	N						
<i>Maximum character length:</i>	1						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Eligible</td></tr><tr><td>2</td><td>Not eligible</td></tr></tbody></table>	Value	Meaning	1	Eligible	2	Not eligible
Value	Meaning						
1	Eligible						
2	Not eligible						
<i>Supplementary codes:</i>	9 Not stated/inadequately described						

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	The actual eligibility criteria may differ according to the type of assistance and the agency.
-----------------------	--

Collection methods:

To be measured only where the person's eligibility for assistance has been assessed.

Instances in which a client who has been assisted on a previous occasion and subsequently seeks further assistance, should generally be considered as another occasion of assistance, and a new 'eligibility status' should be recorded. For example, instances where a significant amount of time has lapsed since previous assistance or where the reasons for seeking assistance have changed should be regarded as additional occasions of assistance.

Source and reference attributes

Submitting organisation:

Australian institute of health and welfare

End date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service episode – end date, DDMMYYYY
<i>Synonymous names:</i>	Service cessation date
<i>METeOR identifier:</i>	270160
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The date on which a service episode was completed.

Data Element Concept attributes

<i>Data element concept:</i>	Service episode – episode end date
<i>Definition:</i>	The date on which a service episode was completed.
<i>Context:</i>	This metadata item may be used in the calculation of measures of periods of support and duration of assistance.
<i>Object Class:</i>	Service episode
<i>Property:</i>	Episode end date

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>May occur after or on the same day as date of last delivery of service.</p> <p>Due to the considerable variation in the types of services provided in the community services sector, it is not possible at this stage to define in generic terms what will constitute completion of a service episode. Individual collections should however define what constitutes completion for their own purposes.</p> <p>This metadata item should always be recorded as an 8 digit valid date comprising day, month and year. Year should always be recorded in its full 4 digit format. For days and</p>
-----------------------	---

months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a service episode is completed on July 1 2000 the date assistance completed should be recorded as 01072000 as specified by the format.

Collection methods:

The end date must be related to a particular service episode. For each separate service episode a separate end date should be recorded.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Family name

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – family name, text X[X(39)]
<i>Synonymous names:</i>	Surname; Last name
<i>METeOR identifier:</i>	286953
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 20/06/2005
<i>Definition:</i>	That part of a name a person usually has in common with some other members of his/her family, as distinguished from his/her given names, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – family name
<i>Definition:</i>	That part of a name a person usually has in common with some other members of his/her family, as distinguished from his/her given names.
<i>Context:</i>	Administrative purposes and individual identification.
<i>Object Class:</i>	Person
<i>Property:</i>	Family name

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	X[X(39)]
<i>Maximum character length:</i>	40

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	The agency or establishment should record the client's full family name on their information systems. National Community Services Data Dictionary specific: In instances where there is uncertainty about which name to record for a person living in a remote Aboriginal or Torres Strait Islander community, Centrelink follows the practice of recording the Indigenous person's name as it is first provided to Centrelink. Or, where proof of identity is required, as the name is recorded on a majority of the higher point scoring documents that are produced as proof of identity.
-----------------------	--

Collection methods:

This metadata item should be recorded for all persons who receive services from or are of interest to an organisation. For the purposes of positive identification, it may also be recorded for providers of those services who are individuals.

Mixed case should be used.

Family name should be recorded in the format preferred by the person. The format should be the same as that written by the person on a (pre) registration form or in the same format as that printed on an identification card, such as Medicare card, to ensure consistent collection of name data.

It is acknowledged that some people use more than one family name (e.g. formal name, birth name, married/maiden name, tribal name) depending on the circumstances. Each name should be recorded against the appropriate Name type (see Comments).

A person is able to change his or her name by usage in all States and Territories of Australia with the exception of Western Australia, where a person may only change his or her name under the Change of Name Act. Care should be taken when recording a change of name for a minor. Ideally, the name recorded for the minor should be known to both of his/her parents, so the minor's records can be retrieved and continuity of care maintained, regardless of which parent accompanies the minor to the agency or establishment.

A person should generally be registered using their preferred name as it is more likely to be used in common usage and on subsequent visits to the agency or establishment. The person's preferred name may in fact be the name on their Medicare card. The Person name type metadata item can be used to distinguish between the different types of names that may be used by the person. The following format may assist with data collection:

What is your family name? _____

Are you known by any other family names that you would like recorded? If so, what are they _____

Please indicate, for each name above, the 'type' of family name that is to be recorded:

(a) Medicare card name (if different to preferred name).

(b) Alias (any other name that you are known by). Whenever a person informs the agency or establishment of a change of family name (e.g. following marriage or divorce), the former name should be recorded as an alias name. A full history of names should be retained. e.g. 'Mary Georgina Smith' informs the hospital that she has been married and changed her family name to 'Jones'. Record 'Jones' as her preferred family name and record 'Smith' as an alias name.

Hyphenated family names:

Sometimes persons with hyphenated family names use only one of the two hyphenated names. It is useful to record each of the hyphenated names as an alias. If the person has a hyphenated family name, e.g. 'Wilson-Phillips' record 'Wilson-Phillips' in the preferred family name field and record 'Wilson' and 'Phillips' separately as alias family names.

Punctuation:

If special characters form part of the family name they should be included, e.g. hyphenated names should be entered with a hyphen.

Examples:

- hyphen, e.g. Wilson-Phillips

Do not leave a space before or after a hyphen, i.e. between the last letter of 'Wilson' and the hyphen, nor a space between the hyphen and the first letter of 'Phillips'.

- apostrophe, e.g. O'Brien, D'Agostino

Do not leave a space before or after the apostrophe, i.e. between the 'O' and the apostrophe, nor a space between the apostrophe and 'Brien'.

- full stop, e.g. St. John, St. George

Do not leave a space before a full stop, i.e. between 'St' and the full stop. Do leave a space between the full stop and 'John'.

- space, e.g. van der Humm, Le Brun, Mc Donald

If the health care client has recorded their family name as more than one word, displaying spaces in between the words, record their family name in the same way leaving one space between each word.

Registered unnamed newborn babies:

When registering a newborn, use the mother's family name as the baby's family name unless instructed otherwise by the mother. Record unnamed babies under the newborn Name type.

Persons with only one name:

Some people do not have a family name and a given name; they have only one name by which they are known. If the person has only one name, record it in the 'Family name' field and leave the 'Given name' field blank.

Registering an unidentified person:

The default for unknown family name should be unknown in all instances and the name recorded as an alias name. Don't create a 'fictitious' family name such as 'Doe' as this is an actual family name. When the person's name becomes known, record it as the preferred family name and do not overwrite the alias name of unknown.

Registering health care clients from disaster sites:

Persons treated from disaster sites should be recorded under the alias Name Type. Local business rules should be developed for consistent recording of disaster site person details.

Care should be taken not to use identical dummy data (family name, given name, date of birth, sex) for two or more persons from a disaster site.

If the family name needs to be shortened:

If the length of the family name exceeds the length of the field, truncate the family name from the right (that is, dropping the final letters). Also, the last character of the name should be a hash (#) to identify that the name has been truncated.

Use of incomplete names or fictitious names:

Some health care facilities permit persons to use a pseudonym (fictitious or partial name) in lieu of their full or actual name. It is recommended that the person be asked to record both the pseudonym (Alias name) in addition to the person's Medicare card name.

Baby for adoption:

The word adoption should not be used as the family name, given name or alias for a newborn baby. A newborn baby that is for adoption should be registered in the same way that other newborn babies are registered. However, if a baby born in the hospital is subsequently adopted, and is admitted for treatment as a child, the baby is registered under their adopted (current) name, and the record should not be linked to the birth record. This should be the current practice. Any old references to adoption in client registers (for names) should also be changed to unknown. Contact your State or Territory adoption information service for further information.

Prefixes:

Where a family name contains a prefix, such as one to indicate that the person is a widow, this must be entered as part of the 'Family name' field. When widowed, some Hungarian women add 'Ozvegy' (abbreviation is 'Ozy') before their married family name, e.g. 'Mrs Szabo' would become 'Mrs Ozy Szabo'. That is, 'Mrs Szabo' becomes an alias name and 'Mrs Ozy Szabo' becomes the preferred name.

Ethnic Names:

The Centrelink publication, Naming Systems for Ethnic Groups, provides the correct coding for ethnic names.

Misspelled family name:

If the person's family name has been misspelled in error, update the family name with the correct spelling and record the misspelled family name as an alias name. Recording

misspelled names is important for filing documents that may be issued with previous versions of the person's name. Discretion should be used regarding the degree of recording that is maintained.

Comments:

Often people use a variety of names, including legal names, married/maiden names, nicknames, assumed names, traditional names, etc. Even small differences in recording - such as the difference between MacIntosh and McIntosh - can make record linkage impossible. To minimise discrepancies in the recording and reporting of name information, agencies or establishments should ask the person for their full (formal) 'Given name' and 'Family name'. These may be different from the name that the person may prefer the agency or establishment workers to use in personal dealings. Agencies or establishments may choose to separately record the preferred names that the person wishes to be used by agency or establishment workers. In some cultures it is traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies or establishments should always ask the person to specify their first given name and their family name or surname separately. These should then be recorded as 'Given name' and 'Family name' as appropriate, regardless of the order in which they may be traditionally given.

National Community Services Data Dictionary specific:

Selected letters of the family name in combination with selected letters of the given name, date of birth and sex, may be used for record linkage for statistical purposes only.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare
Standards Australia

Origin: National Health Data Committee
National Community Services Data Committee
Commonwealth Department of Health and Family Services
1998. Home and Community Care Data Dictionary Version
1.0. Canberra: DHFS Standards Australia 2002. Australian
Standard AS5017-2002 Health Care Client Identification.
Sydney: Standards Australia

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

Relational attributes

Related metadata references: See also Person (name) – given name, text [X(40)] NHDAMG,
Standard 20/06/2005

Field of education

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – field of education, code (ASCED 2001) NN[{{NN}}{NN}]
<i>METeOR identifier:</i>	270172
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The main field of education undertaken by a person in relation to current study or completed education, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – field of education
<i>Definition:</i>	The main field of education undertaken by a person in relation to current study or completed education.
<i>Context:</i>	This metadata item provides an indication of diversity in aspects of educational attainment.
<i>Object Class:</i>	Person
<i>Property:</i>	Field of education

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Classification of Education 2001
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NN[{{NN}}{NN}]
<i>Maximum character length:</i>	6
<i>Supplementary codes:</i>	99(9999) Not stated/inadequately described

Collection and usage attributes

<i>Guide for use:</i>	Code 99(9999), Not stated/inadequately described, is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the metadata item has not been collected.
<i>Collection methods:</i>	<p>A standard question module for self-enumerated collections is not available for this metadata item.</p> <p>For community services data collection it is recommended that collection methods permit coding to the 4-digit level.</p> <p>Accurate data is best achieved using computer-assisted coding of both the field of education and the level of highest educational attainment at the same time.</p> <p>Computer-assisted coding will return a nine-digit code comprising both the field of education and level of highest educational attainment codes.</p>

Data Element attributes

Collection and usage attributes

Guide for use: This is a three-level hierarchical classification specifying broad, narrow and detailed fields of study. For example, social work is coded to the broad field 09 'Society and Culture', the narrow field 0905 'Human Welfare Studies and Services' and the detailed field 090501 'Social Work'.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Australian Standards Classification of Education (ASCED 2001).
Australian Bureau of Statistics Cat. no 1272.0
<http://www.abs.gov.au/Ausstats/abs@.nsf/66f306f503e529a5ca25697e0017661f/f501c031bd9ac9c5ca256aaf001fca33!OpenDocument> (last viewed 21 Dec 2005)

First language spoken

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – first language spoken, code (ASCL 2005) NN{NN}
<i>METeOR identifier:</i>	304131
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	The language the person identifies as being the first language that they could understand to the extent of being able to conduct a conversation, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – first language spoken
<i>Definition:</i>	The language the person identifies, or remembers, as being the first language that they could understand to the extent of being able to conduct a conversation.
<i>Object Class:</i>	Person
<i>Property:</i>	First language spoken

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Classification of Languages 2005
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NN{NN}
<i>Maximum character length:</i>	4

Collection and usage attributes

<i>Guide for use:</i>	<p>The Australian Standard Classification of Languages (ASCL) has a three-level hierarchical structure. The most detailed level of the classification consists of base units (languages) which are represented by four-digit codes. The second level of the classification comprises narrow groups of languages (the Narrow Group level), identified by the first two digits. The most general level of the classification consists of broad groups of languages (the Broad Group level) and is identified by the first digit. The classification includes Australian Indigenous languages and sign languages.</p> <p>For example, the Lithuanian language has a code of 3102. In this case 3 denotes that it is an Eastern European language, while 31 denotes that it is a Baltic language. The Pintupi Aboriginal language is coded as 8713. In this case 8 denotes that it is an Australian Indigenous language and 87 denotes</p>
-----------------------	--

that the language is Western Desert language.

Language data may be output at the Broad Group level, Narrow Group level or base level of the classification. If necessary significant Languages within a Narrow Group can be presented separately while the remaining Languages in the Narrow Group are aggregated. The same principle can be adopted to highlight significant Narrow Groups within a Broad Group.

Data Element attributes

Collection and usage attributes

Collection methods:

Data should be captured, classified and stored at the base level of the classification wherever possible as this allows the greatest flexibility for output.

Recommended question:

Which language did you/the person/name first speak as a child?

English

Italian

Greek

Cantonese

Mandarin

Arabic

Vietnamese

German

Spanish

Tagalog (Filipino)

Other (please specify)

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, this standard should be used wherever practically possible.

Comments:

Persons whose first language is not English have been identified by service providers as a population group that may experience disadvantage when seeking to obtain equal access to government and community programs and services in Australia. Data relating to 'First language spoken' may thus provide a surrogate indicator of disadvantage potentially associated with a lack of English competence or with other factors associated with cultural background.

Source and reference attributes

Origin: Australian Bureau of Statistics 2005. Australian Standard Classification of Languages (ASCL) 2005. Cat. no. 1267.0. 2nd Edition, Canberra: ABS. Viewed 29 July 2005.

Relational attributes

Related metadata references: See also Person – proficiency in spoken English, code N NHDAMG, Standard 10/02/2006

See also Person – main language other than English spoken at home, code (ASCL 2005) NN{NN} NHDAMG, Standard 10/02/2006

See also Person – country of birth, code (SACC 1998) NNNN NHDAMG, Standard 20/06/2005

First service contact date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event – first service contact date, DDMMYYYY
<i>METeOR identifier:</i>	270163
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The date on which the agency provides the first service to the client.

Data Element Concept attributes

<i>Data element concept:</i>	Service event – first service contact date
<i>Definition:</i>	The date on which the agency provides the first service to the client.
<i>Context:</i>	This metadata item is used in calculation of measures of periods of support and duration of assistance.
<i>Object Class:</i>	Service event
<i>Property:</i>	First service contact date

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>Due to the considerable variation in the types of services provided in the community services sector, it is not possible at this stage to define in generic terms what will constitute the first service contact date.</p> <p>This metadata item should always be recorded as an 8 digit valid date comprising day, month and year. Year should always be recorded in its full 4 digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits.</p>
-----------------------	--

Collection methods: For each separate service episode a separate 'Service event – first service contact date, DDMMYYYY' should be recorded.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Full-time equivalent paid staff

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – full-time equivalent staff (paid), total N[NNN{.N}]
<i>METeOR identifier:</i>	270213
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The aggregate full time equivalent staff units for all paid staff.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – full-time equivalent staff
<i>Definition:</i>	The aggregate full time equivalent staff units for all paid staff. Full time equivalent staff units are the on-job hours paid for (including overtime) and hours of paid leave of any type for a staff member (or contract employee where applicable) divided by the number of ordinary-time hours normally paid for a full-time staff member when on the job (or contract employee where applicable).
<i>Context:</i>	Resource and service planning: To assist in analyses of the resource use and activity of institutional health care providers. Inclusion of these data, classified by staffing category, allows analysis of costs per unit of labour and analysis of staffing inputs against establishment outputs.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Full-time equivalent staff

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	Number
<i>Format:</i>	N[NNN{.N}]
<i>Maximum character length:</i>	5
<i>Unit of measure:</i>	Full-time equivalent (FTE) staff
<i>Unit of measure precision:</i>	1

Data Element attributes

Collection and usage attributes

Guide for use:

Calculated number of staff (full-time equivalents) for each staffing category.

The ordinary time hours normally worked may differ according to the type of work. The hours under the relevant award or agreement should be used if known. If the relevant award or agreement staff hours for an occupation is not known, or the worker is undertaking a variety of tasks, 38 hours per week should be used as a substitute.

Hours of unpaid leave are to be excluded.

Contract staff employed through an agency are included where the contract is for the supply of labour (e.g. nursing) rather than of products (e.g. provision of photocopies). In the former case, the contract would normally specify the amount of labour supplied and could be reported as full-time equivalent units.

If under the relevant award of agreement a full-time nurse is paid for an 80 (ordinary time) hour fortnight, the full-time equivalent for a part time nurse who works 64 hours is 0.8 (64 divided by 80). If a full-time nurse under the same award is paid for a 100 hours for that fortnight (20 hours overtime), then the full time equivalent is 100 divided by 80=1.25. This number would then be added to the full time equivalent staff units for all other staff and the number rounded to one decimal place.

Where staff provide services to more than one establishment, full-time equivalent staff members should be apportioned between all establishments to which services are provided on the basis of hours paid for in each. (Salary costs should be apportioned on the same basis).

Collection methods:

This metadata item is not intended to be a completely accurate calculation of staff hours, but a general indication of the number of hours an agency is staffed by paid staff.

This metadata item may be calculated over weeks, fortnights, months or an annual basis.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Full-time equivalent volunteer/unpaid staff

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – full-time equivalent staff (volunteer/unpaid), total N[NNN{.N}]
<i>METeOR identifier:</i>	270214
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The aggregate full time equivalent staff units for all volunteer/unpaid staff.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – full-time equivalent staff
<i>Definition:</i>	The aggregate full time equivalent staff units for all volunteer/unpaid staff. Full-time equivalent staff units are the on-job hours of any type, divided by the ordinary time hours normally worked for a full-time staff member.
<i>Context:</i>	Resource and service planning: To help in the analysis of resource use and staffing of community service agencies.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Full-time equivalent staff

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	Number
<i>Format:</i>	N[NNN{.N}]
<i>Maximum character length:</i>	5
<i>Unit of measure:</i>	Full-time equivalent (FTE) staff
<i>Unit of measure precision:</i>	1

Data Element attributes

Collection and usage attributes

Guide for use:

The ordinary time hours normally worked may differ according to the type of work a volunteer is doing. The hours under the relevant award or agreement should be used if known. If the relevant award or agreement staff hours for an occupation is not known, or the volunteer is undertaking a variety of tasks, 38 hours per week should be used as a substitute.

Example:

A volunteer kitchen hand works 10 hours over a week. The relevant award specifies that a full time kitchen hand usually works 38 hours in a week.

Full time equivalent staff units = $10/38 = 0.263$ (for that person for a week) This number would then be added to the full time equivalent staff units for all other staff and the number rounded to one decimal place.

Collection methods:

This metadata item is not intended to be a completely accurate calculation of staff hours, but a general indication of the number of volunteer hours an agency is staffed.

This metadata item may be calculated over weeks, fortnights, months or an annual basis.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Full-time/part-time status

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (employed) – full-time/part-time status, code N
<i>METeOR identifier:</i>	269950
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	Whether a person in paid employment is employed full-time or part-time, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (employed) – full-time/part-time status
<i>Definition:</i>	Whether a person in paid employed is employed full-time or part-time.
<i>Context:</i>	Resource and service planning: One of a group of items that provide a description of a person's labour force characteristics.
<i>Object Class:</i>	Person
<i>Property:</i>	Full-time/part-time status

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Australian Bureau of Statistics 1999. Standards for Social, Labour and Demographic Variables, Labour Force Variables. Full-Time/Part-Time Status.

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code						
<i>Data type:</i>	Number						
<i>Format:</i>	N						
<i>Maximum character length:</i>	1						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Full-time</td></tr><tr><td>2</td><td>Part-time</td></tr></tbody></table>	Value	Meaning	1	Full-time	2	Part-time
Value	Meaning						
1	Full-time						
2	Part-time						
<i>Supplementary codes:</i>	9 Not stated/inadequately described						

Data Element attributes

Collection and usage attributes

Guide for use:

Applies only to people whose labour force status is employed. (See metadata item Person – labour force status, code N for a definition of 'employed'). Paid employment includes persons who performed some work for wages or salary, in cash or in kind, and persons temporarily absent from a paid employment job but who retained a formal attachment to that job.

Code 1 Full-time:

Employed persons are working full-time if they:

(a) usually work 35 hours or more in a week (in all paid jobs) or

(b) although usually working less than 35 hours a week, actually worked 35 hours or more during the reference period.

Code 2 Part-time:

Employed persons are working part-time if they usually work less than 35 hours a week (in all paid jobs) and either did so during the reference period, or were not at work in the reference period.

Code 9 Not stated/ inadequately described:

Is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Collection methods:

Can be collected for an actual week (e.g. a particular reference period), or a usual week (e.g. a person usually works part time though they worked full-time in the last week). Note: if collected for a particular reference period, respondents may report 0 hours if on leave for the reference period. For most purposes the hours usually worked will be more appropriate. This metadata item should be based on the number of hours worked by the person (either actual or usual). It should not be based on the self-enumerated question suggested in the Collection methods of metadata item Person – labour force status, code N. Doing so would result in inaccurate information.

Comments:

See the Australian Bureau of Statistics website for details regarding labour force data items and standard questions.

Source and reference attributes

Origin:

Australian Bureau of Statistics 1999. Standards for Social, Labour and Demographic Variables, Labour Force Variables. Full-Time/Part-Time Status.

Geographic location of organisation

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – geographic location, code (ASGC 2005) NNNNN
<i>METeOR identifier:</i>	316965
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The geographical location of an agency using a five-digit numerical code which indicates the Statistical Local Area (SLA) within the State or Territory of Australia.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – geographic location
<i>Definition:</i>	The geographical location of an agency.
<i>Context:</i>	This is used in analysis of geographical patterns of service distribution and utilisation.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Geographic location

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Geographical Classification 2005
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NNNNN
<i>Maximum character length:</i>	5

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>Details on which edition was used in a particular data set should be included in the documentation of metadata accompanying that data set. 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/town/locality and Postcode-Australian only. However, this solution results in some inaccuracy of information.</p> <p>The accurate recording of the state or territory is essential.</p>
-----------------------	---

Source and reference attributes

<i>Origin:</i>	Australian Bureau of Statistics (ABS)
----------------	---------------------------------------

Geographic location of person

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – geographic location, code (ASGC 2005) NNNNN
<i>METeOR identifier:</i>	313897
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The geographical location of a person using a five-digit numerical code which indicates the Statistical Local Area (SLA) within the State or Territory of Australia.

Data Element Concept attributes

<i>Data element concept:</i>	Person – geographic location
<i>Definition:</i>	The geographical location of a person.
<i>Context:</i>	This is used in analysis of geographical patterns of service distribution and utilisation.
<i>Object Class:</i>	Person
<i>Property:</i>	Geographic location

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Geographical Classification 2005
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NNNNN
<i>Maximum character length:</i>	5

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>The geographical location is reported using a five digit numerical code. The first digit is the single-digit code to indicate State or Territory. The remaining four digits are the numerical code for the Statistical Local Area (SLA) within the State or Territory.</p> <p>The single digit codes for the states and territories and the four digit codes for the SLAs are as defined in the Australian Standard Geographical Classification (ASGC).</p> <p>The ASGC is updated on an annual basis with a date of effect of 1 July each year. Therefore, the edition effective for the data collection reference year should be used.</p>
-----------------------	---

The codes for SLA are unique within each State and Territory, but not within the whole country. Thus, to define a unique location, the code of the State or Territory is required in addition to the code for the SLA.

The Australian Bureau of Statistics' (ABS) National Localities Index (NLI) (ABS Catalogue number 1252.0) can be used to assign each locality or address in Australia to a SLA. The NLI is a comprehensive list of localities in Australia with their full code (including State or Territory and SLA) from the main structure of the ASGC.

For the majority of localities, the locality name (suburb or town, for example) is sufficient to assign a SLA. However, some localities have the same name. For most of these, limited additional information such as the postcode or State can be used with the locality name to assign the SLA. In addition, other localities cross one or more SLA boundaries and are referred to as split localities. For these, the more detailed information of the number and street of the person's residence is used with the Streets Sub-index of the NLI to assign the SLA.

If the information available on the person's address indicates that it is in a split locality but is insufficient to assign an SLA, the code for the SLA which includes most of the split locality should be reported. This is in accordance with the NLI assignment of SLA when a split locality is identified and further detail about the address is not available.

The NLI does not assign a SLA code if the information about the address is insufficient to identify a locality, or is not an Australian locality. In these cases, the appropriate codes for undefined SLA within Australia (State or Territory unstated), undefined SLA within a stated State or Territory, no fixed place of abode (within Australia or within a stated State or Territory) or overseas should be used.

Source and reference attributes

Origin:

Australian Bureau of Statistics (ABS)

Given name sequence number

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – given name sequence number, code N
<i>METeOR identifier:</i>	287595
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The numerical order of the given names or initials of a person, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – given name sequence number
<i>Definition:</i>	The numerical order of the given names or initials of a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Given name sequence number

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																				
<i>Data type:</i>	Number																				
<i>Format:</i>	N																				
<i>Maximum character length:</i>	2																				
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>First given name</td></tr><tr><td>2</td><td>Second given name</td></tr><tr><td>3</td><td>Third given name</td></tr><tr><td>4</td><td>Fourth given name</td></tr><tr><td>5</td><td>Fifth given name</td></tr><tr><td>6</td><td>Sixth given name</td></tr><tr><td>7</td><td>Seventh given name</td></tr><tr><td>8</td><td>Eighth given name</td></tr><tr><td>9</td><td>Ninth and subsequent given name</td></tr></tbody></table>	Value	Meaning	1	First given name	2	Second given name	3	Third given name	4	Fourth given name	5	Fifth given name	6	Sixth given name	7	Seventh given name	8	Eighth given name	9	Ninth and subsequent given name
Value	Meaning																				
1	First given name																				
2	Second given name																				
3	Third given name																				
4	Fourth given name																				
5	Fifth given name																				
6	Sixth given name																				
7	Seventh given name																				
8	Eighth given name																				
9	Ninth and subsequent given name																				

Data Element attributes

Collection and usage attributes

Guide for use:

To be used in conjunction with Given name.

Example: Mary Georgina Smith

In the example above 'Mary' would have a given name sequence number of 1 and 'Georgina' would have a given name sequence number of 2.

Example: Jean Claude Marcel Moreaux

If the person has recorded a single given name as more than one word, displaying spaces in between the words(e.g. Jean Claude), their given names are recorded in data collection systems in the same way (i.e. Jean Claude is one given name and Marcel is another given name). 'Jean Claude' would have a Given name sequence number of '1' and 'Marcel' would have a Given name sequence number of '2'.

Source and reference attributes

Submitting organisation:

Standards Australia

Origin:

AS4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

Given name(s)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – given name, text [X(40)]
<i>METeOR identifier:</i>	287035
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 20/06/2005
<i>Definition:</i>	The person's identifying name within the family group or by which the person is socially identified, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – given name
<i>Definition:</i>	The person's identifying name(s) within the family group or by which the person is socially identified.
<i>Context:</i>	Administrative purposes and individual identification.
<i>Object Class:</i>	Person
<i>Property:</i>	Given name

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(40)]
<i>Maximum character length:</i>	40

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A person may have more than one Given name. All given names should be recorded.</p> <p>The agency or establishment should record the client's full given name(s) on their information systems.</p> <p>National Community Services Data Dictionary specific:</p> <p>In instances where there is uncertainty about which name to record for a person living in a remote Aboriginal or Torres Strait Islander community, Centrelink follows the practice of recording the Indigenous person's name as it is first provided to Centrelink. In situations where proof of identity is required, the name is recorded on a majority of the higher point scoring documents that are produced as proof of identity.</p>
-----------------------	---

National Health Data Dictionary specific:

Each individual Given name should have a Given name sequence number associated with it.

Health care establishments may record given names (first and other given names) in one field or several fields. This metadata item definition applies regardless of the format of data recording.

A full history of names is to be retained.

Collection methods:

This metadata item should be recorded for all clients.

Given name(s) should be recorded in the format preferred by the person. The format should be the same as that indicated by the person (eg written on a form) or in the same format as that printed on an identification card, such as Medicare card, to ensure consistent collection of name data.

It is acknowledged that some people use more than one given name (e.g. formal name, birth name, nick name or shortened name, or tribal name) depending on the circumstances. A person is able to change his or her name by usage in all States and Territories of Australia with the exception of Western Australia, where a person may only change his or her name under the Change of Name Act.

A person should generally be registered using their preferred name as it is more likely to be used in common usage and on subsequent visits to the agency or establishment. The person's preferred name may in fact be their legal (or Medicare card) name. The Person name type metadata item (see Comments) can be used to distinguish between the different types of names that may be used by the person.

The following format may assist with data collection:

What is the given name you would like to be known by?

Are you known by any other given names that you would like recorded?

If so, what are they

Please indicate the 'type' of given name that is to be recorded:

(a) Medicare card name (if different to preferred name).

(b) Alias (any other name that you are known by).

Whenever a person informs the agency or establishment of a change of given name (e.g. prefers to be known by their middle name), the former name should be recorded according to the appropriate name type. Do not delete or overwrite a previous given name e.g. 'Mary Georgina Smith' informs the hospital that she prefers to be known as 'Georgina'. Record 'Georgina' as her preferred given name and record 'Mary' as the Medicare card given name.

e.g. The establishment is informed that 'Baby of Louise Jones' has been named 'Mary Jones'. Retain 'Baby of Louise' as the newborn name and also record 'Mary' as the preferred 'Given name'.

Registering an unidentified health care client:

If the person is a health care client and her/his given name is not known record unknown in the 'Given name' field and use alias Name type. When the person's name becomes known, add the actual name as preferred Name type (or other as appropriate). Do not delete or overwrite the alias name of unknown.

Use of first initial:

If the person's given name is not known, but the first letter (initial) of the given name is known, record the first letter in the preferred 'Given name' field. Do not record a full stop following the initial.

Persons with only one name:

Some people do not have a family name and a given name: they have only one name by which they are known. If the person has only one name, record it in the 'Family name' field and leave the 'Given name' blank.

Record complete information:

All of the person's given names should be recorded.

Shortened or alternate first given name:

If the person uses a shortened version or an alternate version of their first given name, record their preferred name, the actual name as their Medicare card name and any alternative versions as alias names as appropriate.

Example - The person's given name is Jennifer but she prefers to be called Jenny. Record 'Jenny' as the preferred 'Given name' and 'Jennifer' as her Medicare card name.

Example - The person's given name is 'Giovanni' but he prefers to be called 'John'.

Record 'John' as the preferred 'Given name' and 'Giovanni' as the Medicare card name.

Punctuation:

If special characters form part of the given names they shall be included, e.g. hyphenated names shall be entered with the hyphen.

- Hyphen, e.g. Anne-Maree, Mary-Jane

Do not leave a space before or after the hyphen, i.e. between last letter of 'Anne' and the hyphen, nor a space between the hyphen and the first letter of 'Maree'.

- spaces, e.g. Jean Claude Marcel Moreaux

If the person has recorded their given name as more than one word, displaying spaces in between the words, record their given names in data collection systems in the same way (i.e. Jean Claude is one given name and Marcel is another given name).

Names not for continued use:

For cultural reasons, a person such as an Aboriginal or Torres Strait Islander may advise that they are no longer using the given name they previously used and are now using an alternative current name. Record their current name as their preferred given name and record their previously used name as an alias name (with a Name conditional use flag of 'not for continued use').

Composite name:

If a person identifies their first name as being a composite word, both parts should be recorded under the first Given Name (rather than the first and second Given Name).

e.g. 'Anne Marie Walker' notes her preferred Given Name to be 'Anne Marie', then 'Anne Marie' is recorded as (first) Given Name, and (second) Given Name is left blank.

Registering an unnamed newborn baby:

An unnamed (newborn) baby is to be registered using the mother's given name in conjunction with the prefix 'Baby of'. For example, if the baby's mother's given name is Fiona, then record 'Baby of Fiona' in the preferred 'Given name' field for the baby. This name is recorded under the newborn Name type. If a name is subsequently given, record the new name as the preferred given name and retain the newborn name.

Registering unnamed multiple births:

An unnamed (newborn) baby from a multiple birth should use their mother's given name plus a reference to the multiple births. For example, if the baby's mother's given name is 'Fiona' and a set of twins is to be registered, then record 'Twin 1 of Fiona' in the Given name field for the first born baby, and 'Twin 2 of Fiona' in the 'Given name' field of the second born baby. Arabic numbers (1, 2, 3 ...) are used, not Roman Numerals (I, II, III).

In the case of triplets or other multiple births the same logic applies. The following terms should be used for recording multiple births:

- Twin:
use Twin i.e. Twin 1 of Fiona
- Triplet:
use Trip i.e. Trip 1 of Fiona

- Quadruplet:
use Quad i.e. Quad 1 of Fiona
- Quintuplet:
use Quin i.e. Quin 1 of Fiona
- Sextuplet:
use Sext i.e. Sext 1 of Fiona
- Septuplet:
use Sept i.e. Sept 1 of Fiona.

These names should be recorded under the newborn Person name type. When the babies are named, the actual names should be recorded as the preferred name. The newborn name is retained.

Aboriginal/Torres Strait Islander names not for continued use:

For cultural reasons, an Aboriginal or Torres Strait Islander may advise an agency or establishment that they are no longer using the given name that they had previously registered and are now using an alternative current name.

Record their current name as the preferred 'Given name' and record their previous used given name as an alias name.

Ethnic Names:

The Centrelink Naming Systems for Ethnic Groups publication provides the correct coding for ethnic names. Refer to Ethnic Names Condensed Guide for summary information.

Misspelled given names:

If the person's given name has been misspelled in error, update the Given name field with the correct spelling and record the misspelled given name as an Alias name. Recording misspelled names is important for filing documents that may be issued with previous versions of the client's name. Discretion should be used regarding the degree of recording that is maintained.

Comments:

Often people use a variety of names, including legal names, married/maiden names, nicknames, assumed names, traditional names, etc. Even small differences in recording - such as the difference between Thomas and Tom - can make Record linkage impossible. To minimise discrepancies in the recording and reporting of name information, agencies or establishments should ask the person for their full (formal) Given name and Family name. These may be different from the name that the person may prefer the agency or establishment workers to use in personal dealings. Agencies or establishments may choose to separately record the preferred name that the person wishes to be used by agency or establishment workers. In some cultures it is traditional to state the family name first. To overcome discrepancies in

recording/reporting that may arise as a result of this practice, agencies or establishments should always ask the person to specify their first given name and their family or surname separately. These should then be recorded as Given name and Family name as appropriate, regardless of the order in which they may be traditionally given.

National Community Services Data Dictionary specific:

Selected letters of the given name in combination with selected letters of the family name, date of birth and sex may be used for record linkage for statistical purposes only.

National Health Data Dictionary specific:

Health care provider identification DSS and Health care client identification DSS

For the purpose of positive identification or contact, agencies or establishments that collect Given name should also collect Given name sequence number. Given name sequence number is also a metadata item in Australian Standard AS4846-2004 Health care provider identification and is proposed for inclusion in the review of Australian Standard AS5017-2002 Health care client identification. AS5017 and AS4846 use alternative alphabetic codes for Given name sequence number. Refer to the current standards for more details.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare
Standards Australia

Origin: National Health Data Committee
National Community Services Data Committee
Commonwealth Department of Health and Family Services
1998. Home and Community Care Data Dictionary Version
1.0. Canberra: DHFS
Standards Australia 2002. Australian Standard AS5017-2002
Health Care Client Identification. Sydney: Standards Australia

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

Relational attributes

Related metadata references: See also Person (name) – family name, text X[X(39)]
NHDAMG, Standard 20/06/2005

Goods and equipment received (service episode)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service episode – type of goods and equipment received, code N
<i>METeOR identifier:</i>	323299
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The types of goods or equipment received by the client (by purchase, loan, or gift) during a service episode, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service episode – type of goods and equipment received
<i>Definition:</i>	The types of goods or equipment received by the client (by purchase, loan, or gift) during a service episode.
<i>Context:</i>	<p>Resource and financial planning:</p> <p>This provides one measure of the assistance received by a client or clients on a Service episode. In this case it will measure the types of goods and equipment received.</p> <p>This metadata item does not record an amount of assistance with goods and equipment in the same way that an amount is recorded for the other types of assistance provided by agencies (i.e. in time, quantity or cost). Rather this metadata item indicates the type of goods or equipment that the agency provides to the person on an occasion of service delivery.</p> <p>Information about the types of goods and equipment provided to clients by agencies facilitates interstate and cross regional comparisons of service provision and comparisons between different client sub-populations.</p>
<i>Object Class:</i>	Service episode
<i>Property:</i>	Type of goods and equipment received

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N
<i>Maximum character length:</i>	1

<i>Permissible values:</i>	Value	Meaning
	1	Self-care aids (e.g. button hook for dressing or bowl care for eating)
	2	Support and mobility aids (e.g. walking frame, manual wheelchair)
	3	Communication aids (e.g. hearing aids, mouthstick)
	4	Reading aids (e.g. magnifying glass, braille books)
	5	Medical care aids (e.g. ventilator, pacemaker)
	6	Car modifications (e.g. car ramp, room for wheelchair)
	8	Other goods and equipment (other goods and equipment not elsewhere classified)
<i>Supplementary codes:</i>	9	Not stated/inadequately described

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Self-care aids Eating aids – crockery, cutlery, plate guard, bowl guard Dressing aids – button hook, clothes tongs, zip pull Washing aids – bathrails/hoist/seat, shower rails/fitting/seat Bag, urinal, incontinence pad, uredome, urinary appliances Bowel appliances – colostomy bag, bowel pad Toilet chair, commode, frame, conventional toilet use aids Cooking aids (excl. eating utensils), special iron Other aids for self care</p> <p>CODE 2 Support and mobility aids Callipers, splints Belts, braces, neck collar, corsets Crutches for support, walking frame/stick Ankle/knee strap, built up shoe, foot/leg support NEC Transporter chair, pusher, tricycle Wheelchair manual or unspecified Wheelchair, motorised Henry lifter, hoist, patient lifter Scooter Ejector chair, hard-back chair, made to measure chair, chair NEC Special bed, cushions/pillows for support White cane Sonic beam, laser cane, optacon Guide dog bars/hooks/rails/straps, attached to walls, etc., for support and mobility Other aids for support or mobility</p>
-----------------------	--

CODE 3 Communication aids

Aid, hearing

Teletext

Telephone attachment or adaptation (e.g. answering service, flashing light, headpiece, TTY telephone)

Writing aids (mouthstick, writing pad, typewriter, communication board)

Computers – Kurzweil personal reader, communication

Speaking aids - electrolarynx

CODE 4 Reading aids

Contact lenses, reading/magnifying glasses

Braille books/items/watch

Books, large print/talking, cassette recorders/players

Reading frame, page turners, reading aids not associated with loss of sight

Other reading or sight aids

Dwelling modification to aid communication – intercom

Other aids for communication

CODE 5 Medical care aids

Breathing pumps – oxygen masks, ventilator

Dialysis machine, kidney functioning machines

Heart stimulus/functioning machines, pacemaker

Ostomy appliances/Stoma appliances, excluding colostomy bag

Other aids for medical care

CODE 6 Car modifications

Accelerator/brake/controls, hand – car modifications

Handles/lifter/rails/ramps – car modifications

Mirrors/steering/windows, power – car modifications

Other car modifications – automatic transmission, room for wheelchair

CODE 8 Other goods/equipment

Other goods/equipment NEC

Source and reference attributes

Origin:

National HACC Minimum Data Set User Guide Version 2.0
2005. Home and Community Care (HACC) Program

Data Element attributes

Collection and usage attributes

Collection methods:

The agency should record the type of goods or equipment received by the client (on loan or by purchase) on each instance of assistance. This information can then be amalgamated to provide a measure of the types of goods and

equipment received by a client over a reporting period (which will vary according to collection requirements).

Where the client receives more than one of the same type of good or equipment (e.g. several food packets) on the same occasion, the agency should only record this once. Where the client receives different types of goods or equipment on the same occasion, the agency should separately record each type of goods or equipment against the same date.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

Australian Institute of Health and Welfare 1998. Home and Community Care (HACC) data dictionary, version 1.0. Commonwealth Department of Health and Family Services, Canberra

Goods and equipment received (service event)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event – type of goods and equipment received, code N
<i>Synonymous names:</i>	Goods and equipment received
<i>METeOR identifier:</i>	323236
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The types of goods or equipment received by the client (by purchase, loan, or gift) during a service event, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service event – type of goods and equipment received
<i>Definition:</i>	The types of goods or equipment received by the client (by purchase, loan, or gift) during a service event.
<i>Context:</i>	Resource and financial planning: This provides one measure of the assistance received by a client on an occasion of service. This metadata item does not record an amount of assistance with goods and equipment in the same way that an amount is recorded for the other types of assistance provided by agencies (i.e. in time, quantity or cost). Rather this metadata item indicates the type of goods or equipment that the agency provides to the person on an occasion of service delivery. Information about the types of goods and equipment provided to clients by agencies facilitates interstate and cross regional comparisons of service provision and comparisons between different client sub-populations.
<i>Object Class:</i>	Service event
<i>Property:</i>	Type of goods and equipment received

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N
<i>Maximum character length:</i>	1

<i>Permissible values:</i>	Value	Meaning
	1	Self-care aids (e.g. button hook for dressing or bowl care for eating)
	2	Support and mobility aids (e.g. walking frame, manual wheelchair)
	3	Communication aids (e.g. hearing aids, mouthstick)
	4	Reading aids (e.g. magnifying glass, braille books)
	5	Medical care aids (e.g. ventilator, pacemaker)
	6	Car modifications (e.g. car ramp, room for wheelchair)
	8	Other goods and equipment (other goods and equipment not elsewhere classified)
<i>Supplementary codes:</i>	9	Not stated/inadequately described

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 1 Self-care aids Eating aids – crockery, cutlery, plate guard, bowl guard Dressing aids – button hook, clothes tongs, zip pull Washing aids – bathrails/hoist/seat, shower rails/fitting/seat Bag, urinal, incontinence pad, urethral, urinary appliances Bowel appliances – colostomy bag, bowel pad Toilet chair, commode, frame, conventional toilet use aids Cooking aids (excl. eating utensils), special iron Other aids for self care</p> <p>CODE 2 Support and mobility aids Callipers, splints Belts, braces, neck collar, corsets Crutches for support, walking frame/stick Ankle/knee strap, built up shoe, foot/leg support NEC Transporter chair, pusher, tricycle Wheelchair manual or unspecified Wheelchair, motorised Henry lifter, hoist, patient lifter Scooter Ejector chair, hard-back chair, made to measure chair, chair NEC Special bed, cushions/pillows for support White cane Sonic beam, laser cane, optacon Guide dog bars/hooks/rails/straps, attached to walls, etc., for support and mobility Other aids for support or mobility</p>
-----------------------	---

CODE 3 Communication aids

Aid, hearing

Teletext

Telephone attachment or adaptation (e.g. answering service, flashing light, headpiece, TTY telephone)

Writing aids (mouthstick, writing pad, typewriter, communication board)

Computers - Kurzweil personal reader, communication

Speaking aids - electrolarynx

CODE 4 Reading aids

Contact lenses, reading/magnifying glasses

Braille books/items/watch

Books, large print/talking, cassette recorders/players

Reading frame, page turners, reading aids not associated with loss of sight

Other reading or sight aids

Dwelling modification to aid communication - intercom

Other aids for communication

CODE 5 Medical care aids

Breathing pumps - oxygen masks, ventilator

Dialysis machine, kidney functioning machines

Heart stimulus/functioning machines, pacemaker

Ostomy appliances/Stoma appliances, excluding colostomy bag

Other aids for medical care

CODE 6 Car modifications

Accelerator/brake/controls, hand - car modifications

Handles/lifter/rails/ramps - car modifications

Mirrors/steering/windows, power - car modifications

Other car modifications - automatic transmission, room for wheelchair

CODE 8 Other goods/equipment

Other goods/equipment NEC

Source and reference attributes

Origin:

National HACC Minimum Data Set User Guide Version 2.0
2005. Home and Community Care (HACC) Program

Data Element attributes

Collection and usage attributes

Collection methods:

The agency should record the type of goods or equipment received by the client (on loan or by purchase) for each Service event. This information can then be amalgamated to provide a measure of the types of goods and equipment received by a client over a reporting period (which will vary according to

collection requirements).

Where the client receives more than one of the same type of good or equipment (e.g. several food packets) on the same occasion, the agency should only record this once. Where the client receives different types of goods or equipment on the same occasion, the agency should separately record each type of goods or equipment against the same date.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

Australian Institute of Health and Welfare 1998. Home and Community Care (HACC) data dictionary, version 1.0. Commonwealth Department of Health and Family Services, Canberra

Hours worked per week—volunteer/unpaid staff

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – hours worked (volunteer/unpaid staff), total NNNNN
<i>METeOR identifier:</i>	270211
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The total hours worked by all volunteer/unpaid staff in a seven day week.
<i>Context:</i>	To assist in the analysis of staffing inputs and to enable a comparison of the staffing requirements of different service types. It is important to include volunteers due to the significant contribution they make within many organisations. To assist in the analysis of staffing inputs and to enable a comparison of the staffing requirements of different service types. It is important to include volunteers due to the significant contribution they make within many organisations.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – hours worked
<i>Definition:</i>	The total number of hours actually worked by all staff within a specified time period.
<i>Context:</i>	Service and resource planning: To assist in the analysis of staffing inputs and to enable a comparison of the staffing requirements of different service types.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Hours worked

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	String
<i>Format:</i>	NNNNN
<i>Maximum character length:</i>	5
<i>Unit of measure:</i>	Hour (h)

Collection and usage attributes

Guide for use: Total hours expressed as 00000, 00001, 00425 etc.

Data Element attributes

Collection and usage attributes

Guide for use: This metadata item is asking for actual staff hours worked by volunteer staff, not the rostered hours or full-time equivalent staff.

Collection methods: In some collections this metadata item may be specified as the hours on a specific week (such as the Commonwealth State/Territory Disability Agreement (CSTDA) National Minimum Data Set (NMDS), where the week leading up to the 'snapshot' collection day is the week counted). Other collections may specify a 'usual' week or an average week calculated from a number of weeks or the entire year.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Australian Institute of Health and Welfare 2002.
Commonwealth State/Territory Disability Agreement
National Minimum Data Set collection: Data guide-data items
and definitions 2002-03. Canberra: AIHW

Hours worked per week—paid staff

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – hours worked, (paid staff), total NNNNN
<i>METeOR identifier:</i>	270212
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The total hours worked by all paid staff in a seven day week.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – hours worked
<i>Definition:</i>	The total number of hours actually worked by all staff within a specified time period.
<i>Context:</i>	Service and resource planning: To assist in the analysis of staffing inputs and to enable a comparison of the staffing requirements of different service types.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Hours worked

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	String
<i>Format:</i>	NNNNN
<i>Maximum character length:</i>	5
<i>Unit of measure:</i>	Hour (h)

Collection and usage attributes

<i>Guide for use:</i>	Total hours expressed as 00000, 00001, 00425 etc.
-----------------------	---

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item is asking for actual staff hours worked, not the rostered hours or full-time equivalent staff. Contract staff employed through an agency are included
-----------------------	---

where the contract is for the supply of labour (e.g. nursing) rather than of products (e.g. photocopier maintenance).

Where agencies have fortnightly pay rolls this metadata item may be calculated by dividing fortnightly hours worked by 2.

Collection methods:

In some collections this metadata item may be specified as the hours on a specific week (such as the Commonwealth State/Territory Disability Agreement (CSTDA) National Minimum Data Set (NMDS), where the week leading up to the 'snapshot' collection day is the week counted). Other collections may specify a 'usual' week or an average week calculated from a number of weeks or the entire year.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

Australian Institute of Health and Welfare 2002.
Commonwealth State/Territory Disability Agreement
National Minimum Data Set collection: Data guide-data items
and definitions 2002-03. Canberra: AIHW

Household family type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Household – family type, code N
<i>METeOR identifier:</i>	270477
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The composition of the family within the household, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Household family – family type
<i>Definition:</i>	The composition of the family within the household.
<i>Context:</i>	The family is a fundamental building block of society. As a social entity, it is universal and a topic of interest and investigation by social researchers. In a multicultural society such as contemporary Australia, this interest is stronger and more widespread than ever. Data on families are essential elements for the study of the well being of family groups and in this way for the study of the well being of individuals.
<i>Object Class:</i>	Household family
<i>Property:</i>	Family type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code										
<i>Data type:</i>	Number										
<i>Format:</i>	N										
<i>Maximum character length:</i>	1										
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Couple family with children</td></tr><tr><td>2</td><td>Couple family without children</td></tr><tr><td>3</td><td>One parent family</td></tr><tr><td>4</td><td>Other family</td></tr></tbody></table>	Value	Meaning	1	Couple family with children	2	Couple family without children	3	One parent family	4	Other family
Value	Meaning										
1	Couple family with children										
2	Couple family without children										
3	One parent family										
4	Other family										
<i>Supplementary codes:</i>	9 Not stated/inadequately described										

Collection and usage attributes

<i>Guide for use:</i>	Children refers to children of any age, dependent and non-dependent. The basis of a family is formed by identifying the presence of a couple relationship, lone parent-child relationship or other
-----------------------	---

blood relationship. Some households will, therefore, contain more than one family.

The classification is based on the Australian Bureau of Statistics Standards for Statistics on Families (ABS Cat. No. 1286.0) which contains a 4-level hierarchical classification. Only level 1 of this classification has been adopted for this metadata item. If individual agencies need to classify family types at a lower level of detail than specified in this metadata item (for example, if they wish to split children into dependent and non-dependent children), they should ensure that the more detailed ABS classification is used.

CODE 9 Not stated/inadequately described

This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the metadata item has not been collected.

Data Element attributes

Source and reference attributes

Origin:

Australian Bureau of Statistics 1995. Standards for Statistics on the Family 1995. Cat. no. 1286.0. Canberra: ABS.

Reference

<http://www.abs.gov.au/websitedbs/c311215.nsf/0/61201A065C75A909CA256E1B0081CAC1?Open>

Household type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Household – household type, code N
<i>METeOR identifier:</i>	270394
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A categorisation of a household based on the presence or absence of family members, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Household – household type
<i>Definition:</i>	A categorisation of a household based on the presence or absence of family members.
<i>Context:</i>	Together with 'family', a household is considered one of the basic groups of social aggregation. Information on household numbers and composition aids in identifying groups within the population such as multiple family households or the number of people living alone.
<i>Object Class:</i>	Household
<i>Property:</i>	Household type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code										
<i>Data type:</i>	Number										
<i>Format:</i>	N										
<i>Maximum character length:</i>	1										
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Family household with only family members present</td></tr><tr><td>2</td><td>Family household with non-family members present</td></tr><tr><td>3</td><td>Non-family household</td></tr><tr><td>4</td><td>Not classifiable</td></tr></tbody></table>	Value	Meaning	1	Family household with only family members present	2	Family household with non-family members present	3	Non-family household	4	Not classifiable
Value	Meaning										
1	Family household with only family members present										
2	Family household with non-family members present										
3	Non-family household										
4	Not classifiable										
<i>Supplementary codes:</i>	9 Not stated/inadequately described										

Collection and usage attributes

<i>Guide for use:</i>	The classification is based on the ABS 2 level hierarchy. Only level 1 of this classification has been adopted for this metadata item. It differs from the ABS classification in that it
-----------------------	--

seeks to determine whether there are non-family persons co-resident with the person of concern. Care should be taken in making comparisons with the ABS data for Household type.

If individual agencies need to classify household types at a lower level of detail, they should ensure that the more detailed ABS classification is used. The lower levels in the classification cover detail on the number of families or the number of household members. Thus, household type is allocated dependent on the basis of the number of families and whether unrelated household members are present (if it is a family household), or the number of household members if it is a non-family household.

It should be noted that only usual residents of a household are considered when describing and categorising households by Household type. Since households are differentiated in terms of families, and visitors to a household are excluded from family coding, the identification of usual residence is essential to determine the household type.

CODE 4 Not Classifiable

Operationally, all households must contain at least one member 15 years of age or older. Any household consisting only of a person or persons all under 15 years of age is coded to 'Not classifiable'. This approach is consistent with that used in the family type classification, in which a family is likewise not defined unless it consists of at least one member aged 15 years or older.

CODE 9 Not stated/inadequately described

Is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Source and reference attributes

Origin:

Reference documents: Australian Bureau of Statistics Census 2001

Data Element attributes

Relational attributes

Related metadata references: Supersedes Household type, version 3, DE, NCSDD, NCSIMG, Superseded 01/03/2005

Indigenous status

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – Indigenous status, code N
<i>METeOR identifier:</i>	291036
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	Whether a person identifies as being of Aboriginal or Torres Strait Islander origin, as represented by a code. This is in accord with the first two of three components of the Commonwealth definition.

Data Element Concept attributes

<i>Data element concept:</i>	Person – Indigenous status
<i>Definition:</i>	Indigenous Status is a measure of whether a person identifies as being of Aboriginal or Torres Strait Islander origin. This is in accord with the first two of three components of the Commonwealth definition.
<i>Context:</i>	Australia's Aboriginal and Torres Strait Islander peoples occupy a unique place in Australian society and culture. In the current climate of reconciliation, accurate and consistent statistics about Aboriginal and Torres Strait Islander peoples are needed in order to plan, promote and deliver essential services, to monitor changes in wellbeing and to account for government expenditure in this area. The purpose of this metadata item is to provide information about people who identify as being of Aboriginal or Torres Strait Islander origin. Agencies or establishments wishing to determine the eligibility of individuals for particular benefits, services or rights will need to make their own judgments about the suitability of the standard measure for these purposes, having regard to the specific eligibility criteria for the program concerned.
<i>Object Class:</i>	Person
<i>Property:</i>	Indigenous status

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N
<i>Maximum character length:</i>	1

<i>Permissible values:</i>	Value	Meaning
	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
<i>Supplementary codes:</i>	9	Not stated/inadequately described

Collection and usage attributes

Guide for use: This metadata item is based on the Australian Bureau of Statistics (ABS) standard for Indigenous status. For detailed advice on its use and application please refer to the ABS Website as indicated in the Reference documents.

The classification for Indigenous status has a hierarchical structure comprising two levels. There are four categories at the detailed level of the classification which are grouped into two categories at the broad level. There is one supplementary category for 'not stated' responses. The classification is as follows:

Indigenous:

- Aboriginal but not Torres Strait Islander origin.
- Torres Strait Islander but not Aboriginal origin.
- Both Aboriginal and Torres Strait Islander origin.

Non-indigenous:

- Neither Aboriginal nor Torres Strait Islander origin.

Not stated/ inadequately described:

This category is not to be available as a valid answer to the questions but is intended for use:

- Primarily when importing data from other data collections that do not contain mappable data.
- Where an answer was refused.
- Where the question was not able to be asked prior to completion of assistance because the client was unable to communicate or a person who knows the client was not available.

Only in the last two situations may the tick boxes on the questionnaire be left blank.

Data Element attributes

Collection and usage attributes

Collection methods: The standard question for Indigenous Status is as follows:
 [Are you] [Is the person] [Is (name)] of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No.....

Yes, Aboriginal.....

Yes, Torres Strait Islander.....

This question is recommended for self-enumerated or interview-based collections. It can also be used in circumstances where a close relative, friend, or another member of the household is answering on behalf of the subject. It is strongly recommended that this question be asked directly wherever possible.

When someone is not present, the person answering for them should be in a position to do so, i.e. this person must know well the person about whom the question is being asked and feel confident to provide accurate information about them.

This question must always be asked regardless of data collectors' perceptions based on appearance or other factors.

The Indigenous status question allows for more than one response. The procedure for coding multiple responses is as follows:

If the respondent marks 'No' and either 'Aboriginal' or 'Torres Strait Islander', then the response should be coded to either Aboriginal or Torres Strait Islander as indicated (i.e. disregard the 'No' response).

If the respondent marks both the 'Aboriginal' and 'Torres Strait Islander' boxes, then their response should be coded to 'Both Aboriginal and Torres Strait Islander Origin'.

If the respondent marks all three boxes ('No', 'Aboriginal' and 'Torres Strait Islander'), then the response should be coded to 'Both Aboriginal and Torres Strait Islander Origin' (i.e. disregard the 'No' response).

This approach may be problematical in some data collections, for example when data are collected by interview or using screen based data capture systems. An additional response category

Yes, both Aboriginal and Torres Strait Islander...

may be included if this better suits the data collection practices of the agency or establishment concerned.

Comments:

The following definition, commonly known as 'The Commonwealth Definition', was given in a High Court judgement in the case of *Commonwealth v Tasmania* (1983) 46 ALR 625.

'An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by

the community in which he or she lives'.

There are three components to the Commonwealth definition:

- descent;
- self-identification; and
- community acceptance.

In practice, it is not feasible to collect information on the community acceptance part of this definition in general purpose statistical and administrative collections and therefore standard questions on Indigenous status relate to descent and self-identification only.

Source and reference attributes

Origin:

National Health Data Committee

National Community Services Data Committee

Reference documents:

Australian Bureau of Statistics 1999. Standards for Social, Labour and Demographic Variables. Cultural Diversity Variables, Canberra. Viewed 3 August 2005.

Informal carer existence indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – informal carer existence indicator, code N
<i>Synonymous names:</i>	Informal carer availability, Informal carer existence flag
<i>METeOR identifier:</i>	320939
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	Whether a person has an informal carer, such as a family member, friend or neighbour, who has been identified as providing care and assistance on a regular and sustained basis, as represented by a code.
<i>Context:</i>	Recent years have witnessed a growing recognition of the critical role that informal support networks play in caring for frail older people and people with disabilities within the community. Not only are informal carers responsible for maintaining people with often high levels of functional dependence within the community, but the absence of an informal carer is a significant risk factor contributing to institutionalisation. Increasing interest in the needs of carers and the role they play has prompted greater interest in collecting more reliable and detailed information about carers and the relationship between informal care and the provision of and need for formal services.

Data Element Concept attributes

<i>Data element concept:</i>	Person – informal carer existence indicator
<i>Definition:</i>	Whether a person has an informal carer, such as a family member, friend or neighbour, who has been identified as providing care and assistance on a regular and sustained basis.
<i>Context:</i>	
<i>Object Class:</i>	Person
<i>Property:</i>	Informal carer existence indicator

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N
<i>Maximum character length:</i>	1

<i>Permissible values:</i>	Value	Meaning
	1	Yes
	2	No
<i>Supplementary codes:</i>	9 Not stated/inadequately described	

Collection and usage attributes

Guide for use: CODE 9 Not stated/inadequately described
This code is not for use in primary data collections.

Data Element attributes

Collection and usage attributes

Guide for use: Informal carers include those people who receive a pension or benefit for their caring role, people providing care under family care agreements, but does not include paid or volunteer carers organised by formal services.

Excluded from the definition of informal carers are volunteers organised by formal services and paid workers.

This metadata item is purely descriptive of a client's circumstances. It is not intended to reflect whether the informal carer is considered by the service provider to be capable of undertaking the caring role.

In line with this, the expressed views of the client and/or their carer should be used as the basis for determining whether the client is recorded as having an informal carer or not.

When asking a client whether they have an informal carer, it is important for agencies or establishments to recognise that a carer does not always live with the person for whom they care. That is, a person providing significant care and assistance to the client does not have to live with the client in order to be called an informal carer.

The existence of a carer should also be distinguished from living with someone else. Although in many instances a co-resident will also be a carer, this is not necessarily the case. The metadata item Person – living arrangement, code N is designed to record information about person(s) with whom the client may live.

Collection methods: Agencies or establishments and service providers may collect this item at the beginning of each service episode and also assess this information at subsequent assessments or re-assessments.

Some agencies, establishments/providers 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.

Examples of questions used for data collection include:

Home and Community Care NDMS

'Do you have someone who helps look after you?'

Commonwealth State/Territory Disability Agreement NMDS

'Does the service user have an informal carer, such as family member, friend or neighbour, who provide care and assistance on a regular and sustained basis?'

Comments:

This definition of informal carer availability is not the same as the Australian Bureau of Statistics (ABS) definition of principal carer, 1993 Disability, Ageing and Carers Survey and primary carer used in the 1998 survey. The ABS definitions require that the carer has or will provide care for a certain amount of time and that they provide certain types of care.

The ABS defines a primary carer as a person of any age who provides the most informal assistance, in terms of help or supervision, to a person with one or more disabilities. The assistance has to be ongoing, or likely to be ongoing, for at least six months and be provided for one or more of the core activities (communication, mobility and self care). This may not be appropriate for community services agencies wishing to obtain information about a person's carer regardless of the amount of time that care is for, or the types of care provided.

This may not be appropriate for agencies or establishments wishing to obtain information about a person's carer regardless of the amount of time that care is for or the types of care provided. Information such as the amount of time for which care is provided can of course be collected separately but, if it were not needed, it would place a burden on service providers.

Source and reference attributes

Origin:

Australian Institute of Health and Welfare

National Health Data Committee

National Community Services Data Committee

Reference documents:

Australian Bureau of Statistics (ABS) 1993 Disability, Ageing and Carers Survey and 1998 survey.

Australian Institute of Health and Welfare (2005)

Commonwealth State/Territory Disability Agreement

National Minimum Data Set collection (CSTDA NMDS) Data Guide: 2005-06.

National HACC Minimum Data Set User Guide Version 2 July 2005. Home and Community Care (HACC) Program.

Interpreter services required

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – interpreter service required, yes/no code N
<i>Synonymous names:</i>	Need for interpreter service
<i>METeOR identifier:</i>	304294
<i>Registration status:</i>	NHIG, Standard 08/02/2006 NCSIMG, Standard 10/04/2006
<i>Definition:</i>	Whether an interpreter service is required by or for the person, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – interpreter service required
<i>Definition:</i>	Whether an interpreter service is required by or for the person.
<i>Context:</i>	To assist in planning for provision of interpreter services.
<i>Object Class:</i>	Person
<i>Property:</i>	Interpreter service required status

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code						
<i>Data type:</i>	Number						
<i>Format:</i>	N						
<i>Maximum character length:</i>	1						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table>	Value	Meaning	1	Yes	2	No
Value	Meaning						
1	Yes						
2	No						

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Includes verbal language, non verbal language and languages other than English. CODE 1 Yes Use this code where interpreter services are required. CODE 2 No Use this code where interpreter services are not required. Persons requiring interpreter services for any form of sign language should be coded as Interpreter required.
-----------------------	---

Collection methods:

Recommended question:

Do you [does the person] require an interpreter?

Yes

No

Labour force status

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – labour force status, code N
<i>METeOR identifier:</i>	270112
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
<i>Definition:</i>	The self reported status the person currently has in being either in the labour force (employed/unemployed) or not in the labour force, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – labour force status
<i>Definition:</i>	The self reported status the person currently has in being either in the labour force (employed/unemployed) or not in the labour force. The categories are determined by a person's status in relation to current economic activity (which is measured by their activities in relation to work in a specified reference period).
<i>Object Class:</i>	Person
<i>Property:</i>	Labour force status

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Employed</td></tr><tr><td>2</td><td>Unemployed</td></tr><tr><td>3</td><td>Not in the labour force</td></tr></tbody></table>	Value	Meaning	1	Employed	2	Unemployed	3	Not in the labour force
Value	Meaning								
1	Employed								
2	Unemployed								
3	Not in the labour force								
<i>Supplementary codes:</i>	9 Not stated/inadequately described								

Collection and usage attributes

<i>Guide for use:</i>	CODE 1 Employed: Persons aged 15 years and over who, during the reference week:
-----------------------	---

(a) worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (comprising 'Employees', 'Employers' and 'Own Account Workers'); or

(b) worked for one hour or more without pay in a family business or on a farm (i.e. 'Contributing Family Worker'); or

(c) were 'Employees' who had a job but were not at work and were:

- on paid leave
- on leave without pay, for less than four weeks, up to the end of the reference week
- stood down without pay because of bad weather or plant breakdown at their place of employment, for less than four weeks up to the end of the reference week
- on strike or locked out
- on workers' compensation and expected to be returning to their job, or
- receiving wages or salary while undertaking full-time study; or

(d) were 'Employers', 'Own Account Workers' or 'Contributing Family Workers' who had a job, business or farm, but were not at work.

CODE 2 Unemployed:

Unemployed persons are those aged 15 years and over who were not employed during the reference week, and:

(a) had actively looked for full-time or part-time work at any time in the four weeks up to the end of the reference week.

Were available for work in the reference week, or would have been available except for temporary illness (i.e. lasting for less than four weeks to the end of the reference week). Or were waiting to start a new job within four weeks from the end of the reference week and would have started in the reference week if the job had been available then; or

(b) were waiting to be called back to a full-time or part-time job from which they had been stood down without pay for less than four weeks up to the end of the reference week (including the whole of the reference week) for reasons other than bad weather or plant breakdown. Note: Actively looking for work includes writing, telephoning or applying in person to an employer for work. It also includes answering a newspaper advertisement for a job, checking factory or job placement agency notice boards, being registered with a job placement agency, checking or registering with any other employment agency, advertising or tendering for work or contacting friends or relatives.

CODE 3 Not in the Labour Force:

Persons not in the labour force are those persons aged 15 years and over who, during the reference week, were not in the categories employed or unemployed, as defined. They include persons who were keeping house (unpaid), retired, voluntarily inactive, permanently unable to work, persons in institutions (hospitals, gaols, sanatoriums, etc.), trainee teachers, members of contemplative religious orders, and persons whose only activity during the reference week was jury service or unpaid voluntary work for a charitable organisation.

Collection methods:

For information about collection, refer to the ABS website:

<http://www.abs.gov.au/Ausstats/abs@.nsf/0/AEB5AA310D68DF8FCA25697E0018FED8?Open>

Source and reference attributes

Origin:

Australian Bureau of Statistics 1995. Directory of Concepts and Standards for Social, Labour and Demographic Variables. Australia 1995. Cat. no. 1361.0.30.001. Canberra: AGPS.

<http://www.abs.gov.au/Ausstats/abs@.nsf/0/AEB5AA310D68DF8FCA25697E0018FED8?Open>

(last viewed 21 December 2005)

Data Element attributes

Collection and usage attributes

Comments:

Labour force status is one indicator of the socio-economic status of a person and is a key element in assessing the circumstances and needs of individuals and families.

Source and reference attributes

Origin:

Health Data Standards Committee

Relational attributes

Related metadata references:

See also Person – source of cash income (principal)(housing assistance), code N{.N} NHDAMG, Standard 10/02/2006

See also Person – occupation (main), code (ASCO 2nd edn) N[NNN]{-NN} NHDAMG, Standard 10/02/2006

Last service provision date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event – last service provision date, Date DDMMYYYY
<i>Synonymous names:</i>	Last service contact date
<i>METeOR identifier:</i>	323253
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The date on which a service was last provided.

Data Element Concept attributes

<i>Data element concept:</i>	Service event – last service provision date
<i>Definition:</i>	The date on which a service was last provided.
<i>Context:</i>	This metadata item may be used in the calculation of measures of periods of support and duration of assistance.
<i>Object Class:</i>	Service event
<i>Property:</i>	Last service provision date

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item should always be recorded as an 8 digit valid date comprising day, month and year. Year should always be recorded in its full 4 digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a service is provided on July 1 2000 the date should be recorded as 01072000 as specified by the format.
<i>Collection methods:</i>	Last service contact date must be related to a particular service event.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Legal order

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – legal order/arrangement type, code N
<i>METeOR identifier:</i>	324835
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The type of legal order or legal arrangement, to which a person is a subject of, or party to, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – legal order/arrangement type
<i>Definition:</i>	The type of legal order or legal arrangement, to which a person is a subject of, or party to.
<i>Context:</i>	<p>The legal status of a person is directly relevant to service provision in some community services areas (for example, care and protection orders in the child protection area, juvenile justice orders, and restraining orders in Supported Accommodation Assistance Program (SAAP)). It may also be useful for agencies to assist in the provision of appropriate legal and other services. Mental health legal status is required to monitor trends in the use of compulsory treatment provisions under State and Territory mental health legislation by Australian hospitals and community health care facilities including, 24 hour community based residential services. Mental health legal status is an essential metadata item within local records for those hospitals and community mental health services that provide psychiatric treatment to involuntary patients.</p> <p>Information on legal status also provides a way of examining the link between clients and the criminal justice system and other service systems.</p>
<i>Object Class:</i>	Person
<i>Property:</i>	Legal order/arrangement type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N
<i>Maximum character length:</i>	1

<i>Permissible values:</i>	Value	Meaning
	0	Not applicable
	1	Care and protection order
	2	Juvenile justice order
	3	Involuntary mental health patient (under mental health legislation)
	4	Restraining order
	5	Other legal order
<i>Supplementary codes:</i>	9	Not stated/inadequately described

Collection and usage attributes

Guide for use: The legal orders and arrangements listed above are a state responsibility and may vary across jurisdictions (for example, the number and type of care and protection orders vary quite considerably). As a result care should be taken in interpreting data differences across jurisdictions.

CODE 0 Not applicable

To be used where there is no legal order/arrangement in effect.

CODE 1 Care and protection orders:

A legal order for the care and protection of a child under 18 years of age. Care and protection orders comprise the following:

- finalised guardianship or finalised custody orders sought through a court, or administrative arrangements that have the impact of transferring custody or guardianship;
- finalised supervisory and other finalised court orders which give the department some responsibility for the child's welfare; and
- interim and temporary orders and care applications.

Care and protection orders exclude administrative and voluntary arrangements with the community services departments that do not have the effect of transferring custody or guardianship.

There is a wide range of orders and arrangements included as care and protection orders, such as guardianship, custody, supervisory, undertakings, interim and temporary orders and undertakings. The types and numbers of orders vary considerably across states and territories.

CODE 2 Juvenile Justice orders:

Legal orders or arrangements under state and territory juvenile justice legislation. Includes orders involving detention and non-detention (non-detention orders may require supervision, commitments or undertakings from young people, fines and good behaviour bonds).

CODE 3 Involuntary mental health patient:

Approval is required under the state or territory mental health legislation in order to detain patients for the provision of mental health care or for patients to be treated compulsorily in the community. Each state and territory mental health legislation differs in the number of categories of involuntary patient that are recognised, and the specific titles and legal conditions applying to each type. The legal status categories, which provide for compulsory detention or compulsory treatment of the patient can be readily differentiated within each jurisdiction. These include special categories for forensic patients who are charged with or convicted of some form of criminal activity.

The mental health legal status of admitted patients treated within approved hospitals may change many times throughout the episode of care. Patients may be admitted to hospital on an involuntary basis and subsequently be changed to voluntary status; some patients are admitted as voluntary but are transferred to involuntary status during the hospital stay. Multiple changes between voluntary and involuntary status during an episode of care in hospital or treatment in the community may occur depending on the patient's clinical condition and his/her capacity to consent to treatment.

Data Element attributes

Collection and usage attributes

Guide for use:

A person may be the subject of, or party to, more than one of the legal orders or legal arrangements at the same time (and may therefore have multiple codes).

Collection methods:

This metadata item will be collected at different times depending on the requirements of the data collection. For some it may be at the time a person is seeking a service while for others it may be at regular or irregular intervals.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

National Health Data Dictionary Version 8.0 Children of care and protection orders, Australia: data collection standards, tables and counting rules, 1998-99 Supported Accommodation Assistance Program (SAPP) National Data Collection Data Dictionary Version 1.1, 1999

Level of highest educational attainment

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – level of highest educational attainment, code NN
<i>METeOR identifier:</i>	321069
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The highest level of education achieved by a person in relation to completed education, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – level of highest educational attainment
<i>Definition:</i>	The highest level of education achieved by a person in relation to completed education.
<i>Object Class:</i>	Person
<i>Property:</i>	Level of educational attainment

Collection and usage attributes

<i>Comments:</i>	This metadata item provides an indication of diversity in aspects of educational attainment.
------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																								
<i>Data type:</i>	Number																								
<i>Format:</i>	NN																								
<i>Maximum character length:</i>	2																								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>01</td><td>Postgraduate Degree Level</td></tr><tr><td>02</td><td>Graduate Diploma and Graduate Certificate Level</td></tr><tr><td>03</td><td>Bachelor Degree Level</td></tr><tr><td>04</td><td>Advanced Diploma and Diploma Level</td></tr><tr><td>05</td><td>Certificate Level</td></tr><tr><td>06</td><td>Senior Secondary Education (e.g. Year 12, Senior Secondary Certificate of Education)</td></tr><tr><td>07</td><td>Junior Secondary Education (e.g. Year 10)</td></tr><tr><td>08</td><td>Primary Education</td></tr><tr><td>09</td><td>Pre-primary Education</td></tr><tr><td>10</td><td>Other education</td></tr><tr><td>88</td><td>No Education</td></tr></tbody></table>	Value	Meaning	01	Postgraduate Degree Level	02	Graduate Diploma and Graduate Certificate Level	03	Bachelor Degree Level	04	Advanced Diploma and Diploma Level	05	Certificate Level	06	Senior Secondary Education (e.g. Year 12, Senior Secondary Certificate of Education)	07	Junior Secondary Education (e.g. Year 10)	08	Primary Education	09	Pre-primary Education	10	Other education	88	No Education
Value	Meaning																								
01	Postgraduate Degree Level																								
02	Graduate Diploma and Graduate Certificate Level																								
03	Bachelor Degree Level																								
04	Advanced Diploma and Diploma Level																								
05	Certificate Level																								
06	Senior Secondary Education (e.g. Year 12, Senior Secondary Certificate of Education)																								
07	Junior Secondary Education (e.g. Year 10)																								
08	Primary Education																								
09	Pre-primary Education																								
10	Other education																								
88	No Education																								

Supplementary codes: 99 Not stated/inadequately described

Collection and usage attributes

Guide for use:

CODE 01 Postgraduate Degree Level

Includes Higher Doctorate, Doctorate by Research, Doctorate by Coursework, Professional Specialist Qualification at Doctoral Degree Level, Statement of Attainment at Doctoral Degree Level, Bridging and Enabling Course at Doctoral Degree Level, Master Degree by Research, Master Degree by Coursework, Professional Specialist Qualification at Master Degree Level, Statement of Attainment at Master Degree Level, Bridging and Enabling Course at Master Degree Level.

CODE 02 Graduate Diploma and Graduate Certificate Level

Includes Graduate Diploma, Graduate Qualifying or Preliminary, Professional Specialist Qualification at Graduate Diploma Level, Statement of Attainment at Graduate Diploma Level, Bridging and Enabling Course at Graduate Diploma Level, Graduate Certificate, Professional Specialist Qualification at Graduate Certificate Level, Statement of Attainment at Graduate Certificate Level, and Bridging and Enabling Course at Graduate Certificate Level.

CODE 03 Bachelor Degree Level

Includes Bachelor (Honours) Degree, Bachelor (Pass) Degree, Statement of Attainment at Bachelor Degree Level, and Bridging and Enabling Course at Bachelor Degree Level.

CODE 04 Advanced Diploma and Diploma Level

Includes Advanced Diploma, Statement of Attainment at Advanced Diploma Level, Associate Degree, Statement of Attainment at Associate Degree Level, Bridging and Enabling Course at Advanced Diploma and Associate Degree Level, Diploma, Statement of Attainment at Diploma Level, and Bridging and Enabling Course at Diploma Level.

CODE 05 Certificate Level

Includes Certificate IV, Statement of Attainment at Certificate IV Level, Bridging and Enabling Course at Certificate IV Level, Certificate III, Statement of Attainment at Certificate III Level, Bridging and Enabling Course at Certificate III Level, Certificate II, Statement of Attainment at Certificate II Level, Bridging and Enabling Course at Certificate II Level, Certificate, and Statement of Attainment at Certificate I Level.

CODE 06 Senior Secondary Education

Includes Year 12, Bridging and Enabling Course at Senior Secondary Level, and Year 11.

CODE 07 Junior Secondary Education

Includes Year 7 (NSW, Vic., Tas., ACT), and year 8 to 10.

CODE 08 Primary Education

Includes Pre-Year 1, Years 1 to 6, and year 7 (QLD, SA, WA, NT).

CODE 09 Pre-primary Education

Includes Pre-primary Education.

CODE 10 Other education

Includes Non-award Courses in Higher Education, Non-award Courses in Higher Education, Statements of Attainment not Identifiable by Level, Bridging and Enabling Courses not Identifiable by Level and Education, n.e.c.

CODE 88 No education

Applies only when the person reports that they have not completed any level of education whatsoever.

CODE 99 Not stated/inadequately described

This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Comments:

This codeset allows for data on Junior secondary education and Senior secondary education to be collected at the first level of detail along with the other first level detail data in the ASCED. The ASCED allows for collection of the junior and senior secondary education data at the second level of the classification.

Source and reference attributes

Reference documents:

Australian Bureau of Statistics 2001. Australian Standard Classification of Education (ASCED) 2001. Cat. no. 1272.0. Canberra: ABS.

Online reference through:

Level of Education Structure - Australian Standard Classification of Education (ASCED)

Data Element attributes

Collection and usage attributes

Guide for use:

The highest level of educational attainment is the highest qualification reported by a person in any field of study, or the highest year of school completed, whichever is the higher.

This value domain allows for mapping of data to data obtained using the Australian Standard Classification of Education (ASCED) 2001 from the Australian Bureau of Statistics.

There are two exceptions to this:

1. Data using this codeset cannot be mapped to the ASCED for codes 06 and 07 unless the data from both is combined. When combined this data maps to ASCED code 6.

2. The ASCED does not collect information about a person having no educational qualifications whatsoever.

Collection methods:

The recommended question wording for this metadata item is as follows:

'What is the highest level of education you/ the person/ (name) has completed?' (Mark one box only).

The focus of the item is completed education, so if the person is in Year 11, then the category Junior Secondary Education (Year 10) should be marked as the highest level of education completed.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Living arrangement

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – living arrangement, code N
<i>METeOR identifier:</i>	270385
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	Whether a person usually resides alone or with others, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – living arrangement
<i>Definition:</i>	Whether a person usually resides alone or with others.
<i>Context:</i>	It is important to record the type of living arrangement for a person in order to develop a sense of the level of support, both physically and emotionally, to which a person may have access.
<i>Object Class:</i>	Person
<i>Property:</i>	Living arrangement

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Lives alone</td></tr><tr><td>2</td><td>Lives with family</td></tr><tr><td>3</td><td>Lives with others</td></tr></tbody></table>	Value	Meaning	1	Lives alone	2	Lives with family	3	Lives with others
Value	Meaning								
1	Lives alone								
2	Lives with family								
3	Lives with others								
<i>Supplementary codes:</i>	9 Not stated/inadequately described								

Collection and usage attributes

<i>Guide for use:</i>	<p>CODE 2 Lives with family:</p> <p>If the person's household includes both family and non-family members, the person should be recorded as living with family. 'Living with family' should be considered to include defacto and same sex relationships.</p> <p>On occasion, difficulties can arise in deciding the living arrangement of a person due to their type of accommodation (e.g. boarding houses, hostels, group homes, retirement</p>
-----------------------	---

villages, residential aged care facilities).

In these circumstances the person should be regarded as living alone, except in those instances in which they are sharing their own private space/room within the premises with a significant other (e.g. partner, sibling, close friend).

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Data Element attributes

Collection and usage attributes

Collection methods: Generally this metadata item is collected for the person's usual living arrangement, but may also, if required, be collected for a person's main living arrangement or living arrangement at a particular time reference point.

Source and reference attributes

Submitting organisation: Commonwealth and State/Territory Home and Community Care Officials

Origin: National Health Data Committee
National Community Services Data Committee
Commonwealth Department of Health and Family Services
1998. Home and Community Care Data Dictionary. Version 1.0. Canberra: DHFS.

Main language other than English spoken at home

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – main language other than English spoken at home, code (ASCL 2005) NN{NN}
<i>METeOR identifier:</i>	304133
<i>Registration status:</i>	NHIG, Standard 08/02/2006 NCSIMG, Standard 29/04/2006 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	The language reported by a person as the main language other than English spoken by that person in his/her home (or most recent private residential setting occupied by the person) to communicate with other residents of the home or setting and regular visitors, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – main language other than English spoken at home
<i>Definition:</i>	The language reported by a person as the main language other than English spoken by that person in his/her home (or most recent private residential setting occupied by the person) to communicate with other residents of the home or setting and regular visitors.
<i>Object Class:</i>	Person
<i>Property:</i>	Main language other than English spoken at home

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Classification of Languages 2005
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NN{NN}
<i>Maximum character length:</i>	4

Collection and usage attributes

<i>Guide for use:</i>	The Australian Standard Classification of Languages (ASCL) has a three-level hierarchical structure. The most detailed level of the classification consists of base units (languages) which are represented by four-digit codes. The second level of the classification comprises narrow groups of languages (the Narrow Group level), identified by the first two digits. The most general level of the classification consists of broad
-----------------------	---

groups of languages (the Broad Group level) and is identified by the first digit. The classification includes Australian Indigenous languages and sign languages.

For example, the Lithuanian language has a code of 3102. In this case 3 denotes that it is an Eastern European language, while 31 denotes that it is a Baltic language. The Pintupi Aboriginal language is coded as 8713. In this case 8 denotes that it is an Australian Indigenous language and 87 denotes that the language is Western Desert language.

Language data may be output at the Broad Group level, Narrow Group level or base level of the classification. If necessary significant Languages within a Narrow Group can be presented separately while the remaining Languages in the Narrow Group are aggregated. The same principle can be adopted to highlight significant Narrow Groups within a Broad Group.

Data Element attributes

Collection and usage attributes

Collection methods:

Recommended question:

Do you/Does the person/Does (name) speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

No (English only) ____

Yes, Italian ____

Yes, Greek ____

Yes, Cantonese ____

Yes, Mandarin ____

Yes, Arabic ____

Yes, Vietnamese ____

Yes, German ____

Yes, Spanish

Yes, Tagalog (Filipino) ____

Yes, Other (please specify) _____

This list reflects the nine most common languages other than English spoken in Australia.

Languages may be added or deleted from the above short list to reflect characteristics of the population of interest.

Alternatively a tick box for 'English' and an 'Other - please specify' response category could be used.

Comments:

This metadata item is consistent with that used in the Australian Census of Population and Housing and is recommended for use whenever there is a requirement for

comparison with Census data.

This data element is important in identifying those people most likely to suffer disadvantage in terms of their ability to access services due to language and/or cultural difficulties. In conjunction with Indigenous status, Proficiency in spoken English and Country of birth this data element forms the minimum core set of cultural and language indicators recommended by the Australian Bureau of Statistics (ABS).

Data on main language other than English spoken at home are regarded as an indicator of 'active' ethnicity and also as useful for the study of inter-generational language retention. The availability of such data may help providers of health and community services to effectively target the geographic areas or population groups that need those services. It may be used for the investigation and development of language services such as interpreter/ translation services.

Source and reference attributes

Origin: Health Data Standards Committee
National Community Services Data Committee
Australian Bureau of Statistics 2005. Australian Standard Classification of Languages (ASCL) 2005. Cat. no. 1267.0. 2nd Edition, Canberra: ABS. Viewed 29 July 2005.

Relational attributes

Related metadata references: See also Person – preferred language, code (ASCL 2005)
NN{NN} NCSIMG, Standard 29/04/2006
See also Person – first language spoken, code (ASCL 2005)
NN{NN} NCSIMG, Standard 29/04/2006

Main occupation of person

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – occupation (main), code (ASCO 2nd edn) N[NNN]{-NN}
<i>METeOR identifier:</i>	270059
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	The job in which the person is principally engaged, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – occupation (main)
<i>Definition:</i>	The job in which the person is principally engaged. A job in any given establishment is a set of tasks designed to be performed by one individual in return for a wage or salary. For persons with more than one job, the main job is the one in which the person works the most hours.
<i>Object Class:</i>	Person
<i>Property:</i>	Occupation

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Classification of Occupations 2nd edition
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N[NNN]{-NN}
<i>Maximum character length:</i>	6

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item can be used to code the main occupation of persons involved in an event. Caution is advised in its use with regard to service providers as their activity as a service provider may not be their main occupation.
<i>Collection methods:</i>	This metadata item should only be collected from people whose Labour force status is employed.

Occupation is too complex and diverse an issue to fit neatly into any useable small group of categories. Therefore ABS recommend that this metadata item be collected by using the following two open-ended questions:

Q1. In the main job held last week (or other recent reference period), what was your/the person's occupation?

Q2. What are the main tasks that you/the person usually perform(s) in that occupation? The information gained from these two questions can then be used to select an appropriate code from the ASCO at any of the available levels (see Guide for use section).

If only one question is asked, question one should be used. The use of question one only, however, sometimes elicits responses which do not provide a clear occupation title and specification of tasks performed. As a result accurate coding at unit group or occupation level may not be possible.

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, due to the complexities of the metadata item 'Main occupation of person', this will result in inaccurate information. The recommended question should be used wherever possible.

Comments:

This metadata item may be useful in gaining an understanding of a client's situation and needs. For example, the occupation of a person with a disability may be directly relevant to the type of aids that they require.

National Health Data Dictionary (NHDD) specific:

Injury surveillance - There is considerable user demand for data on occupation-related injury and illness, including from Worksafe Australia and from industry, where unnecessary production costs are known in some areas and suspected to be related to others in work-related illness, injury and disability.

Source and reference attributes

Origin:

Australian Bureau of Statistics 1997. Australian Standard Classification of Occupations (ASCO) (Cat. no. 1220.0) (Second edition), Viewed 13 October 2005.

Relational attributes

Related metadata references:

See also Person – labour force status, code N NHDAMG, Standard 01/03/2005

Marital status

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – marital status, code N
<i>METeOR identifier:</i>	291045
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	A person's current relationship status in terms of a couple relationship or, for those not in a couple relationship, the existence of a current or previous registered marriage, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – marital status
<i>Definition:</i>	A person's current relationship status in terms of a couple relationship or, for those not in a couple relationship, the existence of a current or previous registered marriage.
<i>Context:</i>	Marital status is a core metadata item in a wide range of social, labour and demographic statistics. Its main purpose is analysis of the association of marital status with the need for and use of services, and for epidemiological analysis. Marital status also acts as an indicator for the level of support adult recipients of the welfare system have at home. The item is also used in comparisons of administrative data and population censuses and surveys.
<i>Object Class:</i>	Person
<i>Property:</i>	Marital status

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code												
<i>Data type:</i>	Number												
<i>Format:</i>	N												
<i>Maximum character length:</i>	1												
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Never married</td></tr><tr><td>2</td><td>Widowed</td></tr><tr><td>3</td><td>Divorced</td></tr><tr><td>4</td><td>Separated</td></tr><tr><td>5</td><td>Married (registered and de facto)</td></tr></tbody></table>	Value	Meaning	1	Never married	2	Widowed	3	Divorced	4	Separated	5	Married (registered and de facto)
Value	Meaning												
1	Never married												
2	Widowed												
3	Divorced												
4	Separated												
5	Married (registered and de facto)												

Supplementary codes: 6 Not stated/inadequately described

Collection and usage attributes

Guide for use:

Refers to the current marital status of a person.

CODE 2 Widowed

This code usually refers to registered marriages but when self reported may also refer to de facto marriages.

CODE 4 Separated

This code refers to registered marriages but when self reported may also refer to de facto marriages.

CODE 5 Married (registered and de facto)

Includes people who have been divorced or widowed but have since re-married, and should be generally accepted as applicable to all de facto couples, including of the same sex.

CODE 6 Not stated/inadequately described

This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Source and reference attributes

Origin:

The ABS standards for the collection of Social and Registered marital status appear on the ABS Website.

<http://www.abs.gov.au/Ausstats/abs@.nsf/StatsLibrary>, select: Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Demographic Variables

Data Element attributes

Collection and usage attributes

Collection methods:

This metadata item collects information on social marital status. The recommended question module is:

Do you/Does the person usually live with a partner in a registered or de facto marriage?

Yes, in a registered marriage

Yes, in a defacto marriage

No, never married

No, separated

No, divorced

No, widowed

It should be noted that information on marital status is collected differently by the ABS, using a set of questions. However, the question outlined above is suitable and mostly sufficient for use within the health and community services

fields. See Source document for information on how to access the ABS standards.

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, the recommended question should be used wherever practically possible.

Comments:

The ABS standards identify two concepts of marital status:

- Registered marital status - defined as whether a person has, or has had, a registered marriage;
- Social marital status - based on a person's living arrangement (including de facto marriages), as reported by the person.

It is recommended that the social marital status concept be collected when information on social support/home arrangements is sought, whereas the registered marital status concept need only be collected where it is specifically required for the purposes of the collection.

While marital status is an important factor in assessing the type and extent of support needs, such as for the elderly living in the home environment, marital status does not adequately address the need for information about social support and living arrangement and other data elements need to be formulated to capture this information.

Source and reference attributes

Origin:

National Health Data Standards Committee

National Community Services Data Committee

Mother's original family name

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – mother's original family name, text [X(40)]
<i>METeOR identifier:</i>	270262
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The original family name of the person's mother as reported by the person, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person – mother's original family name
<i>Definition:</i>	The original family name of the person's mother as reported by the person.
<i>Context:</i>	May be used to confirm the identity of a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Mother's original family name

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(40)]
<i>Maximum character length:</i>	40

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Mixed case should be used (rather than upper case only).
<i>Collection methods:</i>	See relevant paragraphs in the collection methods section of the metadata item Person (name) – family name, text X[X(39)].

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	National Health Data Committee National Community Services Data Committee Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Name context flag

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name conditional use flag, code N
<i>Synonymous names:</i>	Name conditional use flag
<i>METeOR identifier:</i>	287101
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	An indicator of specific conditions that may be applied to an individual's name, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – name conditional use flag
<i>Definition:</i>	An indicator of specific conditions that may be applied to an individual's name.
<i>Object Class:</i>	Person
<i>Property:</i>	Name conditional use flag

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Unreliable information</td></tr><tr><td>2</td><td>Name not for continued use</td></tr><tr><td>3</td><td>Special privacy/security requirement</td></tr></tbody></table>	Value	Meaning	1	Unreliable information	2	Name not for continued use	3	Special privacy/security requirement
Value	Meaning								
1	Unreliable information								
2	Name not for continued use								
3	Special privacy/security requirement								

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A single Person name may have multiple Name conditional use flags associated with it. Record as many as applicable.</p> <p>Code 1 - Unreliable information: should be used where it is known that the name recorded is a fictitious or partial name. These names should not be used for matching client data.</p> <p>Code 2 - Name not for continued use, indicates that this name should NOT be used when referring to this person. The name is retained for identification purposes only. For Aboriginal and</p>
-----------------------	---

Torres Strait Islanders, certain tribal names may become 'not for continued use' due to the death of a relative.

Code 3 - Special privacy/security requirements- may apply to names for which episodes are attached that should only be accessible to specified authorised persons. There must be a specific need to implement this additional security level. Local policy should provide guidance to the use of this code.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Committee

National Community Services Data Committee

Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Name suffix

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name suffix, text [A(12)]
<i>METeOR identifier:</i>	287164
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	Additional term following a person's name used to identify a person when addressing them by name, whether by mail, by phone, or in person, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – name suffix
<i>Definition:</i>	Additional term following a person's name used to identify a person when addressing them by name, whether by mail, by phone, or in person.
<i>Object Class:</i>	Person
<i>Property:</i>	Name suffix

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[A(12)]
<i>Maximum character length:</i>	12

Collection and usage attributes

<i>Guide for use:</i>	Valid abbreviations from the Australian Standard AS4590-1999 Interchange of client information.
-----------------------	---

Source and reference attributes

<i>Origin:</i>	Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia
----------------	--

Data Element attributes

Collection and usage attributes

- Guide for use:* Mixed case should be used (rather than upper case only).
Examples of name suffixes are 'Jr' for Junior and 'MP' for Member of Parliament.
- Collection methods:* A person's name may have multiple Name suffixes. For the purpose of positive identification of a person, each Name suffix must have an associated Name suffix sequence number recorded.

Source and reference attributes

- Submitting organisation:* Standards Australia
- Origin:* National Health Data Committee
National Community Services Data Committee
- Reference documents:* AS4846 Health Care Provider Identification, 2004,
Sydney:Standards Australia

Name suffix sequence number

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name suffix sequence number, code N
<i>METeOR identifier:</i>	288226
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The numeric order of any additional terms used at the conclusion of a name, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – name suffix sequence number
<i>Definition:</i>	The numeric order of any additional terms used at the conclusion of a name.
<i>Object Class:</i>	Person
<i>Property:</i>	Name suffix sequence number

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																				
<i>Data type:</i>	Number																				
<i>Format:</i>	N																				
<i>Maximum character length:</i>	1																				
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>First name suffix</td></tr><tr><td>2</td><td>Second name suffix</td></tr><tr><td>3</td><td>Third name suffix</td></tr><tr><td>4</td><td>Fourth name suffix</td></tr><tr><td>5</td><td>Fifth name suffix</td></tr><tr><td>6</td><td>Sixth name suffix</td></tr><tr><td>7</td><td>Seventh name suffix</td></tr><tr><td>8</td><td>Eighth name suffix</td></tr><tr><td>9</td><td>Ninth and subsequent name suffix</td></tr></tbody></table>	Value	Meaning	1	First name suffix	2	Second name suffix	3	Third name suffix	4	Fourth name suffix	5	Fifth name suffix	6	Sixth name suffix	7	Seventh name suffix	8	Eighth name suffix	9	Ninth and subsequent name suffix
Value	Meaning																				
1	First name suffix																				
2	Second name suffix																				
3	Third name suffix																				
4	Fourth name suffix																				
5	Fifth name suffix																				
6	Sixth name suffix																				
7	Seventh name suffix																				
8	Eighth name suffix																				
9	Ninth and subsequent name suffix																				

Data Element attributes

Collection and usage attributes

Collection methods: Multiple Name suffixes may be recorded. A Name suffix sequence number must be recorded for each Name suffix.
Example: For the name 'John Markham Jr MP', 'Jr' would have a name suffix sequence number of 1 and 'MP' would have a name suffix sequence number of 2.

Source and reference attributes

Submitting organisation: Standards Australia
Origin: AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Name title

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name title, text [A(12)]
<i>METeOR identifier:</i>	287166
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	An honorific form of address, commencing a name, used when addressing a person by name, whether by mail, by phone, or in person, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – name title
<i>Definition:</i>	An honorific form of address, commencing a name, used when addressing a person by name, whether by mail, by phone, or in person.
<i>Object Class:</i>	Person
<i>Property:</i>	Name title

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	A(12)
<i>Maximum character length:</i>	12

Collection and usage attributes

<i>Guide for use:</i>	Valid abbreviations from the Australian Standard AS4590-1999 Interchange of client information.
-----------------------	---

Source and reference attributes

<i>Origin:</i>	Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia
----------------	--

Data Element attributes

Collection and usage attributes

Guide for use: Mixed case should be used (rather than upper case only).
The Name title for Master should only be used for persons less than 15 years of age.
Name titles for Doctor and Professor should only be applicable to persons of greater than 20 years of age.
More than one Name title may be recorded eg Prof Sir John Markham.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Committee
National Community Services Data Committee
Standards Australia 1999. Australian Standard AS4590-1999 Interchange of Client Information. Sydney: Standards Australia
Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Name title sequence number

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name title sequence number, code N
<i>METeOR identifier:</i>	288263
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The numeric order of an honorific form of address commencing a person's name, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – name title sequence number
<i>Definition:</i>	The numeric order of an honorific form of address commencing a person's name.
<i>Object Class:</i>	Person
<i>Property:</i>	Name title sequence number

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																				
<i>Data type:</i>	Number																				
<i>Format:</i>	N																				
<i>Maximum character length:</i>	1																				
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>First name title</td></tr><tr><td>2</td><td>Second name title</td></tr><tr><td>3</td><td>Third name title</td></tr><tr><td>4</td><td>Fourth name title</td></tr><tr><td>5</td><td>Fifth name title</td></tr><tr><td>6</td><td>Sixth name title</td></tr><tr><td>7</td><td>Seventh name title</td></tr><tr><td>8</td><td>Eighth name title</td></tr><tr><td>9</td><td>Ninth and subsequent name title</td></tr></tbody></table>	Value	Meaning	1	First name title	2	Second name title	3	Third name title	4	Fourth name title	5	Fifth name title	6	Sixth name title	7	Seventh name title	8	Eighth name title	9	Ninth and subsequent name title
Value	Meaning																				
1	First name title																				
2	Second name title																				
3	Third name title																				
4	Fourth name title																				
5	Fifth name title																				
6	Sixth name title																				
7	Seventh name title																				
8	Eighth name title																				
9	Ninth and subsequent name title																				

Data Element attributes

Collection and usage attributes

Collection methods: Multiple Name titles may be recorded. For the purpose of positive identification of a person, each Name title must have a Name title sequence number recorded.

Example: Professor Sir John Markham

In the example above 'Professor' would have a name title sequence number of 1 and 'Sir' would have a name title sequence number of 2.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: AS4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

Name type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (name) – name type, code N
<i>METeOR identifier:</i>	287203
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A classification that enables differentiation between recorded names for a person, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (name) – name type
<i>Definition:</i>	A classification that enables differentiation between recorded names for a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Name type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code										
<i>Data type:</i>	Number										
<i>Format:</i>	N										
<i>Maximum character length:</i>	1										
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Preferred name</td></tr><tr><td>2</td><td>Medicare name</td></tr><tr><td>3</td><td>Newborn name</td></tr><tr><td>4</td><td>Alias name</td></tr></tbody></table>	Value	Meaning	1	Preferred name	2	Medicare name	3	Newborn name	4	Alias name
Value	Meaning										
1	Preferred name										
2	Medicare name										
3	Newborn name										
4	Alias name										

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>A person may have more than one name that they use. At least one name must be recorded for each person. Each name recorded must have one or more appropriate Person name type associated with it. Record all that are required.</p> <p>One name is sufficient, however, where the person offers more than one name, clarification should be obtained from the person to ensure accurate identification of the person and recording of the various names. The currently used name, as</p>
-----------------------	---

well as names by which the person has previously been known, should be recorded if these are known.

Field value definitions for Person name type codes are:

Code 1 - Preferred name is the name by which the person chooses to be identified.

There should only be one preferred name recorded for a person. Where the person changes their preferred name, record the previously recorded preferred name as an Alias name. Preferred name is the default name type (i.e. if only one name is recorded it should be the person's preferred name). There must be a preferred name recorded except for unnamed newborns where the newborn name is the only name recorded.

Also, if the person is a health care client, record his/her Medicare card name if different to the preferred name, and any known alias names.

Code 2 - Medicare name For a health care client, this is the person's name as it appears on their Medicare card. The name stated on the Medicare card is required for all electronic Medicare claim lodgement. If the preferred name of the person is different to the name on the Medicare card, the Medicare card name should also be recorded. For an individual health care provider, this is the person's name registered by Medicare (Health Insurance Commission).

Code 3 - Newborn name: type is reserved for the identification of unnamed newborn babies.

Code 4 - Alias name is any other name that a person is also known by, or has been known by in the past; that is, all alias names. This includes misspelt names or name variations that are to be retained as they have been used to identify this person. More than one alias name may be recorded for a person.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Committee

National Community Services Data Committee

AS5017 Health Care Client Identification, 2002, Sydney:
Standards Australia

Reference documents: AS4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

In AS5017 and AS4846 alternative alphabetic codes are presented. Refer to the current standard for more details.

Name type (Service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (name) – name type, code N
<i>METeOR identifier:</i>	288937
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A classification that enables differentiation between recorded names for an establishment, agency or organisation, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (name) – name type
<i>Definition:</i>	A classification that enables differentiation between recorded names for an establishment, agency or organisation.
<i>Context:</i>	Administrative purposes and organisation identification
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Name type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																
<i>Data type:</i>	Number																
<i>Format:</i>	N																
<i>Maximum character length:</i>	1																
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Organisation unit/section/division</td></tr><tr><td>2</td><td>Service location name</td></tr><tr><td>3</td><td>Business name</td></tr><tr><td>4</td><td>Locally used name</td></tr><tr><td>5</td><td>Abbreviated name</td></tr><tr><td>6</td><td>Enterprise name</td></tr><tr><td>8</td><td>Other</td></tr></tbody></table>	Value	Meaning	1	Organisation unit/section/division	2	Service location name	3	Business name	4	Locally used name	5	Abbreviated name	6	Enterprise name	8	Other
Value	Meaning																
1	Organisation unit/section/division																
2	Service location name																
3	Business name																
4	Locally used name																
5	Abbreviated name																
6	Enterprise name																
8	Other																
<i>Supplementary codes:</i>	9 Unknown																

Collection and usage attributes

<i>Guide for use:</i>	CODE 1 Organisation unit/section/division This code is used where a business unit, section or division within an organisation may have its own separate identity.
-----------------------	--

CODE 2 Service location name

This code is used where the service location name is an important part of the organisation name and is used for identification purposes, e.g. Mobile Immunisation Unit at Bankstown.

CODE 3 Business name

Business name used only for trading purposes.

CODE 4 Locally used name

This code is used where a local name is used, e.g. where a medical practice is known by a name that is different to the company registration name or business name.

CODE 5 Abbreviated name

A short name or an abbreviated name by which the organisation is known, e.g. HIC.

CODE 6 Enterprise name

Generally, the complete organisation name should be used to avoid any ambiguity in identification. This should usually be the same as company registration name.

CODE 8 Other

This code is used when the organisation name does not fit into any one of the categories listed above.

CODE 9 Unknown

This code is used when the organisation name type is unknown.

Data Element attributes

Collection and usage attributes

Guide for use:

At least one organisation name must be recorded for each organisation and each name must have an appropriate Organisation name type.

Non-Australian state/province (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – non-Australian state/province, text [X(40)]
<i>METeOR identifier:</i>	288648
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of a person, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – non-Australian state/province
<i>Definition:</i>	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Non-Australian state/province

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(40)]
<i>Maximum character length:</i>	40

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	The name of the state or territory or province should be recorded using the standard ASCII character set and should be done so in accordance with the official conventions of the country.
-----------------------	--

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Non-Australian state/province (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – non-Australian state/province, text [X(40)]
<i>METeOR identifier:</i>	288636
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of an establishment, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – non-Australian state/province
<i>Definition:</i>	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country that is associated with the address of an establishment.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Non-Australian state/province

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(40)]
<i>Maximum character length:</i>	40

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	The name of the state or territory or province should be recorded using the standard ASCII character set and should be done so in accordance with the official conventions of the country.
-----------------------	--

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Organisation end date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – organisation end date, DDMMYYYY
<i>METeOR identifier:</i>	288733
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The date on which an establishment, agency or organisation stopped or concluded operations or practice.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – organisation end date
<i>Definition:</i>	The date on which an establishment, agency or organisation stopped or concluded operations or practice.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Organisation end date

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data Element attributes

Relational attributes

<i>Implementation in Data Set Specifications:</i>	Health care provider identification DSS NHIG, Standard 04/05/2005
---	---

Organisation name

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (name) – organisation name, text [X(200)]
<i>METeOR identifier:</i>	288917
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The appellation by which an establishment, agency or organisation is known or called, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (name) – organisation name
<i>Definition:</i>	The appellation by which an establishment, agency or organisation is known or called.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Organisation name

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(200)]
<i>Maximum character length:</i>	200

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Generally, the complete establishment, agency or organisation name should be used to avoid any ambiguity in identification. This should usually be the same as company registration name. However, in certain circumstances (e.g. internal use), a short name (i.e. an abbreviated name by which the organisation is known) or a locally used name (e.g. where a medical practice is known by a name that is different to the company registration name) can be used. Further, a business unit within an organisation may have its own separate identity; this should be captured (as the unit name – see Organisation name type).
-----------------------	--

More than one name can be recorded for an organisation. That is, this field is a multiple occurring field. At least one organisation name must be recorded for each organisation and each name must have an appropriate Organisation name type.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: AS4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

Organisation start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – organisation start date, DDMMYYYY
<i>METeOR identifier:</i>	288963
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The date on which an establishment, agency or organisation started or commenced operations or service.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – organisation start date
<i>Definition:</i>	The date on which an establishment, agency or organisation started or commenced operations or service.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Organisation start date

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	This field must – <ul style="list-style-type: none">• be a valid date;• be less than or equal to the Organisation end date.
-----------------------	--

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Person identifier

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – person identifier, XXXXXX[X(14)]
<i>METeOR identifier:</i>	290046
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	Person identifier unique within an establishment or agency.

Data Element Concept attributes

<i>Data element concept:</i>	Person – person identifier
<i>Definition:</i>	Person identifier unique within an establishment or agency.
<i>Context:</i>	This item could be used for editing at the agency, establishment or collection authority level and, potentially, for record linkage. There is no intention that this item would be available beyond collection authority level.
<i>Object Class:</i>	Person
<i>Property:</i>	Person identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Identifier
<i>Data type:</i>	String
<i>Format:</i>	XXXXXX[X(14)]
<i>Maximum character length:</i>	20

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Individual agencies, establishments or collection authorities may use their own alphabetic, numeric or alphanumeric coding systems. Field cannot be blank.
-----------------------	---

Source and reference attributes

<i>Reference documents:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
-----------------------------	--

Postal delivery point identifier (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – postal delivery point identifier, {N(8)}
<i>METeOR identifier:</i>	287220
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	A unique number assigned to a person's postal address as recorded on the Australia Post Postal Address File (PAF).

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – postal delivery point identifier
<i>Definition:</i>	A unique number assigned to a person's postal address as recorded on the Australia Post Postal Address File (PAF).
<i>Object Class:</i>	Person
<i>Property:</i>	Postal delivery point identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Identifier
<i>Data type:</i>	Number
<i>Format:</i>	{N(8)}
<i>Maximum character length:</i>	8

Source and reference attributes

<i>Origin:</i>	Customer Barcoding Technical Specifications, 1998: Australia Post
<i>Reference documents:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Australia Post maintains a Postal Address File (PAF) database which contains Australian postal delivery addresses and their corresponding eight (8) character unique identification number known as a Delivery Point Identifier (DPID). While the PAF is concerned with postal address, for many persons' a
-----------------------	---

postal address will be the same as their residential address. The PAF can be used to improve the recording of address data at the time of data collection.

The Postal Address File may be used at the time of data collection to confirm that the combined metadata items of address line, suburb/town/locality, Australian state/territory identifier and postcode - Australian are accurately recorded.

Collection methods:

The Delivery Point Identifier (DPID) is assigned electronically to recognised Australia Post delivery addresses following reference to the Postal Address File (PAF) database.

Comments:

In October 1999, Australia Post introduced a bar-coding system for bulk mail lodgements. Agencies or establishments can use software to improve the quality of person address data it collects and records and, at the same time, receive financial benefits by reducing its postage expenses.

The DPID is easily converted to a bar code and can be included on correspondence and address labels. If the bar code is displayed on a standard envelope that passes through a mail-franking machine (e.g. as used by most major hospitals), the postage cost is reduced. Every three months, Australia Post provides updates to the PAF database. For more information, contact Australia Post.

Source and reference attributes

Submitting organisation:

Standards Australia

Origin:

National Health Data Standards Committee

National Community Services Data Committee

Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Relational attributes

Related metadata references:

Is formed using Person (address) – suburb/town/locality name, text [A(50)] NHIG, Standard 04/05/2005

Postal delivery point identifier (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – postal delivery point identifier, {N(8)}
<i>METeOR identifier:</i>	290141
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 31/08/2005
<i>Definition:</i>	A unique number assigned to a service provider organisation's postal address as recorded on the Australia Post Postal Address File (PAF).

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – postal delivery point identifier
<i>Definition:</i>	A unique number assigned to a service provider organisation's postal address as recorded on the Australia Post Postal Address File (PAF).
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Postal delivery point identifier

Value domain attributes

Representational attributes

<i>Representation class:</i>	Identifier
<i>Data type:</i>	Number
<i>Format:</i>	{N(8)}
<i>Maximum character length:</i>	8

Source and reference attributes

<i>Origin:</i>	Customer Barcoding Technical Specifications, 1998: Australia Post
<i>Reference documents:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Data Element attributes

Collection and usage attributes

Collection methods: The Delivery Point Identifier (DPID) is assigned electronically to recognised Australia Post delivery addresses following reference to the Postal Address File (PAF) database.

Comments: In October 1999, Australia Post introduced a bar-coding system for bulk mail lodgements. Agencies or establishments can use software to improve the quality of person address data it collects and records and, at the same time, receive financial benefits by reducing its postage expenses.

The DPID is easily converted to a bar code and can be included on correspondence and address labels. If the bar code is displayed on a standard envelope that passes through a mail-franking machine (e.g. as used by most major hospitals), the postage cost is reduced. Every three months, Australia Post provides updates to the PAF database. For more information, contact Australia Post.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Standards Committee

National Community Services Data Committee

Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Relational attributes

Related metadata references: Is formed using Service provider organisation (address) – suburb/town/locality name, text [A(50)] NHIG, Standard 04/05/2005

Postcode—Australian (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – Australian postcode, code (Postcode datafile) {NNNN}
<i>METeOR identifier:</i>	287224
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a person.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – Australian postcode
<i>Definition:</i>	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a person.
<i>Context:</i>	Postcode is an important part of a person's postal address and facilitates written communication. It is one of a number of geographic identifiers that can be used to determine a geographic location. Postcode may assist with uniquely identifying a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Australian postcode

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Postcode datafile
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	{NNNN}
<i>Maximum character length:</i>	4

Collection and usage attributes

<i>Comments:</i>	Postcode - Australian may be used in the analysis of data on a geographical basis, which involves a conversion from postcodes to the Australian Bureau of Statistics (ABS) postal areas. This conversion results in some inaccuracy of information. However, in some data sets postcode is the only geographic identifier, therefore the use of other more accurate indicators (e.g. Statistical Local Area (SLA)) is not always possible.
------------------	--

When dealing with aggregate data, postal areas, converted from postcodes, can be mapped to Australian Standard Geographical Classification codes using an ABS concordance, for example to determine SLAs. It should be noted that such concordances should not be used to determine the SLA of any individual's postcode. Where individual street addresses are available, these can be mapped to ASGC codes (e.g. SLAs) using the ABS National Localities Index (NLI).

Data Element attributes

Collection and usage attributes

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

Collection methods: Leave Postcode - Australian blank for:

- Any overseas address
- Unknown address
- No fixed address.

May be collected as part of Address line or separately. Postal addresses may be different from where a person actually resides.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Committee
National Community Services Data Committee

Reference documents: AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia
AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
Australia Post Postcode book. Reference through:
<http://www1.auspost.com.au/postcodes/>

Relational attributes

Related metadata references: See also Person – Australian state/territory identifier, code N NHDAMG, Standard 10/02/2006
Is used in the formation of Person – geographic location, community services code (ASGC 2004) NNNNN NCSIMG, Superseded 02/05/2006
Is used in the formation of Dwelling – geographic location, remoteness structure code (ASGC 2004) N[N] NHDAMG, Retired 10/02/2006

Postcode—Australian (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – Australian postcode, code (Postcode datafile) {NNNN}
<i>METeOR identifier:</i>	290064
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 31/08/2005
<i>Definition:</i>	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of an organisation, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – Australian postcode
<i>Definition:</i>	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of an organisation.
<i>Context:</i>	Postcode is an important part of an organisation's postal address and facilitates written communication. It is one of a number of geographic identifiers that can be used to determine a geographic location. Postcode may assist with uniquely identifying an organisation.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Australian postcode

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Postcode datafile
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	{NNNN}
<i>Maximum character length:</i>	4

Collection and usage attributes

<i>Comments:</i>	Postcode - Australian may be used in the analysis of data on a geographical basis, which involves a conversion from postcodes to the Australian Bureau of Statistics (ABS) postal areas. This conversion results in some inaccuracy of information. However, in some data sets postcode is the only geographic identifier, therefore the use of other more
------------------	--

accurate indicators (e.g. Statistical Local Area (SLA)) is not always possible.

When dealing with aggregate data, postal areas, converted from postcodes, can be mapped to Australian Standard Geographical Classification codes using an ABS concordance, for example to determine SLAs. It should be noted that such concordances should not be used to determine the SLA of any individual's postcode. Where individual street addresses are available, these can be mapped to ASGC codes (e.g. SLAs) using the ABS National Localities Index (NLI).

Data Element attributes

Collection and usage attributes

Collection methods: May be collected as part of Address line or separately. Postal addresses may be different from where a service is actually located.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Committee

National Community Services Data Committee

Australia Post Postcode book. Reference through:

<http://www1.auspost.com.au/postcodes/>

Reference documents: AS5017 Health Care Client Identification, 2002, Sydney:
Standards Australia

AS4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

Postcode—international (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – international postcode, text [X(10)]
<i>METeOR identifier:</i>	288985
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The code for a postal delivery area, aligned with locality, suburb or place for the address of a person, as defined by the postal service of a country other than Australia, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – international postcode
<i>Definition:</i>	The code for a postal delivery area, aligned with locality, suburb or place for the address of a person, as defined by the postal service of a country other than Australia.
<i>Object Class:</i>	Person
<i>Property:</i>	International postcode

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(10)]
<i>Maximum character length:</i>	10

Data Element attributes

Collection and usage attributes

<i>Collection methods:</i>	This is a self-reported code from a person and may be non-verifiable without reference to the specific country's coding rules. May be collected as part of Address or separately. Postal addresses may be different from where a person actually resides.
----------------------------	--

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
---------------------------------	---------------------

Postcode—international (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address)— international postcode, text [X(10)]
<i>METeOR identifier:</i>	288987
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The code for a postal delivery area, aligned with locality, suburb or place for the address of an organisation, as defined by the postal service of a country other than Australia.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address)— international postcode
<i>Definition:</i>	The code for a postal delivery area, aligned with locality, suburb or place for the address of an organisation, as defined by the postal service of a country other than Australia.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	International postcode

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
---------------------------------	---------------------

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(10)]
<i>Maximum character length:</i>	10

Data Element attributes

Collection and usage attributes

<i>Collection methods:</i>	This is a self-reported code from an organisation and may be non-verifiable without reference to the specific country's coding rules. May be collected as part of Address or separately. Postal addresses may be different from where a service is actually located.
----------------------------	---

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
---------------------------------	---------------------

Preferred language

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – preferred language, code (ASCL 2005) NN{NN}
<i>METeOR identifier:</i>	304128
<i>Registration status:</i>	NHIG, Standard 08/02/2006 NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The language (including sign language) most preferred by the person for communication, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – preferred language
<i>Definition:</i>	The language (including sign language) most preferred by the person for communication.
<i>Context:</i>	Health and welfare services: An important indicator of ethnicity, especially for persons born in non-English-speaking countries. Its collection will assist in the planning and provision of multilingual services and facilitate program and service delivery for migrants and other non-English speakers.
<i>Object Class:</i>	Person
<i>Property:</i>	Preferred language

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Classification of Languages 2005
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	NN{NN}
<i>Maximum character length:</i>	4

Collection and usage attributes

<i>Guide for use:</i>	The Australian Standard Classification of Languages (ASCL) has a three- level hierarchical structure. The most detailed level of the classification consists of base units (languages) which are represented by four-digit codes. The second level of the classification comprises narrow groups of languages (the Narrow Group level), identified by the first two digits. The most general level of the classification consists of broad groups of languages (the Broad Group level) and is identified by the first digit. The classification includes Australian
-----------------------	---

Indigenous languages and sign languages.

For example, the Lithuanian language has a code of 3102. In this case 3 denotes that it is an Eastern European language, while 31 denotes that it is a Baltic language. The Pintupi Aboriginal language is coded as 8713. In this case 8 denotes that it is an Australian Indigenous language and 87 denotes that the language is Western Desert language.

Language data may be output at the Broad Group level, Narrow Group level or base level of the classification. If necessary significant Languages within a Narrow Group can be presented separately while the remaining Languages in the Narrow Group are aggregated. The same principle can be adopted to highlight significant Narrow Groups within a Broad Group.

Data Element attributes

Collection and usage attributes

Guide for use: This may be a language other than English even where the person can speak fluent English.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Reference documents: ABS cat. no.1267.0.Australian Standard Classification of Languages (ASCL), 2005-06. Canberra:Australian Bureau of Statistics

Proficiency in spoken English

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – proficiency in spoken English, code N
<i>METeOR identifier:</i>	270203
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	A person's self-assessed level of ability to speak English, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – proficiency in spoken English
<i>Definition:</i>	A person's self-assessed level of ability to speak English.
<i>Object Class:</i>	Person
<i>Property:</i>	Proficiency in spoken English

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code												
<i>Data type:</i>	Number												
<i>Format:</i>	N												
<i>Maximum character length:</i>	1												
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>0</td><td>Not applicable (persons under 5 years of age or who speak only English)</td></tr><tr><td>1</td><td>Very well</td></tr><tr><td>2</td><td>Well</td></tr><tr><td>3</td><td>Not well</td></tr><tr><td>4</td><td>Not at all</td></tr></tbody></table>	Value	Meaning	0	Not applicable (persons under 5 years of age or who speak only English)	1	Very well	2	Well	3	Not well	4	Not at all
Value	Meaning												
0	Not applicable (persons under 5 years of age or who speak only English)												
1	Very well												
2	Well												
3	Not well												
4	Not at all												
<i>Supplementary codes:</i>	9 Not stated/inadequately described												

Collection and usage attributes

<i>Guide for use:</i>	CODE 0 Not applicable (persons under 5 years of age or who speak only English) Not applicable, is to be used for people under 5 year of age and people who speak only English.
-----------------------	---

CODE 9 Not stated/inadequately described

Not stated/inadequately described, is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Comments:

The ABS advises that the most useful information provided by this metadata item is in the distinction between the two category groups of Very well/Well and Not well/Not at all.

Source and reference attributes

Reference documents:

Standards for Statistics on Cultural and Language Diversity 1999. Cat. no. 1289.0. Canberra: ABS.

Data Element attributes

Collection and usage attributes

Collection methods:

This metadata item is only intended to be collected if a person has a main language other than English spoken at home; and/or first language spoken is not English.

Recommended question:

How well do you speak English? (tick one)

1. Very well
2. Well
3. Not well
4. Not at all

Generally this would be a self-reported question, but in some circumstances (particularly where a person does not speak English well) assistance will be required in answering this question. It is important that the person's self-assessed proficiency in spoken English be recorded wherever possible. This metadata item does not purport to be a technical assessment of proficiency but is a self-assessment in the four broad categories outlined above.

This metadata item is not relevant to and should not be collected for persons under the age of five years.

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, this standard should be used wherever practically possible.

Comments:

This metadata item identifies those people who may suffer disadvantage in terms of their ability to access services due to lack of ability in the spoken English language. This information can be used to target the provision of services to people whose lack of ability in spoken English is potentially a barrier to gaining access to government programs and services.

In conjunction with Indigenous status, the main language other than English spoken at home and the country of birth, this metadata item forms the minimum core set of cultural and language indicators recommended by the Australian Bureau of Statistics.

Source and reference attributes

Origin:

National Health Data Committee

National Community Services Data Committee

Relational attributes

Related metadata references:

See also Person – main language other than English spoken at home, code (ASCL 2005) NN{NN} NHDAMG, Standard 10/02/2006

See also Person – country of birth, code (SACC 1998) NNNN NHDAMG, Standard 20/06/2005

Provider occupation category (self-identified)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Individual service provider – occupation (self-identified), code (ASCO 2nd edn) N[NNN]{-NN}
<i>METeOR identifier:</i>	289047
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A health care occupation that an individual provider identifies as being one in which they provide a significant amount of services, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Individual service provider – occupation (self-identified)
<i>Definition:</i>	A health care occupation that an individual provider identifies as being one in which they provide a significant amount of services.
<i>Object Class:</i>	Individual service provider
<i>Property:</i>	Occupation

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Classification of Occupations 2nd edition
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N[NNN]{-NN}
<i>Maximum character length:</i>	6

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	The following is a list of the more common health care occupations, however, it is not intended to represent all the possible health care occupations:
-----------------------	--

Aboriginal and Torres Strait Islander Health Worker (ASCO code 3493-11)
Acupuncturist (ASCO code 2394-13)
Aged or Disabled Person Carer (ASCO code 6313-17)
Ambulance officer (ASCO code 3491-11)
Anaesthetist (ASCO code 2312-11)
Audiologist (ASCO code 2399-11)
Chiropractor (ASCO code 2387-11)
Clinical Psychologist (ASCO code 2514-11)
Dental Assistant (ASCO code 6391-11)
Dental Hygienist (ASCO code 3492-13)
Dental Specialist (ASCO code 2381-13)
Dental Technician (ASCO code 3492-15)
Dental Therapist (ASCO code 3492-11)
Dentist (ASCO code 2381-11)
Dermatologist (ASCO code 2312-13)
Dietician (ASCO code 2393-11)
Drug and Alcohol Counsellor (ASCO code 2513-13)
Enrolled Nurse (ASCO code 3411-11)
General Medical Practitioner (ASCO code 2311-11)
Health Professionals nec (ASCO code 2399-79)
Hospital Pharmacist (ASCO code 2382-11)
Intensive Care Ambulance Paramedic (ASCO code 3491-13)
Massage Therapist (ASCO code 3494-11)
Medical Diagnostic Radiographer (ASCO code 2391-11)
Medical Practitioner in Training (ASCO code 2311-81)
Natural Therapy Professional nec (ASCO code 2394-79)
Naturopath (ASCO code 2394-11)
Nuclear Medicine Technologist (ASCO code 2391-15)
Nurse Educator (ASCO code 2322-11)
Nurse Manager (ASCO code 2321-11)
Nurse Researcher (ASCO code 2322-13)
Nursing Assistant (ASCO code 6314-13)
Occupational Therapist (ASCO code 2383-11)
Ophthalmologist (ASCO code 2312-19)
Optometrist (ASCO code 2384-11)
Orthoptist (ASCO code 2399-13)
Orthotist (ASCO code 2399-15)

Osteopath (ASCO code 2387-13)
 Paediatrician (ASCO code 2312-21)
 Pathologist (ASCO code 2312-23)
 Physiotherapist (ASCO code 2385-11)
 Podiatrist (ASCO code 2388-11)
 Psychiatrist (ASCO code 2312-27)
 Psychologists nec (ASCO code 2514-79)
 Radiation Therapist (ASCO code 2391-13)
 Radiologist (ASCO code 2312-29)
 Registered Developmental Disability Nurse (ASCO code 2326-11)
 Registered Mental Health Nurse (ASCO code 2325-11)
 Registered Midwife (ASCO code 2324-11)
 Registered Nurse (ASCO code 2323-11)
 Rehabilitation Counsellor (ASCO code 2513-11)
 Retail Pharmacist (ASCO code 2382-15)
 Social Worker (ASCO code 2511-11)
 Sonographer (ASCO code 2391-17)
 Specialist Medical Practitioner NEC (ASCO code 2312-79)
 Specialist Physician (ASCO code 2312-25)
 Speech Pathologist (ASCO code 2386-11)
 Surgeon (ASCO code 2312-31)
 Therapy Aide (ASCO code 6313-19)

Collection methods:

Data is collected at the time a health care provider identification record is created.

Multiple instances of health care occupation may be collected where the individual provides a significant amount of services in more than one category. For example, a dentist who is also a medical practitioner may practice as both.

Record as many as apply.

Accurate data are best achieved using computer assisted coding. A computer assisted coding system is available from the ABS to assist in coding occupational data to ASCO codes.

Data coded at the 4-digit and 6-digit level will provide more detailed information than that collected at the higher levels and may be more useful. However, the level at which data are coded and reported will depend on the purpose of collecting this information.

Comments:

ASCO defines 'occupation' as 'a set of jobs with similar sets of tasks'. Operationally this is defined as 'a collection of jobs which are sufficiently similar in their main tasks to be grouped together for purposes of the classification'. Job is defined as 'a set of tasks designed to be performed by one individual for a wage or salary'.

ASCO will be replaced in 2006 by the Australia and New Zealand Standard Classification of Occupations.

Source and reference attributes

Submitting organisation: Standards Australia

Reference documents:

AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia.

In AS4846 this data element is referred to as 'Provider main field of practice'.

Provider occupation end date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Individual service provider – occupation end date, DDMMYYYY
<i>METeOR identifier:</i>	289053
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The date on which an individual health care provider ceased practising in an identified occupation.

Data Element Concept attributes

<i>Data element concept:</i>	Individual service provider – occupation end date
<i>Definition:</i>	The date on which an individual health care provider ceased practising in an identified occupation.
<i>Object Class:</i>	Individual service provider
<i>Property:</i>	Occupation end date

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data Element attributes

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Provider occupation start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Individual service provider – occupation start date, DDMMYYYY
<i>METeOR identifier:</i>	289059
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The date on which an individual health care provider commenced practising in an identified occupation.

Data Element Concept attributes

<i>Data element concept:</i>	Individual service provider – occupation start date
<i>Definition:</i>	The date on which an individual health care provider commenced practising in an identified occupation.
<i>Object Class:</i>	Individual service provider
<i>Property:</i>	Occupation start date

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data Element attributes

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
<i>Origin:</i>	AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Referral contact method

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Referral – contact method code N
<i>METeOR identifier:</i>	323145
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The means by which a person makes contact with an agency at the time of referral, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Referral – contact method
<i>Definition:</i>	The means by which a person makes contact with an agency at the time of referral.
<i>Object Class:</i>	Referral
<i>Property:</i>	Contact method

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code										
<i>Data type:</i>	Number										
<i>Format:</i>	N										
<i>Maximum character length:</i>	1										
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Face to face</td></tr><tr><td>2</td><td>Over the telephone</td></tr><tr><td>3</td><td>In writing (including electronic)</td></tr><tr><td>4</td><td>Other method of referral/contact</td></tr></tbody></table>	Value	Meaning	1	Face to face	2	Over the telephone	3	In writing (including electronic)	4	Other method of referral/contact
Value	Meaning										
1	Face to face										
2	Over the telephone										
3	In writing (including electronic)										
4	Other method of referral/contact										
<i>Supplementary codes:</i>	9 Not stated/inadequately described										

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item only describes the way in which contact regarding referral to an agency was made. It can be applied to anyone, including self referral, or any party making referral. Source of referral to a service provider agency provides the information on who is actually making the referral.
-----------------------	---

Collection methods: This information should be collected at the time initial contact regarding the referral is made.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Reference documents: Supported Accommodation Assistance Program (SAAP)
National Data Collection Agency 2001. National Data
Collection Data Dictionary. Version 2. Unpublished

Referral date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Referral – referral receipt date, DDMMYYYY
<i>METeOR identifier:</i>	270005
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The date on which an agency receives a client referral from another party.

Data Element Concept attributes

<i>Data element concept:</i>	Referral – referral receipt date
<i>Definition:</i>	The date on which an agency receives a client referral from another party.
<i>Context:</i>	Many providers collect the date of referral because it has administrative importance. It can be used in the calculation of response times and for performance indicators that measure the provision of service. Can also be used to measure work-load (i.e. the number of referrals coming to a particular agency). This may be measured for particular clients or particular types of services.
<i>Object Class:</i>	Referral
<i>Property:</i>	Referral receipt date

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	This metadata item should always be recorded as an 8 digit valid date comprising day, month and year. Year should always be recorded in its full 4 digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if an agency receives a client referral on July 1 2000 the Referral – referral receipt date, DDMMYYYY should be recorded as 01072000 as specified in the representational layout.
-----------------------	---

Collection methods:

Can be collected at initial referral of a client to an agency or at each referral, although this should be done consistently within a collection. Individual collections will also need to determine what constitutes a referral for their purposes (e.g. Is it only formal referrals that are considered, or are self-referral counted as a referral also etc).

Source and reference attributes

Origin:

National Health Data Committee
National Health Data Dictionary

Referral source

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Referral – referral source, code N[.N]
<i>METeOR identifier:</i>	297469
<i>Registration status:</i>	NCSIMG, Standard 02/06/2005
<i>Definition:</i>	The person or agency responsible for the referral of a client to a service provider agency, as represented by a code.
<i>Context:</i>	Source of referral is important in assisting in the analyses of inter-service client flow and for service planning.

Data Element Concept attributes

<i>Data element concept:</i>	Referral – referral source
<i>Definition:</i>	The person or agency responsible for the referral of a client to an agency.
<i>Object Class:</i>	Referral
<i>Property:</i>	Referral source

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																												
<i>Data type:</i>	Number																												
<i>Format:</i>	N[.N]																												
<i>Maximum character length:</i>	2																												
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Agency</td></tr><tr><td>1.1</td><td>Health agency</td></tr><tr><td>1.2</td><td>Community services agency</td></tr><tr><td>1.3</td><td>Educational agency</td></tr><tr><td>1.4</td><td>Legal agency</td></tr><tr><td>1.5</td><td>Employment/ job placement agency</td></tr><tr><td>1.6</td><td>Other agency</td></tr><tr><td>2</td><td>Non-agency</td></tr><tr><td>2.1</td><td>Self</td></tr><tr><td>2.2</td><td>Family</td></tr><tr><td>2.3</td><td>Friends</td></tr><tr><td>2.4</td><td>General Medical Practitioner</td></tr><tr><td>2.5</td><td>Other party</td></tr></tbody></table>	Value	Meaning	1	Agency	1.1	Health agency	1.2	Community services agency	1.3	Educational agency	1.4	Legal agency	1.5	Employment/ job placement agency	1.6	Other agency	2	Non-agency	2.1	Self	2.2	Family	2.3	Friends	2.4	General Medical Practitioner	2.5	Other party
Value	Meaning																												
1	Agency																												
1.1	Health agency																												
1.2	Community services agency																												
1.3	Educational agency																												
1.4	Legal agency																												
1.5	Employment/ job placement agency																												
1.6	Other agency																												
2	Non-agency																												
2.1	Self																												
2.2	Family																												
2.3	Friends																												
2.4	General Medical Practitioner																												
2.5	Other party																												

Supplementary codes: 9 Not stated/inadequately described

Collection and usage attributes

Guide for use:

Individual data collections use specific categories relevant to their particular information needs. These categories should be mappable to the above generic domain at the 1-digit or 2-digit level.

The separation of agency from non-agency for source of referral is a significant distinction. For instance, it is important to differentiate between a referral from a private practising general medical practitioner and a referral from a health agency, such as a health clinic in a hospital.

Examples:

- Aged care assessment team would map to category 1.1
- Residential aged care factor to category 1.1
- Community nursing service to category 1.1
- School/other education institution to category 1.3
- General Practitioner to category 2.4
- Police/legal unit to category 1.4 etc.

Data Element attributes

Collection and usage attributes

Collection methods:

Individual collections may like to expand categories further for example, by distinguishing between immediate family and non-immediate family.

In addition, this item may be collected at the point of initial contact with an agency, or for other contact points as well, for the agency as a whole, or for different services provided by that agency.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

Supported Accommodation Assistance Program (SAAP)
National Data Collection Agency 2001. National Data
Collection Data Dictionary. Version 2. Unpublished

Relationship in household

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – relationship to household reference person, code NN
<i>METeOR identifier:</i>	321230
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The familial and non-familial relationship of each person in a given household to the reference person in that same household, as represented by a code.
<i>Context:</i>	The ability to determine familial relationships between persons residing within the same household is essential in a wide range of statistics on household type, family type and income unit. It may also be useful in determining possible levels of need and support available for clients.

Data Element Concept attributes

<i>Data element concept:</i>	Person – relationship to household reference person
<i>Definition:</i>	The familial and non-familial relationship of each person in a given household to the reference person in that same household.
<i>Object Class:</i>	Person
<i>Property:</i>	Relationship to reference person

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																						
<i>Data type:</i>	Number																						
<i>Format:</i>	NN																						
<i>Maximum character length:</i>	2																						
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>11</td><td>In a registered marriage</td></tr><tr><td>12</td><td>In a de facto marriage</td></tr><tr><td>21</td><td>Lone parent</td></tr><tr><td>31</td><td>Natural or adopted child under 15</td></tr><tr><td>32</td><td>Step-child under 15</td></tr><tr><td>33</td><td>Foster child under 15</td></tr><tr><td>34</td><td>Grandchild under 15</td></tr><tr><td>35</td><td>Otherwise related child under 15</td></tr><tr><td>36</td><td>Unrelated child under 15</td></tr><tr><td>41</td><td>Natural or adopted dependent student</td></tr></tbody></table>	Value	Meaning	11	In a registered marriage	12	In a de facto marriage	21	Lone parent	31	Natural or adopted child under 15	32	Step-child under 15	33	Foster child under 15	34	Grandchild under 15	35	Otherwise related child under 15	36	Unrelated child under 15	41	Natural or adopted dependent student
Value	Meaning																						
11	In a registered marriage																						
12	In a de facto marriage																						
21	Lone parent																						
31	Natural or adopted child under 15																						
32	Step-child under 15																						
33	Foster child under 15																						
34	Grandchild under 15																						
35	Otherwise related child under 15																						
36	Unrelated child under 15																						
41	Natural or adopted dependent student																						

42	Student step-child
43	Student foster child
51	Non-dependent natural or adopted child
52	Non-dependent step-child
53	Non-dependent foster child
61	Brother/Sister
62	Father/Mother
63	Non-dependent grandchild
64	Grandfather/grandmother
65	Cousin
66	Uncle/Aunt
67	Nephew/Niece
69	Other related individual (not elsewhere classified)
71	Unrelated individual living in a family household
72	Group household member
73	Lone person
88	Visitor

Supplementary codes: 99 Not stated/inadequately described

Collection and usage attributes

Guide for use:

CODE 21 Lone parent:

Should be used where a person has no spouse or partner present in the household but who forms a parent-child relationship with at least one dependent or non-dependent child who is usually resident in the household.

CODE 99 Not stated/inadequately described:

Not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected

Collection methods:

A major purpose of this classification is as the basis for identification of income units and families, statistical units that are important for further analysis.

Data captured on relationships are allocated to the 'Relationship in household' classification in output processing.

Relationships to the selected Person 1 are coded, enabling the family units existing in the household to be identified.

The first person named is identified as Person 1.

Q1 below is asked of all usual residents of the household, except for Person 1:

Q1. What is (Your/the Person's) relationship to (Person 1)?

Source and reference attributes

Reference documents: Statistical Concepts Library - Standards for Social, Labour and Demographic Variables - Family, Household and Income Unit Variables - Relationship in household - Classification and coding

Reference online through:
Family, Household and Income Unit Variables, Relationship in Household

Data Element attributes

Collection and usage attributes

Guide for use: This metadata item is measured using relationships in respect of a household reference person. Relationships in the household are determined by establishing the relationship between this household reference person and each other member of the household in turn.

The household reference person may be determined in a variety of ways. For example, it could be the person first listed on a form ('Person 1'), or the oldest person in the household, or the client. In measuring the types of relationships that exist between persons in a household, we must recognise that there may not be any familial relationship.

Collection methods: The second level of the ABS classification has been adopted for this metadata item. Individual agencies may wish to classify 'Relationship in household' at the 3-digit level for their own operational purposes.

Collecting these data is quite complex, due to inter-relationships that may exist in a household. Refer to ABS Standards for details of interviewer or self enumerated collection methods.

Comments: For the purposes of this metadata item the term child refers to the relationship to the reference person and not a person under 15 years of age.

Relational attributes

Related metadata references: See also Person – reference person status (household), code N NHDAMG, Standard 10/02/2006

Relationship of carer to care recipient

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Informal carer – relationship to care recipient, code N
<i>METeOR identifier:</i>	270012
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The relationship of the informal carer to the person for whom they care, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Informal carer – relationship to care recipient
<i>Definition:</i>	The relationship of the informal carer to the person for whom they care.
<i>Context:</i>	Resource and service planning: Information about this relationship assists in the establishment of a profile of informal caring relationships and the assistance provided (such as by the HACC program) to maintain and support those relationships. As such it increases knowledge about the dynamics of caring and provides an insight into the gender and inter-generational patterns of informal care giving in the community.
<i>Object Class:</i>	Informal carer
<i>Property:</i>	Relationship to care recipient

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code														
<i>Data type:</i>	Number														
<i>Format:</i>	N														
<i>Maximum character length:</i>	1														
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Spouse/ partner</td></tr><tr><td>2</td><td>Parent</td></tr><tr><td>3</td><td>Child</td></tr><tr><td>4</td><td>Child-in-law</td></tr><tr><td>5</td><td>Other relative</td></tr><tr><td>6</td><td>Friend/ neighbour</td></tr></tbody></table>	Value	Meaning	1	Spouse/ partner	2	Parent	3	Child	4	Child-in-law	5	Other relative	6	Friend/ neighbour
Value	Meaning														
1	Spouse/ partner														
2	Parent														
3	Child														
4	Child-in-law														
5	Other relative														
6	Friend/ neighbour														
<i>Supplementary codes:</i>	9 Not stated/inadequately described														

Data Element attributes

Collection and usage attributes

Guide for use:

This data element should always be used to record the relationship of the carer to the person for whom they care, regardless of whether the client of the agency is the carer or the person for whom they care.

For example, if a woman were caring for her frail aged mother-in-law, the agency would record that the carer is the daughter-in-law of the care recipient (i.e. code 4). Similarly, if a man were caring for his disabled son, then the agency would record that the carer is the father of the care recipient (i.e. code 2).

If a person has more than one carer (e.g. a spouse and a son), the coding response to relationship of carer to care recipient should relate to the carer who provides the most significant care and assistance related to the person's capacity to remain living at home. The expressed views of the client and/ or their carer or significant other should be used as the basis for determining which carer should be considered to be the primary or principal carer in this regard.

Code 1 includes de facto and same sex partnerships.

Collection methods:

To obtain greater detailed information about carers data can be collected using other elements such as Person – age (community services), total years N[NN] and Person – sex, code N etc.

Comments:

There is inconsistency between the definition of informal carer with the ABS definition of principal carer.

The ABS defines a primary carer as a person of any age who provides the most informal assistance, in terms of help or supervision, to a person with on or more disabilities. The assistance has to be ongoing, or likely to be ongoing, for at least six months and be provided for one or more of the core activities (communication, mobility and self care). This may not be appropriate for community services agencies wishing to obtain information about a person's carer regardless of the amount of time that care is for, or the types of care provided.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

Religious affiliation

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – religious affiliation, code (ASCRG 2005) N[NNN]
<i>METeOR identifier:</i>	334326
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The religious group to which a person belongs or adheres, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – religious affiliation
<i>Definition:</i>	The religious group to which a person belongs or adheres.
<i>Context:</i>	In some circumstances this item can allow agencies to provide more culturally relevant services to some clients. It also provides a useful indicator of aspects of cultural diversity.
<i>Object Class:</i>	Person
<i>Property:</i>	Religious affiliation

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	Australian Standard Classification of Religious Groups 2005
<i>Representation class:</i>	Code
<i>Data type:</i>	Number
<i>Format:</i>	N[NNN]
<i>Maximum character length:</i>	4

Data Element attributes

Collection and usage attributes

<i>Collection methods:</i>	It is essential that where this question is asked, it be clearly marked as optional. The following question is recommended. Q1. What is your / the person's / (name)'s religion? (Answering this question is OPTIONAL.) For example, Salvation Army, Hinduism, Judaism or Humanism. If no religion, mark last option. Catholic (not Eastern Churches)
----------------------------	---

Anglican (Church of England)

Uniting Church

Presbyterian

Greek Orthodox

Baptist

Lutheran

Islam

Buddhism

Other - please specify:

No religion

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, the recommended question should be used wherever practically possible.

Relational attributes

Related metadata references:

Supersedes Person – religious affiliation, code (ASCRG 1996)
N[NNN] NCSIMG, Superseded 08/05/2006

Residential setting

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – residential setting, code N
<i>METeOR identifier:</i>	269979
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The setting in which a person resides, as represented by a code.
<i>Context:</i>	Linking human service outcomes with people's housing situations has been identified as an important step in providing better targeted services. Collecting information about residential setting also gives an indication of the type and variety of settings to which agencies deliver their services when providing assistance. This metadata item assists when making comparisons of data from administrative data collections with data from the five yearly Census of Population and Housing, and to assist in analyses of de-institutionalisation.

Data Element Concept attributes

<i>Data element concept:</i>	Person – residential setting
<i>Definition:</i>	The setting in which a person resides.
<i>Object Class:</i>	Person
<i>Property:</i>	Residential setting

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code										
<i>Data type:</i>	Number										
<i>Format:</i>	N										
<i>Maximum character length:</i>	1										
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Private setting</td></tr><tr><td>2</td><td>Community based setting</td></tr><tr><td>3</td><td>Institutional setting</td></tr><tr><td>4</td><td>None/homeless/public place</td></tr></tbody></table>	Value	Meaning	1	Private setting	2	Community based setting	3	Institutional setting	4	None/homeless/public place
Value	Meaning										
1	Private setting										
2	Community based setting										
3	Institutional setting										
4	None/homeless/public place										
<i>Supplementary codes:</i>	9 Not stated/inadequately described										

Collection and usage attributes

Guide for use:

To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS V2, but they should always be mappable to categories in the NCCS V2. Categories used in individual community services data collections such as the Home and Community Care (HACC), Commonwealth State/Territory Disability Agreement (CSTDA) and the Supported Accommodation Assistance Program (SAAP) have been mapped to the settings classification in the National Classifications of Community Services.

CODE 1 Private setting

A largely self contained dwelling intended for occupation by one or more usual residents, or movable, makeshift or improvised dwelling occupied by one or more usual residents, regardless of whether the dwelling is owned, being purchased or being rented privately, publicly or through a community organisation. This includes,

Owner/purchaser/renter occupied dwellings and Unsupported independent living facilities.

For example houses, flats, units, hotels/motels, caravan, craft in a marina, a houseboat, independent living in a retirement village (where no support services are provided as a package with the accommodation) and makeshift and improvised dwellings (such as humpies).

CODE 2 Community based setting

This type of setting includes:

Short-term crisis or emergency accommodation facility, Supported independent residential facility, Transitional accommodation facility, Supported accommodation facility (where support is provided together with the accommodation as a package) and Supported independent living.

The distinguishing features of a community based setting as opposed to private:

- An adult accommodated in a community setting has less control or choice, over when, where and how, they undertake basic personal activities than in a private setting (e.g. shared or scheduled meals, communal laundry, etc.).
- In community based settings some form of service by paid staff is generally provided in association with occupancy of a dwelling.
- The person has more choice or control over such activities in a community based setting than in an institutional setting.

- Persons living in community settings are generally housed in domestic scale sized dwellings.
- Located within the general community, in areas where other people live privately.

CODE 3 Institutional setting

This category includes:

Hospital (including psychiatric), Special purpose residential facility (including those that provide 'out of home' placements for children who cannot live with their families), Community care unit and Custodial settings, (prisons, remand centres, corrective institutions for children/youth). It also includes larger institutions for people with disabilities, larger institutional supported accommodation facilities, convents and monasteries, boarding schools and residential colleges.

The distinguishing features of an institutional setting (as opposed to community):

- Existence of a regulatory or licensing body.
- Accommodation units are usually not self contained.
- Adult residents have little or no control over when, where and how they undertake basic personal activities (e.g. shared or scheduled meals, communal laundry, etc.).
- They are generally situated out of the general community (e.g. gaols, hospitals).
- They are often of a larger scale than community settings.

Should difficulties arise concerning the categorisation of a setting, refer to the features listed below for guidance:

- Level of choice/control
- Scale/size
- Location within/outside of general community
- Existence of a regulatory or licensing body
- Paid staff.

CODE 4 None/homeless/public place includes non dwelling living rough and informal housing

CODE 9 Not stated/inadequately described

This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Collection methods:

This metadata item could be used to describe the residential setting of individual persons, groups of people or households.

Data Element attributes

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Service activity type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – service activity type, code (NCCS v2.0) ANN{.N{.NN}}
<i>METeOR identifier:</i>	270478
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The type(s) of services that are usually available to or provided to persons, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – service activity type
<i>Definition:</i>	The type(s) of services that are usually available to or provided to persons.
<i>Context:</i>	Service and resource planning.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Service activity type

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	National Classifications of Community Services version 2.0
<i>Representation class:</i>	Code
<i>Data type:</i>	String
<i>Format:</i>	ANN{.N{.NN}}
<i>Maximum character length:</i>	8

Source and reference attributes

<i>Origin:</i>	Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW.
----------------	---

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Service activities should be collected according to the lower level of coding in the National Classifications of Community Services, Version 2.0 (NCCS v2.0) To meet program or service specific needs, the categories used
-----------------------	--

in individual data collections may be more detailed than those in the service activities classification of the NCCS v2.0, but they should always be mappable to categories in the NCCS v2.0.

Collection methods:

Can be collected for the main type of service provided or all types on either an individual client event or episode of care or reflect general availability. In some collections this metadata item may be more narrowly defined to include only the services that are relevant to that collection. For example in the Commonwealth/State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS), only the support activity which the service outlet has been funded to provide under the Commonwealth State/Territory Disability Agreement (CSTDA) is collected. There could be instances though where an agency provides other services that are not funded by the CSTDA.

Comments:

Categories used in individual community services data collections such as the Home and Community Care (HACC), CSTDA and the Supported Accommodation Assistance Program (SAAP) have been mapped to the service activities classification in the National Classifications of Community Services.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Service activity type requested

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – service activity type, (requested) code (NCCS v2.0) ANN{.N{.NN}}
<i>METeOR identifier:</i>	270406
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The type(s) of assistance that a person or persons requests from a community service agency, as represented by a code.
<i>Context:</i>	Service planning: Useful in the analysis of unmet demand where a person asks for assistance but it is not provided. This information can be used by agencies to plan appropriate services for their target group, and by funding departments to help them make better decisions about services.

Data Element Concept attributes

<i>Data element concept:</i>	Person – service activity type
<i>Definition:</i>	The type(s) of assistance that a person or persons requests from a community service agency. The type of assistance may or may not be provided by the agency.
<i>Context:</i>	Service planning: Useful in the analysis of unmet demand where a person asks for assistance but it is not provided. This information can be used by agencies to plan appropriate services for their target group, and by funding departments to help them make better decisions about services.
<i>Object Class:</i>	Person
<i>Property:</i>	Service activity type

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	National Classifications of Community Services version 2.0
<i>Representation class:</i>	Code
<i>Data type:</i>	String
<i>Format:</i>	ANN{.N{.NN}}
<i>Maximum character length:</i>	8

Source and reference attributes

Origin: Australian Institute of Health and Welfare (AIHW) 2003.
National classifications of community services, Version 2.0.
AIHW Cat. no. HWI 40. Canberra: AIHW.

Data Element attributes

Collection and usage attributes

Guide for use: A person or persons may request more than one type of assistance on a single occasion.

Categories used in individual community services data collections should be mappable to the service activities classification in the National Classifications of Community Services, version 2.0 (NCCS v2.0). Service activities should be collected according to the lower level of coding in the NCCS v2.0.

To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the service activities classification but they should always be mappable to categories in this classification.

Collection methods: This metadata item can be collected for the main service activity type requested or all types.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Service cessation reason

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service episode – service cessation reason, code N
<i>METeOR identifier:</i>	270099
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The reason that the person ceased to receive services from the agency, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Service episode – service cessation reason
<i>Definition:</i>	The reason that the person ceased to receive services from the agency.
<i>Context:</i>	Service provision and planning: This metadata item provides information about the circumstances surrounding the ending of a client's receipt of services from an agency. This metadata item contributes to a general understanding of the patterns of client movement into and out of the care and support of agencies. Reason for cessation of services also gives some indication of the impact on client turnover of factors relating to the agency's operations and to changes in client needs and circumstances.
<i>Object Class:</i>	Service episode
<i>Property:</i>	Service cessation reason

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Client no longer needs assistance from agency</td></tr><tr><td>2</td><td>Client referred or moved to other agency</td></tr><tr><td>3</td><td>Client's needs have not changed but agency can or will no longer provide assistance</td></tr></tbody></table>	Value	Meaning	1	Client no longer needs assistance from agency	2	Client referred or moved to other agency	3	Client's needs have not changed but agency can or will no longer provide assistance
Value	Meaning								
1	Client no longer needs assistance from agency								
2	Client referred or moved to other agency								
3	Client's needs have not changed but agency can or will no longer provide assistance								

- 4 Client moved out of area
 - 5 Client terminated service
 - 6 Client died
 - 8 Other reason
- Supplementary codes:* 9 Not stated/inadequately described

Collection and usage attributes

Guide for use:

CODE 1 Client no longer needs assistance from agency

Where the problem is resolved or no longer exists or client is able to manage without the agency's assistance. Where the client has moved to another agency or form of assistance (either of their own choice or the agency's) code 2 Client referred or moved to other agency, should be used.

Code 2 Client referred or moved to other agency

This code includes situations where the client's changing dependency or need for assistance has reached the point where the agency can no longer provide the necessary assistance and the client is referred to a more appropriate agency. Includes situations where the agency's assistance is no longer provided because the client has moved onto another form of assistance (e.g. from home with a carer to an institutional or residential care setting or a supported accommodation care setting).

CODE 3 Client's needs have not changed but agency can or will no longer provide assistance

This code includes situations where the client's need for assistance has not changed but the agency has ceased to provide assistance to the client because of the agency's resource limitations. This would usually be associated with a review of the relative need of all agency clients in order to decide on which clients have priority. Where the main reason the client ceased to receive services from the agency was because the client's increased level of need / dependency led to a referral to another agency or program that provides a higher level of community care, code 2 should be used. Also includes when an agency terminates service to a client for worker (or volunteer) occupational health and safety reasons. Safety issues may relate to the physical setting of service delivery (e.g. unsafe or unsanitary dwelling) or to concerns with the physical or emotional wellbeing of the worker (or volunteer) due to the client's behaviour.

CODE 4 Client moved out of area

The client ceased to receive assistance from the agency because the client moved out of the geographic area of coverage of the agency. That is, the reason the agency ceases to assist the client is primarily because of a change in client's

residential location and not because of any change in their need for assistance.

CODE 5 Client terminated service

The decision to cease receiving assistance from the agency is made by the client. That is, it was the client's choice and not the result of any agency assessment of need or change in the client's external circumstances. If the client had not made this choice they would have continued to receive assistance from the agency.

Source and reference attributes

Origin: Home and Community Care (HACC) Data Dictionary
Version 1.0, 1998

Data Element attributes

Collection and usage attributes

Guide for use: Where the client has ceased to receive services for more than one reason, the agency should clearly record the main or primary reason for the cessation of service. Other reasons can also be collected if necessary.

Collection methods: This metadata item should be recorded for clients who cease to receive funded assistance from an agency.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

Service delivery setting

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service event – service delivery setting (NCCS v2.0) AN{.N{.NN}}
<i>METeOR identifier:</i>	319817
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The type of setting in which a service or instance of assistance is received by a client as represented by a code.
<i>Context:</i>	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.

Data Element Concept attributes

<i>Data element concept:</i>	Service event – service delivery setting
<i>Definition:</i>	The type of setting in which a service or assistance is received by the client.
<i>Object Class:</i>	Service event
<i>Property:</i>	Service delivery setting

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	National Classifications of Community Services version 2.0
<i>Representation class:</i>	Code
<i>Data type:</i>	String
<i>Format:</i>	AN{.N{.NN}}
<i>Maximum character length:</i>	7

Collection and usage attributes

<i>Guide for use:</i>	Service delivery settings should be collected according to the lower level of coding in the National Classifications of Community Services version 2.0 (NCCS v2.0). To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS, but they should always be mappable to categories in the NCCS v2.0.
-----------------------	---

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare (AIHW)
---------------------------------	---

Origin: AIHW 2003. National Classifications of Community Services, version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW.
Reference through:
<http://www.aihw.gov.au/publications/hwi/nccsv2/index.html>

Data Element attributes

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW).
Origin: Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW. Reference through:
<http://www.aihw.gov.au/publications/hwi/nccsv2/index.html>

Service delivery setting (agency)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – service delivery setting, code (NCCS v2.0) AN{.N{.NN}}
<i>METeOR identifier:</i>	319826
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The type of setting in which service activities are provided or could be provided by a service provider as represented by a code.
<i>Context:</i>	This data element is used, in conjunction with other data elements about service provision, to obtain a more detailed appraisal of service availability and how service is provided.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – service delivery setting
<i>Definition:</i>	The type of setting in which service activities are provided or could be provided by a service provider.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Service delivery setting

Value domain attributes

Representational attributes

<i>Classification Scheme:</i>	National Classifications of Community Services version 2.0
<i>Representation class:</i>	Code
<i>Data type:</i>	String
<i>Format:</i>	AN{.N{.NN}}
<i>Maximum character length:</i>	7

Collection and usage attributes

<i>Guide for use:</i>	Service delivery settings should be collected according to the lower level of coding in the National Classifications of Community Services version 2.0 (NCCS v2.0). To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the settings classification of the NCCS, but they should always be mappable to categories in the NCCS v2.0.
-----------------------	---

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare (AIHW)
---------------------------------	---

Origin: AIHW 2003. National Classifications of Community Services, version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW.
Reference through:
<http://www.aihw.gov.au/publications/hwi/nccsv2/index.html>

Data Element attributes

Collection and usage attributes

Guide for use: Service delivery setting can refer to settings in which services are actually provided to clients or could be provided to clients.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare (AIHW).

Origin: AIHW 2003. National Classifications of Community Services, version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW.
Reference through:
<http://www.aihw.gov.au/publications/hwi/nccsv2/index.htm>

Service operation hours

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – number of service operation hours (24 hour period), total NN
<i>METeOR identifier:</i>	270376
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The actual number of hours per day that the agency is open for the provision of service.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – number of service operation hours
<i>Definition:</i>	The actual number of hours during a specified period that the agency is open for the provision of service. (Not the number of hours staffed, e.g. a 'group home' would operate 24 hours a day, but might only be staffed a few hours if at all on some days).
<i>Context:</i>	Service provision and planning: This metadata item helps in gaining a greater understanding of patterns of service delivery. When collected in conjunction with service operation days, and service operation weeks can provide useful information on patterns of service delivery.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Number of service operation hours

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	String
<i>Format:</i>	NN
<i>Maximum character length:</i>	2
<i>Supplementary codes:</i>	90 No regular pattern of operation through a day 99 Not stated/inadequately described
<i>Unit of measure:</i>	Hour (h)

Data Element attributes

Collection and usage attributes

Guide for use: The actual number of hours is not the number of hours staffed, e.g. a 'group home' would operate 24 hours a day, but might only be staffed a few hours if at all on some days.

Round to the nearest whole hour. Valid numbers are 01 to 24. Services that have no regular daily pattern of operation, or which have different weekday and weekend patterns, should tick the 'no regular pattern of operation through a day' box (e.g. Flexible hours, on call, 24 hour sleepover).

Collection methods: It may be necessary to collect the information separately for week-days versus weekend days, or for individual days of the week if there is no consistent pattern.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Origin: Australian Institute of Health and Welfare 2002.
Commonwealth State/Territory Disability Agreement
National Minimum Data Set collection: Data guide-data items and definitions 2002-03

Service operation weeks

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation – number of service operation weeks (calendar year), total NN
<i>METeOR identifier:</i>	270377
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The actual number of weeks per year that the agency is open for the provision of service(s).

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation – number of service operation weeks
<i>Definition:</i>	The actual number of weeks during a specified period that the agency is open for the provision of service(s).
<i>Context:</i>	Service provision and planning: To gain a greater understanding of patterns of service delivery.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Number of service operation weeks

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Total
<i>Data type:</i>	Number
<i>Format:</i>	NN
<i>Maximum character length:</i>	2
<i>Supplementary codes:</i>	90 No regular pattern of operation through a year 99 Not stated/inadequately described
<i>Unit of measure:</i>	Week

Collection and usage attributes

<i>Guide for use:</i>	A week is measured from 12:00AM (midnight) Monday morning to 11:59PM the following Sunday. If a service operates within this period then it is counted as having operated during that week. Therefore if an agency operates for only a short time for one of the days within a week, it is
-----------------------	--

counted as operating during that week.

CODE 90 No regular pattern of operation through a year

This code is useful for 'snapshot collections'. Such as the Commonwealth/State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) where data is collected on one day or short period only, or where some agencies may not be able to estimate the number of weeks that they are likely to operate in a year. For ongoing collections though, this option would be unnecessary. In such collections this metadata item would be collected at the end of the year (or periodically and totalled at the end of the year).

Data Element attributes

Collection and usage attributes

Guide for use:

Valid numbers are 01 to 52.

Collection methods:

When collected in conjunction with 'Community services agency – number of service operation hours (24 hour period), total NN', and 'Community services agency – number of service operation days (7 day period), total N' can provide useful information on patterns of service delivery.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Origin:

Australian Institute of Health and Welfare 2002.
Commonwealth State/Territory Disability Agreement
National Minimum Data Set collection: Data guide-data items
and definitions 2002-03

Sex

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – sex, code N
<i>METeOR identifier:</i>	287316
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	The biological distinction between male and female, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person – sex
<i>Definition:</i>	Sex is the biological distinction between male and female. Where there is an inconsistency between anatomical and chromosomal characteristics, sex is based on anatomical characteristics.
<i>Context:</i>	Sex is a core metadata item in a wide range of social, labour and demographic statistics.
<i>Object Class:</i>	Person
<i>Property:</i>	Sex

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code								
<i>Data type:</i>	Number								
<i>Format:</i>	N								
<i>Maximum character length:</i>	1								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Male</td></tr><tr><td>2</td><td>Female</td></tr><tr><td>3</td><td>Intersex or indeterminate</td></tr></tbody></table>	Value	Meaning	1	Male	2	Female	3	Intersex or indeterminate
Value	Meaning								
1	Male								
2	Female								
3	Intersex or indeterminate								
<i>Supplementary codes:</i>	9 Not stated/inadequately described								

Collection and usage attributes

<i>Guide for use:</i>	Diagnosis and procedure codes should be checked against the national ICD-10-AM sex edits, unless the person is undergoing, or has undergone a sex change or has a genetic condition resulting in a conflict between sex and ICD-10-AM code.
-----------------------	---

CODE 3 Intersex or indeterminate

Intersex or indeterminate, refers to a person, who because of a genetic condition, was born with reproductive organs or sex chromosomes that are not exclusively male or female or whose sex has not yet been determined for whatever reason.

Intersex or indeterminate, should be confirmed if reported for people aged 90 days or greater.

Comments: The definition for Intersex in Guide for use is sourced from the ACT Legislation (Gay, Lesbian and Transgender) Amendment Act 2003.

Source and reference attributes

Origin: Australian Capital Territory 2003. Legislation (Gay, Lesbian and Transgender) Amendment Act 2003

Reference documents: Legislation (Gay, Lesbian and Transgender) Amendment Act 2003. See <http://www.legislation.act.gov.au/a/2003-14/20030328-4969/pdf/2003-14.pdf>.

Data Element attributes

Collection and usage attributes

Collection methods: Operationally, sex is the distinction between male and female, as reported by a person or as determined by an interviewer.

When collecting data on sex by personal interview, asking the sex of the respondent is usually unnecessary and may be inappropriate, or even offensive. It is usually a simple matter to infer the sex of the respondent through observation, or from other cues such as the relationship of the person(s) accompanying the respondent, or first name. The interviewer may ask whether persons not present at the interview are male or female.

A person's sex may change during their lifetime as a result of procedures known alternatively as sex change, gender reassignment, transsexual surgery, transgender reassignment or sexual reassignment. Throughout this process, which may be over a considerable period of time, the person's sex could be recorded as either Male or Female.

In data collections that use the ICD-10-AM classification, where sex change is the reason for admission, diagnoses should include the appropriate ICD-10-AM code(s) that clearly identify that the person is undergoing such a process. This code(s) would also be applicable after the person has completed such a process, if they have a procedure involving an organ(s) specific to their previous sex (e.g. where the patient has prostate or ovarian cancer).

CODE 3 Intersex or indeterminate

Is normally used for babies for whom sex has not been determined for whatever reason.

Should not generally be used on data collection forms completed by the respondent.

Should only be used if the person or respondent volunteers that the person is intersex or where it otherwise becomes clear during the collection process that the individual is neither male nor female.

CODE 9 Not stated/inadequately described

Is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Source and reference attributes

Origin:

Australian Institute of Health and Welfare (AIHW) National Mortality Database 1997/98 AIHW 2001 National Diabetes Register, Statistical Profile, December 2000 (Diabetes Series No. 2.)

Reference documents:

Australian Bureau of Statistics

AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia

In AS4846 and AS5017 alternative codes are presented. Refer to the current standard for more details.

Relational attributes

Related metadata references:

Is used in the formation of Episode of admitted patient care – major diagnostic category, code (AR-DRG v5.1) NN NHIG, Standard 01/03/2005

Is used in the formation of Episode of admitted patient care – diagnosis related group, code (AR-DRG v5.1) ANNA NHIG, Standard 01/03/2005

Source of income

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – source of cash income (all) code NN
<i>METeOR identifier:</i>	321156
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The source from which a person derives any part of his/her income, as represented by a code.
<i>Context:</i>	The metadata item is an indicator of the needs and circumstances of individuals and sometimes, used in assessment of income equity.

Data Element Concept attributes

<i>Data element concept:</i>	Person – source of cash income (all)
<i>Definition:</i>	The source from which a person derives any part of his/her cash income.
<i>Object Class:</i>	Person
<i>Property:</i>	Source of cash income

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code																								
<i>Data type:</i>	Number																								
<i>Format:</i>	NN																								
<i>Maximum character length:</i>	4																								
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>11</td><td>Employee cash income</td></tr><tr><td>21</td><td>Unincorporated business cash income</td></tr><tr><td>31</td><td>Allowances for students and the unemployed</td></tr><tr><td>32</td><td>Centrelink pensions for the aged and persons with a disability</td></tr><tr><td>39</td><td>Other Government cash pensions and allowances</td></tr><tr><td>41</td><td>Property cash income</td></tr><tr><td>42</td><td>Superannuation/annuities</td></tr><tr><td>43</td><td>Transfers from private organisations</td></tr><tr><td>44</td><td>Transfers from other households</td></tr><tr><td>45</td><td>Scholarships</td></tr><tr><td>49</td><td>Other cash income</td></tr></tbody></table>	Value	Meaning	11	Employee cash income	21	Unincorporated business cash income	31	Allowances for students and the unemployed	32	Centrelink pensions for the aged and persons with a disability	39	Other Government cash pensions and allowances	41	Property cash income	42	Superannuation/annuities	43	Transfers from private organisations	44	Transfers from other households	45	Scholarships	49	Other cash income
Value	Meaning																								
11	Employee cash income																								
21	Unincorporated business cash income																								
31	Allowances for students and the unemployed																								
32	Centrelink pensions for the aged and persons with a disability																								
39	Other Government cash pensions and allowances																								
41	Property cash income																								
42	Superannuation/annuities																								
43	Transfers from private organisations																								
44	Transfers from other households																								
45	Scholarships																								
49	Other cash income																								

<i>Supplementary codes:</i>	88 Nil income
	99 Not stated/not known/inadequately described

Collection and usage attributes

Guide for use:

The value domain categories shown above are directly mappable to the narrow sources of cash income specified in the Statistical Concepts Library of the Australian Bureau of Statistics. This is a three level hierarchical classification and is described at the broad (one-digit), narrow (two-digit) and detailed (four-digit) levels.

This value domain uses the two-digit level. Each of the levels may be associated with one or more sub-categories that may be coded at the 4-digit level if desired.

Code 11 Employee cash income:

Payments from an employer or own limited liability company, including wages or salary, tips, piece rates, penalty rates, loadings, regular bonuses, payment for time not worked (sick leave, recreation leave, public holidays etc.) and director's fees. An employee is classed as receiving cash from an employer or his/her own incorporated enterprise.

Code 21 Unincorporated business cash income:

Unincorporated business cash income is net of operating expenses including: labour costs in the form of wages, salaries and supplements; the value of raw materials and services purchased; the repair and maintenance of equipment (including vehicles); the purchase of fuel; indirect taxes; interest paid in connection with the business; and rent paid for buildings and land used in the business. Unincorporated business cash income is also net of depreciation of capital, such as machinery, vehicles and tools used in the business.

Code 41 Property cash income:

Includes cash income deriving from the ownership of assets; it comprises returns from financial assets (interest, dividend) from physical assets (rent) and from intellectual assets (royalties).

Code 43 Transfers from private organisations:

Includes payments from workers compensation, insurance companies etc.

Code 44 Transfers from other households:

Includes payments from such sources as child support payments, gifts from relatives etc.

Collection methods:

Please note the differences between this Value domain and the ABS classification (that is, Codes 41, 42, 43, 44, 45 and 49 are mappable to the classification codes 91, 92, 93, 94, 95 and 99. In this value domain code 88 and 99 are supplementary values.).

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare for the National Community Services Data Committee.
<i>Reference documents:</i>	Statistical concepts library, Standards for Social, Labour and Demographic Variables, Cash Income Variables, Framework for Standard Cash Income Variables, Classification and Coding, Canberra: Australian Bureau of Statistics. Reference online through: Ausstats Standards for Social, Labour and Demographic Variables, Cash Income Variables

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>All sources of cash income are included in this concept.</p> <p>Cash income may be received from employment (Employee cash income), as a profit or loss from an unincorporated enterprise (Unincorporated business cash income), from the ownership of assets (Property cash income). Income may also be derived from current transfers from government (pensions and benefits) or from private sources, such as superannuation funds. An individual may receive cash income from more than one source.</p> <p>Excluded from this concept is income in kind e.g. barter for goods or services.</p>
<i>Collection methods:</i>	<p>If the person has multiple sources of income, all sources should be counted.</p> <p>This question is not asked of person's aged less than 15 years because they are generally dependants.</p> <p>While this standard requires collection of data at the 2-digit level, some agencies may wish to collect at the 4-digit level for their own purposes. The 4-digit level is detailed below:</p> <p><u>Detailed (four-digit) level of sources of cash income</u></p> <ul style="list-style-type: none">1101 Employee cash income2101 Unincorporated business cash income3101 Newstart allowance3102 Youth allowance3103 Mature age allowance3104 Sickness allowance3105 Austudy payment3106 ABSTUDY payment3201 Age pension

3202 Disability support pension
3901 Family Tax Benefit (Parts A and B)
3902 Parenting Payment
3903 Double Orphan Pension
3904 Carer Allowance
3905 Wife Pension
3906 Bereavement Allowance
3907 Widow Allowance (Widow B Pension)
3908 Carer Payment
3911 Service pension (DVA)
3912 Disability pension (DVA)
3913 Partner Allowance
3914 War Widow's Pension (DVA)
3915 Special Benefit
3916 Mobility Allowance
3917 CDEP Participant Supplement
3918 Pensions and allowances from overseas governments
3999 Other Government cash pensions and allowances, nec
4101 Interest
4102 Dividends
4103 Rent
4104 Royalties
4199 Other property cash income, nec
4201 Superannuation/annuities
4301 Workers compensation/sickness/accident insurance
4399 Other transfers from private organisations, nec
4401 Child support
4402 Gifts from relatives
4499 Other cash transfers from other households, nec
4501 Scholarships
4999 Other cash income, nec
8888 Nil income
9999 Not stated/not known/inadequately described

Relational attributes

Related metadata references:

See also Person – source of cash income (principal) NCSIMG, Standard 29/04/2006

Source of principal income

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – source of cash income (principal), code N
<i>Synonymous names:</i>	Main income source
<i>METeOR identifier:</i>	321063
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The source from which a person derives the greatest proportion of his/her income, as represented by a code.
<i>Context:</i>	An indicator of the needs and circumstances of individuals and sometimes used in assessment of income equity.

Data Element Concept attributes

<i>Data element concept:</i>	Person – source of cash income (principal)
<i>Definition:</i>	The source from which a person derives the greatest proportion of his/her income.
<i>Object Class:</i>	Person
<i>Property:</i>	Source of cash income

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code										
<i>Data type:</i>	Number										
<i>Format:</i>	N										
<i>Maximum character length:</i>	4										
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Employee cash income</td></tr><tr><td>2</td><td>Unincorporated business cash income</td></tr><tr><td>3</td><td>Government cash pensions and allowances</td></tr><tr><td>4</td><td>Other income</td></tr></tbody></table>	Value	Meaning	1	Employee cash income	2	Unincorporated business cash income	3	Government cash pensions and allowances	4	Other income
Value	Meaning										
1	Employee cash income										
2	Unincorporated business cash income										
3	Government cash pensions and allowances										
4	Other income										
<i>Supplementary codes:</i>	<table><tbody><tr><td>8</td><td>Nil income</td></tr><tr><td>9</td><td>Not stated/not known/inadequately described</td></tr></tbody></table>	8	Nil income	9	Not stated/not known/inadequately described						
8	Nil income										
9	Not stated/not known/inadequately described										

Collection and usage attributes

<i>Guide for use:</i>	<p>A person with more than one source of income should be categorised only to the value domain category, which best describes their primary source of income.</p> <p>The value domain categories shown above can be linked to broad sources of cash income specified in the Statistical Concepts Library of the Australian Bureau of Statistics. 'Sources of cash income' and 'Principal source of cash income'</p>
-----------------------	---

are classified to the Standard classification of sources of cash income. This is a three level hierarchical classification and is described in detail at the broad (one-digit), narrow (two-digit) and detailed (four-digit) levels.

Code 1 Primary cash income:

Payments from an employer or own limited liability company, including wages or salary, tips, piece rates, penalty rates, loadings, regular bonuses, payment for time not worked (sick leave, recreation leave, public holidays etc.) and director's fees. An employee is classed as receiving cash from an employer or his/her own incorporated enterprise.

Code 2 Unincorporated business cash income:

Unincorporated business cash income is net of operating expenses including: labour costs in the form of wages, salaries and supplements; the value of raw materials and services purchased; the repair and maintenance of equipment (including vehicles); the purchase of fuel; indirect taxes; interest paid in connection with the business; and rent paid for buildings and land used in the business. Unincorporated business cash income is also net of depreciation of capital, such as machinery, vehicles and tools used in the business.

Code 3 Government cash pensions and allowances

All government cash pensions, benefits and allowances.

Code 4 Other income:

Includes cash income deriving from the ownership of assets (comprising returns from financial assets, physical assets and from intellectual assets), superannuation/annuities, transfers from private organisations (e.g. workers compensation), transfers from other households (e.g. child support payments) and scholarships.

Collection methods:

Please note the difference between the permissible values of this Value domain and the ABS classification (that is, Code 4 of this Value domain maps to code 9 of the classification and Code 9 of this value domain is a supplementary value.).

Source and reference attributes

Reference documents:

Statistical concepts library, Standards for Social, Labour and Demographic Variables, Cash Income Variables, Framework for Standard Cash Income Variables, Classification and Coding, Canberra: Australian Bureau of Statistics.

Reference online through:

Ausstats Standards for Social, Labour and Demographic Variables, Cash Income Variables

Data Element attributes

Collection and usage attributes

Guide for use:

If the person has multiple sources of income and none equal to or greater than 50%, the one, which contributes the largest percentage, should be counted.

If there is more than one source and they are exactly equal, list the source of income which the person most identifies as receiving from the primary occupation.

Included is cash income that may be received from employment (Employee cash income), as a profit or loss from an unincorporated enterprise (Unincorporated business cash income), from the ownership of assets (Property cash income). Income may also be derived from current transfers from government (pensions and benefits) or from private sources, such as superannuation funds. An individual may receive cash income from more than one source.

Excluded from this concept is income in kind e.g. barter for goods or services.

Collection methods:

This question is not asked of person's aged less than 15 years because they are generally dependants.

While this standard specifies the collection of data at the 1-digit level, individual community services data collections may use more detailed categories for one or more of the above for program or service-specific purposes. For example, the Commonwealth State Disability Agreement National Minimum Data Set separately identifies disability support pension recipients and other pension/benefit recipients.

It is permissible for agencies to collect at 2- or 4-digit as well, if this suits their purposes.

The 2- and 4-digit levels are described below:

Narrow 2 digit representation

11 Employee cash income

21 Unincorporated business cash income

31 Allowances for students and the unemployed

32 Centrelink pensions for the aged and persons with a disability

39 Other Government cash pensions and allowances

41 Property cash income

42 Superannuation/annuities

43 Transfers from private organisations

44 Transfers from other households

43 Scholarships

49 Other cash income

88 Nil income
99 Not stated/not known/inadequately described

Detailed (four-digit) representation

1101 Employee cash income
2101 Unincorporated business cash income
3101 Newstart allowance
3102 Youth allowance
3103 Mature age allowance
3104 Sickness allowance
3105 Austudy payment
3106 ABSTUDY payment
3201 Age pension
3202 Disability support pension
3901 Family Tax Benefit (Parts A and B)
3902 Parenting Payment
3903 Double Orphan Pension
3904 Carer Allowance
3905 Wife Pension
3906 Bereavement Allowance
3907 Widow Allowance (Widow B Pension)
3908 Carer Payment
3911 Service pension (DVA)
3912 Disability pension (DVA)
3913 Partner Allowance
3914 War Widow's Pension (DVA)
3915 Special Benefit
3916 Mobility Allowance
3917 CDEP Participant Supplement
3918 Pensions and allowances from overseas governments
3999 Other Government cash pensions and allowances, nec
4101 Interest
4102 Dividends
4103 Rent
4104 Royalties
4199 Other property cash income, nec
4201 Superannuation/annuities
4301 Workers compensation/sickness/accident insurance
4399 Other transfers from private organisations, nec
4401 Child support
4402 Gifts from relatives

4499 Other cash transfers from other households, nec
4501 Scholarships
4999 Other cash income, nec
8888 Nil income
9999 Not stated/ not known/ inadequately described

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare for the National
Community Services Data Committee.

Relational attributes

Related metadata references: See also Person – source of cash income (all) code NN
NCSIMG, Standard 29/04/2006

Start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service episode – start date, DDMMYYYY
<i>Synonymous names:</i>	Episode start date, commencement date
<i>METeOR identifier:</i>	338558
<i>Registration status:</i>	NCSIMG, Standard 16/05/2006
<i>Definition:</i>	The date on which a service episode commenced.

Data Element Concept attributes

<i>Data element concept:</i>	Service episode – start date
<i>Definition:</i>	The date on which a service episode commenced.
<i>Context:</i>	This metadata item is used in calculation of measures of periods of support and duration of assistance.
<i>Object Class:</i>	Service episode
<i>Property:</i>	Episode start date

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	DDMMYYYY
<i>Maximum character length:</i>	8

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	<p>Due to the considerable variation in the types of services provided in the community services sector, it is not possible at this stage to define in generic terms what will constitute commencement of a service episode. Individual collections should however define what constitutes commencement for their own purposes. For example, it may be at contact stage in some instances or in others when a case plan is formulated.</p> <p>This metadata item should always be recorded as an 8 digit valid date comprising day, month and year. Year should always be recorded in its full 4 digit format. For days and months with a numeric value of less than 10, zeros should be</p>
-----------------------	--

used to ensure that the date contains the required 8 digits. For example if a service episode commenced on July 1 2000 the Community service episode – first service contact date, DDMMYYYY should be recorded as 01072000 as specified by the format.

Collection methods:

Date assistance commenced must be related to a particular service episode.

For each separate service episode a separate 'service episode – start date, DDMMYYYY' should be recorded.

Source and reference attributes

Submitting organisation:

Australian Institute of Health and Welfare

Status in employment

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (employed) – status in employment, code N
<i>METeOR identifier:</i>	269951
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The person's position in relation to their employment, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (employed) – status in employment
<i>Definition:</i>	The person's position in relation to their employment.
<i>Context:</i>	An indicator of the socio-economic status (economic activity) of a person and a key element in assessing the circumstances and needs of individuals and families. This metadata item is one of a group of items that provide a description of a person's labour force characteristics.
<i>Object Class:</i>	Person
<i>Property:</i>	Status in employment

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code										
<i>Data type:</i>	Number										
<i>Format:</i>	N										
<i>Maximum character length:</i>	1										
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Employee</td></tr><tr><td>2</td><td>Employer</td></tr><tr><td>3</td><td>Own account worker</td></tr><tr><td>4</td><td>Contributing family worker</td></tr></tbody></table>	Value	Meaning	1	Employee	2	Employer	3	Own account worker	4	Contributing family worker
Value	Meaning										
1	Employee										
2	Employer										
3	Own account worker										
4	Contributing family worker										
<i>Supplementary codes:</i>	9 Not stated/inadequately described										

Collection and usage attributes

<i>Guide for use:</i>	CODE 1 Employee This code represents a person who works for a public or private employer and receives remuneration in wages, salary, or a retainer fee from their employer while working on a commission basis or for tips, piece-rates or payment in kind. An employee may also be a person who operates his or
-----------------------	---

her own incorporated enterprise with or without hiring employees.

CODE 2 Employer

This code represents a person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires one or more employees.

CODE 3 Own account worker

This code represents a person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires no employees.

CODE 4 Contributing family worker

This code represents a person who works without pay in an economic enterprise operated by a relative.

CODE 9 Not stated/inadequately described

This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Source and reference attributes

Origin:

Australian Bureau of Statistics 2001. Labour Statistics Concepts, Sources and Methods. Cat. no. 6102.0. Canberra: ABS. Reference through:

<http://www.abs.gov.au/ausstats/abs@.nsf/StatsLibrary> and choose 'Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Labour Force Variables'.

<http://www.abs.gov.au/Ausstats/abs@.nsf/66f306f503e529a5ca25697e0017661f/afeef7e2813c764dca25697e0018fed2!OpenDocument>

Data Element attributes

Collection and usage attributes

Guide for use:

Usually the standard applies to the 'main job' in which the person is employed (that is, the job in which the person usually works the most hours). However, it may also be applied to the person's 'last job', 'second job', etc.'

Suburb/town/locality name (person)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (address) – suburb/town/locality name, text [A(50)]
<i>METeOR identifier:</i>	287326
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	The full name of the locality contained within the specific address of a person, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person (address) – suburb/town/locality name
<i>Definition:</i>	The full name of the locality contained within the specific address of a person.
<i>Context:</i>	In conjunction with the 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, or an agency/establishment or where an event occurred. The preferred standard for reporting this information is by using a statistical local area (SLA) in conjunction with a State/Territory code. 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 may be given the option of reporting this information by using Australian postcode plus Suburb/town/locality name. Suburb/town/locality name may also be a component of a postal address.
<i>Object Class:</i>	Person
<i>Property:</i>	Suburb/town/locality name

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[A(50)]
<i>Maximum character length:</i>	50

Data Element attributes

Collection and usage attributes

- Guide for use:* The suburb/town/locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.
This metadata item may be used to describe the location of person. It can be a component of a street or postal address.
The Australian Bureau of Statistics has suggested that a maximum field length of 50 characters should be sufficient to record the vast majority of locality names.
- Collection methods:* Enter 'Unknown' when the locality name or geographic area for a person or event is not known. Enter 'No fixed address' when a person has no fixed address or is homeless.

Source and reference attributes

- Origin:* National Health Data Committee
National Community Services Data Committee
- Reference documents:* AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia
AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia
Australia Post 2005. Australia Postcode File.
Viewed 12 April, www.auspost.com.au/postcodes

Relational attributes

- Related metadata references:* Is used in the formation of Person (address) – postal delivery point identifier, {N(8)} NHIG, Standard 04/05/2005
Is used in the formation of Dwelling – geographic location, remoteness structure code (ASGC 2004) N[N] NHDAMG, Retired 10/02/2006

Suburb/town/locality name (service provider organisation)

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Service provider organisation (address) – suburb/town/locality name, text [A(50)]
<i>METeOR identifier:</i>	290059
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 31/08/2005
<i>Definition:</i>	The full name of the general locality containing the specific address of an organisation, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Service provider organisation (address) – suburb/town/locality name
<i>Definition:</i>	The full name of the general locality containing the specific address of an organisation.
<i>Context:</i>	In conjunction with the data element Postcode-Australian, the data element Suburb/town/locality name is included as an alternative means of reporting information about the geographic location of an agency/establishment. The preferred standard for reporting this information is by using a statistical local area (SLA) in conjunction with a State/Territory code. Suburb/town/locality name may also be a component of a postal address.
<i>Object Class:</i>	Service provider organisation
<i>Property:</i>	Suburb/town/locality name

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[A(50)]
<i>Maximum character length:</i>	50

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	The suburb/town/locality name 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 50 characters should be sufficient to record the vast majority of locality names.

This metadata item may be used to describe the location of an organisation. It can be a component of a street or postal address.

Collection methods: Enter 'Unknown' when the locality name or geographic area for an organisation is not known.

Source and reference attributes

Origin: National Health Data Committee
National Community Services Data Committee
Australia Post 2005. Australia Postcode File. Viewed 12 April
www.auspost.com.au/postcodes

Reference documents: AS5017 Health Care Client Identification, 2002, Sydney:
Standards Australia
AS4846 Health Care Provider Identification, 2004, Sydney:
Standards Australia

Relational attributes

Related metadata references: Is used in the formation of Service provider organisation (address)—postal delivery point identifier, {N(8)} NHIG, Standard 04/05/2005

Telephone number

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person – telephone number, text [X(40)]
<i>METeOR identifier:</i>	270266
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The person's contact telephone number, as represented by text.

Data Element Concept attributes

<i>Data element concept:</i>	Person – telephone number
<i>Definition:</i>	Person contact telephone number.
<i>Object Class:</i>	Person
<i>Property:</i>	Telephone number

Value domain attributes

Representational attributes

<i>Representation class:</i>	Text
<i>Data type:</i>	String
<i>Format:</i>	[X(40)]
<i>Maximum character length:</i>	40

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	More than one phone number may be recorded as required. Each phone number should have an appropriate telephone number type code assigned. Record the full phone number (including any prefixes) with no punctuation (hyphens or brackets).
<i>Collection methods:</i>	Prefix plus telephone number: Record the prefix plus telephone number. The default should be the local prefix with an ability to overtype with a different prefix, for example, 08 8226 6000 or 0417 123456. Punctuation: Do not record punctuation, for example, (08) 8226 6000 or 08-8226 6000 would not be correct. Unknown: Leave the field blank.

Comments: Concerned with the use of person identification data. For organisations that create, use or maintain records on people. Organisations should use this standard, where appropriate, for collecting data when registering people. The positive and unique identification of people is a critical event in service delivery, with direct implications for the safety and quality of care delivered by health and community services.

Source and reference attributes

Submitting organisation: Standards Australia
Origin: National Health Data Committee
National Community Services Data Committee
Standards Australia 2002. Australian Standard AS5017-2002
Health Care Client Identification. Sydney: Standards Australia

Telephone number type

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (telephone) – telephone number type, code A
<i>METeOR identifier:</i>	270299
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The type of telephone number recorded for a person, as represented by a code.

Data Element Concept attributes

<i>Data element concept:</i>	Person (telephone) – telephone number type
<i>Definition:</i>	The type of telephone number recorded for a person.
<i>Object Class:</i>	Person
<i>Property:</i>	Telephone number type

Value domain attributes

Representational attributes

<i>Representation class:</i>	Code														
<i>Data type:</i>	String														
<i>Format:</i>	A														
<i>Maximum character length:</i>	1														
<i>Permissible values:</i>	<table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>B</td><td>Business or work</td></tr><tr><td>H</td><td>Home</td></tr><tr><td>M</td><td>Personal mobile</td></tr><tr><td>N</td><td>Contact number (not own)</td></tr><tr><td>O</td><td>Business or work mobile</td></tr><tr><td>T</td><td>Temporary</td></tr></tbody></table>	Value	Meaning	B	Business or work	H	Home	M	Personal mobile	N	Contact number (not own)	O	Business or work mobile	T	Temporary
Value	Meaning														
B	Business or work														
H	Home														
M	Personal mobile														
N	Contact number (not own)														
O	Business or work mobile														
T	Temporary														

Data Element attributes

Collection and usage attributes

<i>Guide for use:</i>	Where more than one telephone number has been recorded, then each telephone number should have the appropriate telephone number type code assigned.
<i>Comments:</i>	Concerned with the use of person identification data. For organisations that create, use or maintain records on people. Organisations should use this standard, where appropriate,

for collecting data when registering people. The positive and unique identification of people is a critical event in service delivery, with direct implications for the safety and quality of care delivered by health and community services.

Source and reference attributes

Submitting organisation: Standards Australia

Origin: National Health Data Committee
National Community Services Data Committee

Reference documents: Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia

Year of arrival in Australia

Identifying and definitional attributes

<i>Metadata item type:</i>	Data Element
<i>Technical name:</i>	Person (overseas born) – year of first arrival in Australia, date YYYY
<i>METeOR identifier:</i>	269929
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The year a person (born outside of Australia) first arrived in Australia, from another country, with the intention of staying in Australia for one year or more.

Data Element Concept attributes

<i>Data element concept:</i>	Person (overseas born) – year of first arrival in Australia
<i>Definition:</i>	The year a person (born outside of Australia) first arrived in Australia, from another country, with the intention of staying in Australia for one year or more.
<i>Context:</i>	Client demographic and support needs: This metadata item is an important indicator of cultural identity, and provides further information about the person's cultural values and practices which is significant in determining service type and support required. May also be used in conjunction with other socio-demographic data to indicate the background of the person, communication skills and their possible needs.
<i>Object Class:</i>	Person
<i>Property:</i>	Year of first arrival in Australia

Value domain attributes

Representational attributes

<i>Representation class:</i>	Date
<i>Data type:</i>	Date/Time
<i>Format:</i>	YYYY
<i>Maximum character length:</i>	4

Data Element attributes

Collection and usage attributes

<i>Collection methods:</i>	Actual year of arrival in Australia. Recommended question:
----------------------------	---

In what year did you/the person first arrive in Australia to live here for one year or more?

(Write in the calendar year of arrival or mark the box if here less than one year)

Calendar year of arrival

Will be here less than one year

It is anticipated that for the majority of people their response to the question will be the year of their only arrival in Australia. However, some respondents may have multiple arrivals in Australia. To deal with these cases in self-enumerated collections, an instruction such as 'Please indicate the year of first arrival only' should be included with the question.

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, the recommended question should be used wherever practically possible.

Source and reference attributes

Origin:

The Australian Bureau of Statistics Standard for Year of Arrival in Australia

<http://www.abs.gov.au/Ausstats/abs@.nsf/66f306f503e529a5ca25697e0017661f/4ad888364a44e87dca25697e0018fe4c!OpenDocument>

Reference documents:

The ABS standard for the collection of Year of arrival in Australia appears on the ABS Website

[http://www.abs.gov.au/ausstats/abs@.nsf/StatsLibrary select Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Cultural Diversity Variable.](http://www.abs.gov.au/ausstats/abs@.nsf/StatsLibrary%20select%20Other%20ABS%20Statistical%20Standards/Standards%20for%20Social,%20Labour%20and%20Demographic%20Variables/Cultural%20Diversity%20Variable)

Supporting metadata items

Object classes

Child

Identifying and definitional attributes

<i>Metadata item type:</i>	Object Class
<i>METeOR identifier:</i>	268987
<i>Registration status:</i>	NHIG, Standard 25/02/2005 NCSIMG, Standard 01/12/2004
<i>Definition:</i>	An individual under the age of 18 years.
<i>Specialisation of:</i>	Person (Age group)

Source and reference attributes

<i>Submitting organisation:</i>	Australia Institute of Health and Welfare
---------------------------------	---

Relational attributes

<i>Data Element Concepts implementing this Object Class:</i>	Child – abuse and neglect type NCSIMG, Standard 01/03/2005 Child – body mass index NHIG, Standard 01/03/2005
--	---

Client

Identifying and definitional attributes

<i>Metadata item type:</i>	Object Class
<i>Synonymous names:</i>	Client
<i>METeOR identifier:</i>	268969
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	<p>A person, group or organisation eligible to receive services either directly or indirectly from an agency.</p>
<i>Context:</i>	<p>Agencies may provide assistance to individual persons, groups of persons (e.g. support groups) or to other organisations. All of these may be considered clients of an agency. Specific data collections may circumscribe the Type of clients that are included in the collection. For example, at the current stage of development of the Home and Community Care (HACC) Minimum Data Set (MDS), HACC funded agencies are only required to report on clients who are individual persons. Future developments may extend the coverage of the HACC MDS collection to include organisational or group clients.</p> <p>The definition of a 'client' may also be circumscribed by the definition of 'assistance'. What is included as 'assistance' may depend on what activities are considered significant enough to warrant separate recording and reporting of the nature and/or amount of the assistance provided to a person. For example, an agency worker answering a telephone call from an anonymous member of the public seeking some basic information (e.g. a phone number for someone) would not usually consider that this interaction constituted assistance of sufficient significance to warrant recording that person as a 'client'.</p> <p>Furthermore, what constitutes 'assistance' may be influenced by the type of assistance the agency was established to provide. In the above example, the agency in question was funded specifically to provide telephone advice, and referral information, to members of the public or specific sub-groups of the public. The agency may have a policy that all persons telephoning the agency for information are classified as clients, albeit anonymous clients.</p> <p>The level of support or the amount of support given to a person by an agency can also be used to define them as a client or not. For example in the Supported Accommodation Assistance Program (SAAP) National data collection, clients are defined by either taking up an amount of time of an agency; being accommodated by an agency; or by entering an ongoing support relationship with an agency.</p>

Specialisation of: Person (Client status)

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Related metadata references: Supersedes Client, version 1, DEC, NCSDD, NCSIMG,
Superseded 01/03/2005

*Data Element Concepts
implementing this Object
Class:* Client – case management plan indicator NCSIMG, Standard
01/03/2005
Client – injecting drug use status NHIG, Standard 01/03/2005
Client – method of drug use (principal drug of concern)
NHIG, Standard 01/03/2005

Date

Identifying and definitional attributes

<i>Metadata item type:</i>	Object Class
<i>METeOR identifier:</i>	294409
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The day of the month and year as specified by a number.

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Reference documents:</i>	Oxford English dictionary.

Relational attributes

<i>Data Element Concepts implementing this Object Class:</i>	Date – accuracy indicator NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	--

Dwelling

Identifying and definitional attributes

<i>Metadata item type:</i>	Object Class
<i>Synonymous names:</i>	Dwelling
<i>METeOR identifier:</i>	268982
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
<i>Definition:</i>	A structure or a discrete space within a structure intended for people to live in or where a person or group of people live. Thus a structure that people actually live in is a dwelling regardless of its intended purpose, but a vacant structure is only a dwelling if intended for human residence. A dwelling may include one or more rooms used as an office or workshop provided the dwelling is in residential use.
<i>Context:</i>	Dwellings are the main counting unit in the housing sector. Dwellings are reported for a variety of purposes including number of untenable or tenable, and occupied or vacant dwellings. Dwellings may be owned and/or, managed, and/or available for a use by a specific program, including headleased stock from private and government sources. A dwelling includes a boarding house building and boarding house units.
<i>Specialisation of:</i>	Building (Purpose)

Collection and usage attributes

<i>Guide for use:</i>	Boarding house rooms or beds are not identified as separate dwellings unless they are self-contained. Self-contained rooms are therefore defined as units and are counted as a separate dwelling. For the Commonwealth-State Housing Agreement public rental housing and state owned and managed Indigenous housing data collections, the number of tenancy (rental) units is used as a proxy for counting the number of dwellings.
-----------------------	--

Source and reference attributes

<i>Submitting organisation:</i>	National Housing Data Development Committee
<i>Origin:</i>	Australian Bureau of Statistics: 2001 Census Data Dictionary (Cat. no. 2901.0). Reference through: http://www.abs.gov.au .

Relational attributes

<i>Data Element Concepts implementing this Object Class:</i>	Dwelling – age NHDAMG, Standard 01/03/2005 Dwelling – Australian postcode NHDAMG, Standard 10/02/2006 Dwelling – Australian state/territory identifier NHDAMG, Standard 10/02/2006
--	--

Dwelling – construction completion date NHDAMG, Standard 01/03/2005

Dwelling – construction cost NHDAMG, Retired 10/02/2006

Dwelling – date occupied NHDAMG, Standard 10/02/2006

Dwelling – date occupied NHDAMG, Superseded 10/02/2006

Dwelling – date vacated NHDAMG, Superseded 10/02/2006

Dwelling – date vacated NHDAMG, Standard 10/02/2006

Dwelling – dwelling identifier NHDAMG, Superseded 10/02/2006

Dwelling – dwelling identifier NHDAMG, Standard 10/02/2006

Dwelling – geographic location NHDAMG, Retired 10/02/2006

Dwelling – habitability status NHDAMG, Retired 10/02/2006

Dwelling – market rent value NHDAMG, Standard 01/03/2005

Dwelling – modification requirement status NHDAMG, Retired 10/02/2006

Dwelling – modification status NHDAMG, Retired 10/02/2006

Dwelling – number of bedrooms NHDAMG, Standard 10/02/2006

Dwelling – number of bedrooms NHDAMG, Superseded 10/02/2006

Dwelling – number of tenancy agreements NHDAMG, Standard 01/03/2005

Dwelling – number of tenancy/rental units NHDAMG, Standard 01/03/2005

Dwelling – occupancy status NHDAMG, Standard 10/02/2006

Dwelling – occupancy status NHDAMG, Superseded 10/02/2006

Dwelling – permanency status NHDAMG, Standard 10/02/2006

Dwelling – purchase completion date NHDAMG, Standard 01/03/2005

Dwelling – purchase cost NHDAMG, Retired 10/02/2006

Dwelling – structure type NHDAMG, Standard 01/03/2005

Dwelling – tenantability status NHDAMG, Standard 01/03/2005

Dwelling – upgrade requirement status NHDAMG, Standard 10/02/2006

Dwelling – utility status (electricity supply) NHDAMG, Standard 10/02/2006

Dwelling – utility status (sewerage system) NHDAMG, Standard 10/02/2006

Dwelling – utility status (water supply) NHDAMG, Standard 10/02/2006

Environment

Identifying and definitional attributes

Metadata item type: Object Class

METeOR identifier: 269016

Registration status: NHIG, Standard 01/03/2005
NCSIMG, Standard 01/03/2005
NHDAMG, Standard 01/03/2005

Definition: The aggregate of surrounding things, conditions, or influences.

Source and reference attributes

Submitting organisation: Australia Institute of Health and Welfare

Origin: Macquarie University 2003. The Macquarie Dictionary 3rd ed.
Sydney: The Macquarie Library Pty Ltd

Group of persons

Identifying and definitional attributes

<i>Metadata item type:</i>	Object Class
<i>METeOR identifier:</i>	269020
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
<i>Definition:</i>	A number of persons considered together as being related in some way.
<i>Specialisation of:</i>	Person/group of persons (Group status)

Source and reference attributes

<i>Submitting organisation:</i>	Australia Institute of Health and Welfare
<i>Origin:</i>	Macquarie University 2003. The Macquarie Dictionary 3rd ed. Sydney: The Macquarie Library Pty Ltd.

Household

Identifying and definitional attributes

<i>Metadata item type:</i>	Object Class
<i>METeOR identifier:</i>	268977
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
<i>Definition:</i>	A group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living. Or a single person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.
<i>Context:</i>	Together with family, household is considered one of the basic groups of social aggregation. Information on household numbers and composition aids in identifying groups within the population such as Indigenous households or the number of people living alone.
<i>Specialisation of:</i>	Group of persons (Household status)

Collection and usage attributes

<i>Guide for use:</i>	For the Commonwealth-State Housing Agreement (CSHA) data collections, the number of tenancy agreements is a practical proxy for calculating the number of households receiving housing assistance. The persons in the group may pool their incomes and have a common budget to a greater or lesser extent: they may be related or unrelated persons, or a combination of both. Only usual residents of the household are included as members of the household. Visitors to a household are, by definition, excluded from the household.
-----------------------	---

Source and reference attributes

<i>Origin:</i>	CSHA Public rental housing data manual 2001-02
----------------	--

Relational attributes

<i>Related metadata references:</i>	Supersedes Household, version 2, DEC, NHADD, NHDAMG, Superseded 01/03/2005 Supersedes Household, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005
<i>Data Element Concepts implementing this Object Class:</i>	Household (tenant) – rent charged NHDAMG, Superseded 10/02/2006 Household (tenant) – rent paid NHDAMG, Superseded 10/02/2006

Household – assessable income NHDAMG, Retired
10/02/2006

Household – assistance eligibility date NHDAMG,
Standard 01/03/2005

Household – disability status NHDAMG, Retired
10/02/2006

Household – greatest need reason NHDAMG, Standard
10/02/2006

Household – greatest need status NHDAMG, Superseded
10/02/2006

Household – gross income NHIG, Standard 15/12/2005
NHDAMG, Retired 10/02/2006

Household – homeless status (Commonwealth State
Housing Agreement) NHDAMG, Retired 10/02/2006

Household – household composition NHDAMG,
Superseded 10/02/2006

Household – household composition NHDAMG, Standard
10/02/2006

Household – household group NHDAMG, Retired
10/02/2006

Household – household identifier NHDAMG, Standard
10/02/2006

Household – household identifier (state/territory)
NHDAMG, Superseded 10/02/2006

Household – household type NCSIMG, Standard
01/03/2005

Household – housing program type NHDAMG, Retired
10/02/2006

Household – Indigenous status NHDAMG, Superseded
10/02/2006

Household – Indigenous status NHDAMG, Standard
10/02/2006

Household – low income status NHDAMG, Standard
01/03/2005

Household – new allocation status NHDAMG, Standard
01/03/2005

Household – rebated rent status NHDAMG, Superseded
10/02/2006

Household – rebated rent status NHDAMG, Standard
10/02/2006

Household – rent charged NHDAMG, Standard
10/02/2006

Household – rent charged date NHDAMG, Superseded
10/02/2006

Household – rent charged date NHDAMG, Standard
10/02/2006

Household – rent paid NHDAMG, Standard 10/02/2006

Household – rent paid date NHDAMG, Superseded
10/02/2006

Household – rent paid date NHDAMG, Standard
10/02/2006

Household – rental subsidy amount NHDAMG, Retired
10/02/2006

Household – support services required status NHDAMG,
Retired 10/02/2006

Household – tenure type NHDAMG, Standard 01/03/2005

Household – transfer status NHDAMG, Standard
10/02/2006

Low income household – special need status NHDAMG,
Retired 10/02/2006

Household family

Identifying and definitional attributes

<i>Metadata item type:</i>	Object Class
<i>METeOR identifier:</i>	268997
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	Two or more persons, one of whom is at least 15 years of age, who are related by blood, marriage (registered or defacto), adoption, step or fostering, and who are usually resident in the same household.
<i>Context:</i>	<p>A person's family may form the central core of their support network. The basis of a family is formed by identifying the presence of a couple relationship, lone parent-child relationship or other blood relationship. A family may or may not live together and this co-residence may change over time. Related persons who live in other households may participate in the lives of family members they do not live with in a variety of ways, including financial, material, physical, emotional, legal and spiritual. For instance, frail older people may receive help from their adult children even though they do not live in the same household.</p> <p>Nonetheless, the household family has been traditionally viewed as a building block of society and is the predominant unit reported statistically and historically.</p> <p>Data on families, including co-resident families, are essential elements for the study of the well being of family groups and in this way for the study of the well being of individuals. They can be a tool indicating the type of and level of support to which a person has access.</p>
<i>Specialisation of:</i>	Group of persons (Household family status)

Collection and usage attributes

<i>Comments:</i>	<p>This definition is the standard definition for 'Family' of the Australian Bureau of Statistics and is based around ABS collections of information from households.</p> <p>A household may include more than one family.</p>
------------------	--

Source and reference attributes

<i>Origin:</i>	Australian Bureau of Statistics 1995. Standards for Statistics on the Family 1995. Cat. no. 1286.0. Canberra: ABS
----------------	---

Relational attributes

<i>Related metadata references:</i>	Supersedes Household family, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005
<i>Data Element Concepts implementing this Object Class:</i>	Household family – family type NCSIMG, Standard 01/03/2005

Individual service provider

Identifying and definitional attributes

<i>Metadata item type:</i>	Object Class
<i>METeOR identifier:</i>	269021
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
<i>Definition:</i>	A person who provides a service and/or care.
<i>Specialisation of:</i>	Service/care provider (Organisation status)

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Object Class:</i>	Individual service provider – occupation (self-identified) NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005 Individual service provider – occupation end date NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005 Individual service provider – occupation start date NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	--

Informal carer

Identifying and definitional attributes

<i>Metadata item type:</i>	Object Class
<i>METeOR identifier:</i>	268964
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	<p>An informal carer includes any person, such as a family member, friend or neighbour, who is giving regular, ongoing assistance to another person without payment for the care given.</p>
<i>Context:</i>	<p>Care and support networks where the carers are unpaid (other than pension or benefit) play a critical role in community services provision, especially in caring for frail aged and younger people with disabilities within the community.</p> <p>Information about informal carers is therefore of fundamental importance in assessing the ongoing needs of clients and their carers, and in service planning. The presence of an informal carer is often a key indicator of a person's ability to remain at home, especially if the person requires assistance. The absence of an informal carer, where a vulnerable client lives alone, is an indicator of client risk. Information on client living arrangement and informal carer availability provides an indicator of the potential in-home support and the extent to which the burden of care is absorbed by the informal caring system.</p> <p>The stability or otherwise of the informal carer's availability may be significant in the capacity of the client continuing to remain at home.</p> <p>Existing carer definitions (e.g. for purposes of establishing eligibility for Domiciliary Nursing Care Benefits (DNCB/Carer Allowance; Carer's Pension/Carer Payment) definitions used in ABS population, surveys of disability, ageing and carers) vary in context and purpose.</p>
<i>Specialisation of:</i>	Individual service provider (Informal carer status)

Collection and usage attributes

<i>Guide for use:</i>	<p>The definition excludes formal care services such as homecare, care provided by volunteers or foster care that is arranged by formal services. It also excludes unregistered child carers who are receiving payment for their services. Where a potential carer is not prepared to undertake the caring role, the carer is considered to be not available.</p>
-----------------------	---

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Origin: Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

Relational attributes

Related metadata references: Supersedes Informal carer, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005

Data Element Concepts implementing this Object Informal carer – co-residency status NCSIMG, Standard 01/03/2005

Class: Informal carer – relationship to care recipient NCSIMG, Standard 01/03/2005

Life event

Identifying and definitional attributes

Metadata item type: Object Class

METeOR identifier: 269014

Registration status: NHIG, Standard 01/03/2005
NCSIMG, Standard 01/03/2005
NHDAMG, Standard 01/03/2005

Definition: An event that occurs to, or involves, a person during their life.

Source and reference attributes

Submitting organisation: Australia Institute of Health and Welfare

Person

Identifying and definitional attributes

<i>Metadata item type:</i>	Object Class
<i>METeOR identifier:</i>	268955
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
<i>Definition:</i>	A human being, whether man, woman or child.
<i>Specialisation of:</i>	Person/group of persons (Group status)

Source and reference attributes

<i>Submitting organisation:</i>	Australia Institute of Health and Welfare
<i>Origin:</i>	Macquarie University 2003. <i>The Macquarie Dictionary 3rd edn.</i> Sydney: The Macquarie Library Pty. Ltd

Relational attributes

<i>Data Element Concepts implementing this Object Class:</i>	Person (address) – address line NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
	Person (address) – address type NHIG, Standard 01/03/2005 NCSIMG, Standard 30/09/2005
	Person (address) – Australian postcode NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 10/02/2006
	Person (address) – building/ complex sub-unit identifier NHIG, Standard 01/03/2005
	Person (address) – building/ complex sub-unit type NHIG, Standard 01/03/2005
	Person (address) – building/ property name NHIG, Standard 01/03/2005
	Person (address) – country identifier NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
	Person (address) – electronic communication address NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
	Person (address) – electronic communication medium NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005

Person (address) – electronic communication usage code NHIG, Standard 04/05/2005

NCSIMG, Standard 30/09/2005

Person (address) – floor/level identifier NHIG, Standard 01/03/2005

Person (address) – floor/level type NHIG, Standard 01/03/2005

Person (address) – health address line NHIG, Superseded 04/05/2005

Person (address) – house/property identifier NHIG, Standard 01/03/2005

Person (address) – international postcode NHIG, Standard 04/05/2005

NCSIMG, Standard 30/09/2005

Person (address) – lot/section identifier NHIG, Standard 01/03/2005

Person (address) – non-Australian state/province NHIG, Standard 04/05/2005

NCSIMG, Standard 30/09/2005

Person (address) – postal delivery point identifier NHIG, Standard 01/03/2005

NCSIMG, Standard 01/03/2005

Person (address) – postal delivery service type identifier NHIG, Standard 01/03/2005

Person (address) – street name NHIG, Standard 01/03/2005

Person (address) – street suffix NHIG, Standard 01/03/2005

Person (address) – street type NHIG, Standard 01/03/2005

Person (address) – suburb/town/locality name NHIG, Standard 01/03/2005

NCSIMG, Standard 01/03/2005

Person (assessed) – assistance eligibility status NCSIMG, Superseded 02/05/2006

Person (employed) – full-time/part-time status NCSIMG, Standard 14/12/2005

Person (employed) – hours worked (per week) NCSIMG, Standard 01/03/2005

Person (employed) – status in employment NCSIMG, Standard 01/03/2005

Person (identifier) – identifier type NHIG, Standard 01/03/2005

Person (income unit member) – relationship to reference person (income unit) NHDAMG, Superseded 10/02/2006

Person (income unit member) – relationship to reference person (income unit) NHDAMG, Standard 10/02/2006

Person (male) – erectile dysfunction NHIG, Standard 01/03/2005

Person (name) – family name NHIG, Standard 01/03/2005
NCSIMG, Standard 01/03/2005

NHDAMG, Standard 28/07/2005

Person (name) – full name NHIG, Standard 01/03/2005

Person (name) – given name NHIG, Standard 01/03/2005
NCSIMG, Standard 01/03/2005

NHDAMG, Standard 01/08/2005

Person (name) – given name sequence number NHIG, Standard 04/05/2005

NCSIMG, Standard 30/09/2005

Person (name) – name conditional use flag NHIG, Standard 04/05/2005

NCSIMG, Standard 25/08/2005

Person (name) – name context flag NHIG, Superseded 04/05/2005

NCSIMG, Superseded 25/08/2005

Person (name) – name suffix NHIG, Standard 01/03/2005
NCSIMG, Standard 01/03/2005

Person (name) – name suffix sequence number NHIG, Standard 04/05/2005

NCSIMG, Standard 30/09/2005

Person (name) – name title NHIG, Standard 01/03/2005
NCSIMG, Standard 01/03/2005

Person (name) – name title sequence number NHIG, Standard 04/05/2005

NCSIMG, Standard 30/09/2005

Person (name) – name type NHIG, Standard 01/03/2005
NCSIMG, Standard 30/09/2005

Person (overseas born) – year of first arrival in Australia NHIG, Standard 04/05/2005

NCSIMG, Standard 01/03/2005

Person (requiring care) – carer availability status NHIG, Standard 01/03/2005

NCSIMG, Superseded 02/05/2006

Person (telephone) – telephone number type NHIG, Standard 01/03/2005

NCSIMG, Standard 01/03/2005

Person (tenant) – landlord type NHDAMG, Retired 10/02/2006

Person – accommodation type NHIG, Standard 01/03/2005

Person – activities and participation life area NHIG,
Standardisation pending 03/04/2006

Person – acute coronary syndrome concurrent clinical condition
NHIG, Standard 04/06/2004

Person – acute coronary syndrome procedure type NHIG,
Standard 04/06/2004

Person – acute coronary syndrome risk stratum NHIG,
Standard 04/06/2004

Person – age NHIG, Standard 04/05/2005

NCSIMG, Standard 04/05/2005

NHDAMG, Standard 17/06/2005

Person – age (community services) NCSIMG, Superseded
04/05/2005

Person – age (housing assistance) NHDAMG, Retired
17/06/2005

Person – age range NHIG, Standard 04/05/2005

Person – alcohol consumption amount NHIG, Standard
01/03/2005

Person – alcohol consumption frequency NHIG, Standard
01/03/2005

Person – angiotensin converting enzyme inhibitors therapy
status NHIG, Standard 04/06/2004

Person – area of usual residence NHIG, Standard 01/03/2005

Person – aspirin therapy status NHIG, Standard 04/06/2004

Person – assessable income NHDAMG, Standard 10/02/2006

Person – Australian state/territory identifier NHIG, Standard
01/03/2005

NCSIMG, Standard 01/03/2005

NHDAMG, Standard 10/02/2006

Person – beta-blocker therapy status NHIG, Standard
04/06/2004

Person – bleeding episode status NHIG, Standard 04/06/2004

Person – blindness NHIG, Standard 01/03/2005

Person – blood pressure (diastolic) NHIG, Standard
01/03/2005

Person – blood pressure (systolic) NHIG, Standard 01/03/2005

Person – bodily location of main injury NHIG, Standard
01/03/2005

Person – body function NHIG, Standardisation pending
03/04/2006

Person – body mass index (classification) NHIG, Standard
01/03/2005

Person – body structure NHIG, Standardisation pending
03/04/2006

Person – cardiovascular disease condition targeted by drug
therapy NHIG, Standard 01/03/2005

Person – cardiovascular disease family history NHIG, Standard
01/03/2005

Person – cardiovascular medication taken NHIG, Standard
01/03/2005

Person – cataract status NHIG, Standard 01/03/2005

Person – cerebral stroke due to vascular disease NHIG,
Standard 01/03/2005

Person – chest pain pattern NHIG, Standard 04/06/2004

Person – cholesterol level NHIG, Standard 01/03/2005

Person – clinical evidence status (chronic lung disease) NHIG,
Standard 04/06/2004

Person – clinical evidence status (heart failure) NHIG, Standard
13/06/2004

Person – clinical evidence status (peripheral arterial disease)
NHIG, Standard 13/06/2004

Person – clinical evidence status (sleep apnoea syndrome)
NHIG, Standard 13/06/2004

Person – clinical evidence status (stroke) NHIG, Standard
13/06/2004

Person – clinical procedure timing NHIG, Standard 04/06/2004

Person – clopidogrel therapy status NHIG, Standard
04/06/2004

Person – communication method NCSIMG, Standard
01/03/2005

Person – congenital malformation NHIG, Standard 01/03/2005

Person – coronary artery disease intervention NHIG, Standard
01/03/2005

Person – country of birth NHIG, Standard 01/03/2005

NCSIMG, Standard 01/03/2005

NHDAMG, Standard 27/07/2005

Person – creatine kinase myocardial band isoenzyme measured
date NHIG, Standard 04/06/2004

Person – creatine kinase myocardial band isoenzyme measured
time NHIG, Standard 04/06/2004

Person – creatine kinase-myocardial band isoenzyme level
NHIG, Standard 04/06/2004

Person – creatinine serum level NHIG, Standard 01/03/2005

Person – date of birth NHIG, Standard 01/03/2005
NCSIMG, Standard 01/03/2005
NHDAMG, Standard 27/07/2005

Person – date of death NHIG, Standard 04/05/2005
NCSIMG, Standard 30/09/2005

Person – dependency in activities of daily living NHIG,
Standard 01/03/2005

Person – diabetes mellitus status NHIG, Standard 01/03/2005

Person – diabetes therapy type NHIG, Standard 01/03/2005

Person – disability group NCSIMG, Standard 08/05/2006

Person – disability status NHDAMG, Standard 01/03/2005

Person – dyslipidaemia treatment status (anti-lipid medication)
NHIG, Superseded 22/09/2005

Person – dyslipidaemia treatment with anti-lipid medication
indicator NHIG, Standard 21/09/2005

Person – electrocardiogram change location NHIG, Standard
04/06/2004

Person – electrocardiogram change type NHIG, Standard
04/06/2004

Person – eligibility status NHIG, Standard 04/01/2006
NCSIMG, Standard 04/01/2006

Person – end-stage renal disease status NHIG, Standard
01/03/2005

Person – environmental factor NHIG, Standardisation pending
03/04/2006

Person – extent of environmental factor influence NHIG,
Standardisation pending 03/04/2006

Person – extent of impairment of body function NHIG,
Standardisation pending 03/04/2006

Person – extent of impairment of body structure NHIG,
Standardisation pending 03/04/2006

Person – extent of participation in a life area NHIG,
Standardisation pending 03/04/2006

Person – fibrinolytic drug administered NHIG, Standard
04/06/2004

Person – fibrinolytic therapy status NHIG, Standard
04/06/2004

Person – field of education NCSIMG, Standard 01/03/2005

Person – first angioplasty balloon inflation or stenting date
NHIG, Standard 04/06/2004

Person – first angioplasty balloon inflation or stenting time
NHIG, Standard 04/06/2004

Person – first language spoken NCSIMG, Standard 01/03/2005
NHDAMG, Standard 01/08/2005

Person – foot deformity indicator NHIG, Standard 01/03/2005

Person – foot lesion indicator NHIG, Standard 01/03/2005

Person – foot ulcer history status NHIG, Standard 01/03/2005

Person – foot ulcer indicator NHIG, Standard 21/09/2005

Person – foot ulcer status (current) NHIG, Superseded
21/09/2005

Person – formal community support access indicator NHIG,
Standard 01/03/2005

Person – functional stress test element NHIG, Standard
04/06/2004

Person – functional stress test ischaemic result NHIG, Standard
04/06/2004

Person – geographic location NCSIMG, Standard 01/03/2005

Person – glycoprotein IIb/IIIa receptor antagonist status NHIG,
Standard 04/06/2004

Person – glycosylated haemoglobin level NHIG, Standard
01/03/2005

Person – government funding identifier NHIG, Standard
01/03/2005

Person – gross income NHDAMG, Superseded 10/02/2006

Person – gross income NHDAMG, Standard 10/02/2006

Person – health professionals attended for diabetes mellitus
NHIG, Standard 01/03/2005

Person – heart rate NHIG, Standard 04/06/2004

Person – heart rhythm type NHIG, Standard 04/06/2004

Person – height NHIG, Standard 01/03/2005

Person – high-density lipoprotein cholesterol level NHIG,
Standard 01/03/2005

Person – hip circumference NHIG, Standard 01/03/2005

Person – hypertension treatment status (antihypertensive
medication) NHIG, Superseded 21/09/2005

Person – hypertension treatment with antihypertensive
medication indicator NHIG, Standard 21/09/2005

Person – income source NHDAMG, Superseded 10/02/2006

Person – income source (cash) NCSIMG, Superseded
29/04/2006

Person – income source (principal) NCSIMG, Superseded
29/04/2006

Person – Indigenous community acceptance NHDAMG,
Retired 10/02/2006

Person – Indigenous status NHIG, Standard 01/03/2005
NCSIMG, Standard 01/03/2005
NHDAMG, Standard 01/03/2005

Person – informal carer existence indicator NCSIMG, Standard
02/05/2006

Person – interpreter service required NHIG, Standard
08/02/2006
NCSIMG, Standard 10/04/2006

Person – interpreter service required (community services)
NCSIMG, Standard 01/03/2005

Person – interpreter service required status (health) NHIG,
Superseded 08/02/2006

Person – interpreter service required status (housing assistance)
NHDAMG, Retired 10/02/2006

Person – intravenous fibrinolytic therapy date NHIG, Standard
04/06/2004

Person – intravenous fibrinolytic therapy time NHIG, Standard
04/06/2004

Person – Killip classification NHIG, Standard 04/06/2004

Person – labour force status NHIG, Standard 01/03/2005
NCSIMG, Standard 01/03/2005
NHDAMG, Standard 01/08/2005

Person – legal order/arrangement type NCSIMG, Standard
01/03/2005

Person – level of difficulty with activities in a life area NHIG,
Standardisation pending 03/04/2006

Person – level of highest educational attainment NCSIMG,
Standard 29/04/2006

Person – level of highest educational attainment NCSIMG,
Superseded 29/04/2006

Person – level of satisfaction with participation in a life area
NHIG, Standardisation pending 03/04/2006

Person – lipid-lowering therapy status NHIG, Standard
04/06/2004

Person – living arrangement NHIG, Standard 19/04/2005
NCSIMG, Standard 01/03/2005

Person – location of impairment of body structure NHIG, Standardisation pending 03/04/2006

Person – low-density lipoprotein cholesterol level NHIG, Standard 01/03/2005

Person – lower limb amputation due to vascular disease NHIG, Standard 01/03/2005

Person – main language other than English spoken at home NHIG, Standard 01/03/2005

NCSIMG, Standard 01/03/2005

NHDAMG, Standard 10/02/2006

Person – marital status NHIG, Standard 01/03/2005

NCSIMG, Standard 01/03/2005

NHDAMG, Standard 10/02/2006

Person – microalbumin level NHIG, Standard 01/03/2005

Person – mother's original family name NHIG, Standard 01/03/2005

NCSIMG, Standard 01/03/2005

Person – myocardial infarction NHIG, Standard 01/03/2005

Person – nature of impairment of body structure NHIG, Standardisation pending 03/04/2006

Person – need for assistance with activities in a life area NHIG, Standardisation pending 03/04/2006

Person – number of cigarettes smoked NHIG, Standard 01/03/2005

Person – number of service contact dates NHIG, Standard 01/03/2005

Person – occupation (main) NHIG, Standard 01/03/2005

NCSIMG, Standard 01/03/2005

NHDAMG, Standard 10/02/2006

Person – occupation (main) (housing assistance) NHDAMG, Superseded 10/02/2006

Person – ophthalmological assessment outcome NHIG, Standard 01/03/2005

Person – ophthalmoscopy performed indicator NHIG, Standard 21/09/2005

Person – ophthalmoscopy performed status NHIG, Superseded 21/09/2005

Person – period of residence in Australia NHIG, Standard 01/03/2005

Person – peripheral neuropathy indicator NHIG, Standard 01/03/2005

Person – peripheral vascular disease indicator (foot) NHIG, Standard 01/03/2005

Person – person identifier NHIG, Standard 04/05/2005
NCSIMG, Standard 25/08/2005

Person – person identifier (household) NHDAMG, Superseded 10/02/2006

Person – person identifier (household) NHDAMG, Standard 10/02/2006

Person – person identifier (within establishment/agency) NHIG, Superseded 04/05/2005
NCSIMG, Superseded 25/08/2005

Person – physical activity sufficiency status NHIG, Standard 01/03/2005

Person – postal delivery service type NHIG, Standard 01/03/2005

Person – preferred language NHIG, Standard 01/03/2005
NCSIMG, Standard 10/04/2006

Person – premature cardiovascular disease family history status NHIG, Standard 01/03/2005

Person – proficiency in spoken English NHIG, Standard 01/03/2005
NCSIMG, Standard 01/03/2005
NHDAMG, Standard 10/02/2006

Person – proteinuria status NHIG, Standard 01/03/2005

Person – qualification status NHDAMG, Standard 10/02/2006

Person – reason for readmission following acute coronary syndrome episode NHIG, Standard 04/06/2004

Person – reference person status (household) NHDAMG, Superseded 10/02/2006

Person – reference person status (household) NHDAMG, Standard 10/02/2006

Person – referral to ophthalmologist indicator NHIG, Standard 21/09/2005

Person – regular tobacco smoking indicator NHIG, Standard 21/09/2005

Person – relationship to household reference person NCSIMG, Standard 01/03/2005

Person – relationship to reference person (household) (housing assistance) NHDAMG, Standard 01/03/2005

Person – religious affiliation NCSIMG, Standard 01/03/2005

Person – renal disease therapy NHIG, Standard 01/03/2005

Person – residential setting NCSIMG, Standard 01/03/2005

Person – service activity type NCSIMG, Standard 01/03/2005

Person – severe hypoglycaemia history NHIG, Superseded 21/09/2005

Person – severe hypoglycaemia indicator NHIG, Standard 21/09/2005

Person – sex NHIG, Standard 01/03/2005

NCSIMG, Standard 01/03/2005

NHDAMG, Standard 10/02/2006

Person – sex (housing assistance) NHDAMG, Superseded 10/02/2006

Person – source of cash income (all) NCSIMG, Standard 29/04/2006

Person – source of cash income (principal) NCSIMG, Standard 29/04/2006

NHDAMG, Standard 10/02/2006

Person – student status NHDAMG, Retired 10/02/2006

Person – technical nursing care requirement NHIG, Standard 13/10/2005

Person – telephone number NHIG, Standard 01/03/2005

NCSIMG, Standard 01/03/2005

Person – time since quitting tobacco smoking NHIG, Standard 01/03/2005

Person – tobacco product smoked NHIG, Standard 01/03/2005

Person – tobacco smoking daily use status NHIG, Standard 01/03/2005

Person – tobacco smoking duration NHIG, Standard 01/03/2005

Person – tobacco smoking frequency NHIG, Standard 01/03/2005

Person – tobacco smoking quit age NHIG, Standard 01/03/2005

Person – tobacco smoking start age NHIG, Standard 01/03/2005

Person – tobacco smoking status NHIG, Standard 01/03/2005

Person – tobacco smoking status (last three months) NHIG, Superseded 21/09/2005

Person – triglyceride level NHIG, Standard 01/03/2005

Person – troponin assay type NHIG, Standard 04/06/2004

Person – troponin level NHIG, Standard 04/06/2004

Person – troponin level measured date NHIG, Standard 04/06/2004

Person – troponin level measured time NHIG, Standard 04/06/2004

Person – vascular condition status NHIG, Standard 01/03/2005

Person – vascular procedure NHIG, Standard 01/03/2005

Person – visual acuity NHIG, Standard 01/03/2005

Person – waist circumference NHIG, Standard 01/03/2005

Person – weight NHIG, Standard 01/03/2005

Person/group of persons

Identifying and definitional attributes

Metadata item type: Object Class

METeOR identifier: 269019

Registration status: NHIG, Standard 01/03/2005
NCSIMG, Standard 01/03/2005
NHDAMG, Standard 01/03/2005

Definition: One or more human beings who receive a service.

Source and reference attributes

Submitting organisation: Australia Institute of Health and Welfare

Referral

Identifying and definitional attributes

<i>Metadata item type:</i>	Object Class
<i>METeOR identifier:</i>	269015
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A recommendation by a care or service provider to further care or alternative services.
<i>Specialisation of:</i>	Service/care event (Referral event status)

Source and reference attributes

<i>Submitting organisation:</i>	Australia Institute of Health and Welfare
---------------------------------	---

Relational attributes

<i>Data Element Concepts implementing this Object Class:</i>	Referral – contact method NCSIMG, Standard 01/03/2005
	Referral – referral receipt date NCSIMG, Standard 01/03/2005
	Referral – referral source NCSIMG, Standard 02/06/2005
	Referral – referral source (community services) NCSIMG, Superseded 02/06/2005

Service episode

Identifying and definitional attributes

<i>Metadata item type:</i>	Object Class
<i>Synonymous names:</i>	Service episode
<i>METeOR identifier:</i>	320994
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	<p>A period of time during which a client receives assistance from an agency.</p>
<i>Context:</i>	<p>Service provision and planning:</p> <p>The concept of a service episode (and associated metadata items) is necessary for the analysis, of the length of provision of assistance to clients. In conjunction with information about the amount and type of assistance received by clients, information about the length of the service episode also gives some indication of the intensity of assistance provided by agencies.</p> <p>A client's service episode always begins and ends with dates that mark the first and last time that the person received assistance from the agency. That is, a service episode will always begin and end with service event (see metadata item the service event).</p> <p>The pathway or process followed by a person entering or exiting from a service episode varies from one agency to another and from one type of assistance to another. It cannot be assumed, for example, that every client has undergone an assessment (or the same type of assessment) before entering a service episode. At times, a client may receive services from an agency on the basis of a referral from an established source with which the agency has well-developed referral protocols. At other times, a client who has been previously assisted by the agency may begin to receive services again without undergoing the same level of assessment on entry into a subsequent service episode.</p> <p>The definition of service episode has not assumed that any standard sequence of events applies to all service episodes for all clients across all types of agencies and across all programs. Rather, the definition of a service episode allows for the receipt of any of the types of assistance to serve as a trigger for the beginning of a service episode. That is, the service activity associated with the beginning of a service episode (i.e. the first service event) will vary across agencies.</p> <p>While agency policies and practices will impact upon the determination of a Service episode to some extent (e.g. different policies for taking clients 'off the books') the basic feature across agencies remain the first and the last Service</p>

events received by a client within a period of receipt of assistance. Establishing greater consistency in the determination of Service episodes would require a national cross-program approach to standardising entry and exit procedures across the community service sector.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare
Origin: Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

Relational attributes

Related metadata references: Supersedes Service episode, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005

Data Element Concepts implementing this Object Class:

- Service episode – episode end date NCSIMG, Standard 01/03/2005
- Service episode – service cessation reason NCSIMG, Standard 01/03/2005
- Service episode – start date NCSIMG, Standard 16/05/2006
- Service episode – type of goods and equipment received NCSIMG, Standard 01/03/2005

Service event

Identifying and definitional attributes

<i>Metadata item type:</i>	Object Class
<i>METeOR identifier:</i>	320989
<i>Registration status:</i>	NCSIMG, Standard 07/03/2006
<i>Definition:</i>	An instance or occasion of assistance received by a client from a service provider.
<i>Context:</i>	<p>Information about individual instances of the receipt of assistance by a client from a service agency is of fundamental interest to service providers, but may or may not be required for national reporting purposes. However, information about an individual service event is a basic building block for other information that is of relevance to national reporting and statistical analysis. For example, if information about the length of time that certain types of persons have received particular types of assistance from specific types of agencies is required, then information about each instance of service provision should be recorded in a standard way. This should enable reliable, valid and comparable data to be reported nationally.</p> <p>Generally, a service event is described by a cluster of data elements that provide information about when it happened, where it happened, what assistance was received, how much and from whom. The need for information about service events reflects an interest in locating community service assistance to clients in time. This information may help to identify the intensity of assistance received by a person during a time period. Knowing when a person received assistance from an agency also helps to identify those records that are of interest to particular data collections. For example, an agency may be required to report on all assistance provided to clients during, say 1999-2000.</p> <p>As with the definition of Client, what constitutes a Service event is influenced by the definition of 'assistance'. That is, every interaction between an agency and a client may not be considered of sufficient significance to warrant recording as a Service event. Furthermore, decisions about what is included or excluded from the definition of 'assistance' may be affected by specific program requirements as well as practical considerations related to the amount of time and resources it takes to record every interaction between an agency and a client.</p>

Source and reference attributes

<i>Submitting organisation:</i>	Australia Institute of Health and Welfare
<i>Reference documents:</i>	Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

Relational attributes

*Data Element Concepts
implementing this Object
Class:*

Service event – assessment date NCSIMG, Standard
01/03/2005

Service event – assistance received date NCSIMG, Standard
01/03/2005

Service event – assistance request date NCSIMG, Standard
01/03/2005

Service event – assistance urgency NCSIMG, Standard
01/03/2005

Service event – first service contact date NCSIMG, Standard
01/03/2005

Service event – last service provision date NCSIMG, Standard
07/03/2006

Service event – reason assistance not provided NCSIMG,
Standard 01/03/2005

Service event – service delivery setting NCSIMG, Standard
02/05/2006

Service event – type of goods and equipment received
NCSIMG, Standard 01/03/2005

Service provider organisation

Identifying and definitional attributes

<i>Metadata item type:</i>	Object Class
<i>METeOR identifier:</i>	269022
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
<i>Definition:</i>	An organisation that provides services and/or care.
<i>Specialisation of:</i>	Service/care provider (Organisation status)

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Object Class:</i>	Service provider organisation (address) – address line NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005 Service provider organisation (address) – address type NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005 Service provider organisation (address) – Australian postcode NHIG, Standard 04/05/2005 NCSIMG, Standard 31/08/2005 Service provider organisation (address) – building/complex sub-unit identifier NHIG, Standard 04/05/2005 Service provider organisation (address) – building/complex sub-unit type NHIG, Standard 04/05/2005 Service provider organisation (address) – building/property name NHIG, Standard 04/05/2005 Service provider organisation (address) – electronic communication address NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005 Service provider organisation (address) – electronic communication medium NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005 Service provider organisation (address) – floor/level identifier NHIG, Standard 04/05/2005 Service provider organisation (address) – floor/level type NHIG, Standard 04/05/2005 Service provider organisation (address) – house/property identifier NHIG, Standard 04/05/2005
--	--

Service provider organisation (address) – international
postcode NHIG, Standard 04/05/2005
NCSIMG, Standard 30/09/2005

Service provider organisation (address) – lot/section identifier
NHIG, Standard 04/05/2005

Service provider organisation (address) – non-Australian
state/province NHIG, Standard 04/05/2005
NCSIMG, Standard 30/09/2005

Service provider organisation (address) – postal delivery point
identifier NHIG, Standard 04/05/2005
NCSIMG, Standard 31/08/2005

Service provider organisation (address) – street name NHIG,
Standard 04/05/2005

Service provider organisation (address) – street suffix NHIG,
Standard 04/05/2005

Service provider organisation (address) – street type NHIG,
Standard 04/05/2005

Service provider organisation (address) –
suburb/town/locality name NHIG, Standard 04/05/2005
NCSIMG, Standard 31/08/2005

Service provider organisation (name) – name type NHIG,
Standard 04/05/2005
NCSIMG, Standard 30/09/2005

Service provider organisation (name) – organisation name
NHIG, Standard 04/05/2005
NCSIMG, Standard 30/09/2005

Service provider organisation – Australian state/territory
identifier NHIG, Standard 04/05/2005
NCSIMG, Standard 07/12/2005

Service provider organisation – full-time equivalent staff
NCSIMG, Standard 01/03/2005

Service provider organisation – full-time equivalent staff
NCSIMG, Standard 01/03/2005

Service provider organisation – geographic location NCSIMG,
Standard 01/03/2005

Service provider organisation – hours worked NCSIMG,
Standard 01/03/2005

Service provider organisation – identifier NCSIMG, Standard
01/03/2005

Service provider organisation – number of service operation
hours NCSIMG, Standard 01/03/2005

Service provider organisation – number of service operation weeks NCSIMG, Standard 01/03/2005

Service provider organisation – organisation end date NHIG, Standard 04/05/2005

NCSIMG, Standard 30/09/2005

Service provider organisation – organisation start date NHIG, Standard 04/05/2005

NCSIMG, Standard 30/09/2005

Service provider organisation – service activity type NCSIMG, Standard 01/03/2005

Service provider organisation – service delivery setting NCSIMG, Standard 29/04/2006

Service/care event

Identifying and definitional attributes

Metadata item type: Object Class

METeOR identifier: 269018

Registration status: NHIG, Standard 01/03/2005
NCSIMG, Standard 01/03/2005
NHDAMG, Standard 01/03/2005

Definition: An instance of assistance or occasion of care received by a person from a service provider.

Source and reference attributes

Submitting organisation: Australia Institute of Health and Welfare

Service/care provider

Identifying and definitional attributes

Metadata item type: Object Class

METeOR identifier: 269017

Registration status: NHIG, Standard 01/03/2005
NCSIMG, Standard 01/03/2005
NHDAMG, Standard 01/03/2005

Definition: A person or group of persons who provide services and/or care.

Source and reference attributes

Submitting organisation: Australia Institute of Health and Welfare

Properties

Abuse and neglect type

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269167
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The type of actions or inactions which have resulted in, or may result in, significant harm or injury to another person.
<i>Property group:</i>	Crisis event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Child – abuse and neglect type NCSIMG, Standard 01/03/2005
--	--

Accuracy indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	294414
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The level of detail to which recorded information is correct.
<i>Property group:</i>	Performance indicators

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Date – accuracy indicator NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	--

Address line

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	292741
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A composite of one or more standard address components that describes a low level of geographical/physical description of a location.
<i>Property group:</i>	Location characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Related metadata references:</i>	Supersedes Health address line NHIG, Superseded 04/05/2005
<i>Data Element Concepts implementing this Property:</i>	Person (address) – address line NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005 Service provider organisation (address) – address line NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005

Address type

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269037
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A descriptor of the class of a geographical/physical location.
<i>Property group:</i>	Location characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (address) – address type NHIG, Standard 01/03/2005 NCSIMG, Standard 30/09/2005 Service provider organisation (address) – address type NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	---

Assessment date

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269248
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The date on which the need for assistance, appropriateness of service provision and/or circumstances was assessed.
<i>Property group:</i>	Service provision event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service event – assessment date NCSIMG, Standard 01/03/2005
--	---

Assistance eligibility status

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269306
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	An indicator of eligibility for assistance.
<i>Property group:</i>	Service provision event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (assessed) – assistance eligibility status NCSIMG, Superseded 02/05/2006
--	---

Assistance received date

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269249
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The date on which assistance is formally received.
<i>Property group:</i>	Service provision event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service event – assistance received date NCSIMG, Standard 01/03/2005
--	--

Assistance request date

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269250
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The date on which an assistance is formally requested.
<i>Property group:</i>	Request for/entry into service event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service event – assistance request date NCSIMG, Standard 01/03/2005
--	---

Assistance urgency

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269124
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The assessed time period within which assistance is needed.
<i>Property group:</i>	Service/care urgency

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service event – assistance urgency NCSIMG, Standard 01/03/2005
--	--

Australian postcode

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269316
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 22/10/2005
<i>Definition:</i>	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place.
<i>Context:</i>	Postcode is an important part of a postal address and facilitates written communication. It is one of a number of geographic identifiers that can be used to determine a geographic location.
<i>Property group:</i>	Location characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia Australian Institute of Health and Welfare
---------------------------------	---

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Dwelling – Australian postcode NHDAMG, Standard 10/02/2006 Housing assistance agency – Australian postcode NHDAMG, Standard 10/02/2006 Person (address) – Australian postcode NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 10/02/2006 Service provider organisation (address) – Australian postcode NHIG, Standard 04/05/2005 NCSIMG, Standard 31/08/2005
--	---

Australian state/territory identifier

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269056
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 22/10/2005
<i>Definition:</i>	An identifier of the Australian state or territory.
<i>Context:</i>	This is a geographic indicator which is used for analysis of the distribution of clients or patients, agencies or establishments and services.
<i>Property group:</i>	Location characteristics

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Dwelling – Australian state/territory identifier NHDAMG, Standard 10/02/2006 Establishment – Australian state/territory identifier NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 Housing assistance agency – Australian state/territory identifier NHDAMG, Standard 10/02/2006 Person – Australian state/territory identifier NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 10/02/2006 Service provider organisation – Australian state/territory identifier NHIG, Standard 04/05/2005 NCSIMG, Standard 07/12/2005
--	---

Case management plan indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269312
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	An indicator of the extent to which a case management plan has been implemented in the provision of a service.
<i>Property group:</i>	Service provision event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Client – case management plan indicator NCSIMG, Standard 01/03/2005
--	---

Co-residency status

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269168
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	An indicator of whether a person resides with another person.
<i>Property group:</i>	Accommodation/living characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Informal carer – co-residency status NCSIMG, Standard 01/03/2005
--	--

Communication method

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269178
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The method used to exchange information.
<i>Property group:</i>	Demographic/social/cultural characteristics

Collection and usage attributes

<i>Guide for use:</i>	Communication may be in a language other than English, even where the person can speak fluent English.
-----------------------	--

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – communication method NCSIMG, Standard 01/03/2005
--	---

Contact method

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269108
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The method by which contact with an agency was made.
<i>Property group:</i>	Service provision event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Referral – contact method NCSIMG, Standard 01/03/2005
--	---

Country identifier

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	288063
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The country component of an address.
<i>Property group:</i>	Identifier characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (address) – country identifier NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	--

Country of birth

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269206
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 22/10/2005
<i>Definition:</i>	The country in which an individual was born.
<i>Property group:</i>	Demographic/social/cultural characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – country of birth NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 27/07/2005
--	---

Date of birth

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269318
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 22/10/2005
<i>Definition:</i>	The date on which an individual was born.
<i>Property group:</i>	Demographic/social/cultural characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – date of birth NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 27/07/2005
--	--

Date of death

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	287292
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	Date on which an individual died.
<i>Context:</i>	
<i>Property group:</i>	Demographic/social/cultural characteristics

Collection and usage attributes

Collection methods:

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Data Element Concepts implementing this Property: Person – date of death NHIG, Standard 04/05/2005
NCSIMG, Standard 30/09/2005

Disability group

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	315314
<i>Registration status:</i>	NCSIMG, Standard 08/05/2006
<i>Definition:</i>	The disability group that most clearly expresses the experience of disability of a person.
<i>Property group:</i>	Health and wellbeing

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – disability group NCSIMG, Standard 08/05/2006
--	---

Electronic communication address

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	287451
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The characters used for the purpose of communication by electronic means.
<i>Property group:</i>	Location characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (address) – electronic communication address NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005 Service provider organisation (address) – electronic communication address NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	---

Electronic communication medium

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	287501
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The type of mechanism used for electronic communication.
<i>Property group:</i>	Location characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (address) – electronic communication medium NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005 Service provider organisation (address) – electronic communication medium NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	---

Electronic communication usage code

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	287523
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The manner of use of an electronic communication address.
<i>Property group:</i>	Location characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (address) – electronic communication usage code NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	---

Episode start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269253
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 16/05/2006
<i>Definition:</i>	The date on which an episode commenced.
<i>Property group:</i>	Request for/entry into service event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Episode of residential care – episode start date NHIG, Standard 01/03/2005 Residential stay – episode start date NHIG, Standard 01/03/2005 Service episode – start date NCSIMG, Standard 16/05/2006
--	---

Family name

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269355
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 22/10/2005
<i>Definition:</i>	A designation for a family.
<i>Property group:</i>	Name characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (name) – family name NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 28/07/2005
--	---

Family type

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269320
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A descriptor of the class of family.
<i>Property group:</i>	Demographic/social/cultural characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Household family – family type NCSIMG, Standard 01/03/2005
--	--

Field of education

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269173
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The subject matter of an educational activity.
<i>Property group:</i>	Educational characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Australian Bureau of Statistics 2001. Australian Standard Classification of Education (ASCED). Cat. No. 1272.0. Canberra: ABS

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – field of education NCSIMG, Standard 01/03/2005
--	---

First language spoken

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269243
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/08/2005
<i>Definition:</i>	The language first used for oral communication.
<i>Property group:</i>	Demographic/social/cultural characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – first language spoken NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/08/2005
--	---

First service contact date

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269346
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	Date on which the first service contact occurs.
<i>Property group:</i>	Request for/entry into service event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service event – first service contact date NCSIMG, Standard 01/03/2005
--	--

Full-time equivalent staff

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269172
<i>Registration status:</i>	NHIG, Standard 13/05/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	Hours actually worked divided by the number of normal hours worked by a full-time staff member.
<i>Property group:</i>	Labour characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Establishment – full-time equivalent staff (paid) NHIG, Standard 01/03/2005 Establishment – full-time equivalent staff (paid) (administrative and clerical staff) NHIG, Standard 01/03/2005 Establishment – full-time equivalent staff (paid) (carer consultants) NHIG, Standard 08/12/2004 Establishment – full-time equivalent staff (paid) (consultant psychiatrists and psychiatrists) NHIG, Standard 08/12/2004 Establishment – full-time equivalent staff (paid) (consumer consultants) NHIG, Standard 08/12/2004 Establishment – full-time equivalent staff (paid) (diagnostic and health professionals) NHIG, Standard 01/03/2005 Establishment – full-time equivalent staff (paid) (domestic and other staff) NHIG, Standard 01/03/2005 Establishment – full-time equivalent staff (paid) (enrolled nurses) NHIG, Standard 01/03/2005 Establishment – full-time equivalent staff (paid) (occupational therapists) NHIG, Standard 08/12/2004 Establishment – full-time equivalent staff (paid) (other diagnostic and health professionals) NHIG, Standard 08/12/2004 Establishment – full-time equivalent staff (paid) (other medical officers) NHIG, Standard 08/12/2004 Establishment – full-time equivalent staff (paid) (other personal care staff) NHIG, Standard 01/03/2005 Establishment – full-time equivalent staff (paid) (psychiatry registrars and trainees) NHIG, Standard 08/12/2004
--	--

Establishment – full-time equivalent staff (paid) (psychologists)
NHIG, Standard 08/12/2004

Establishment – full-time equivalent staff (paid) (registered
nurses) NHIG, Standard 01/03/2005

Establishment – full-time equivalent staff (paid) (salaried
medical officers) NHIG, Standard 01/03/2005

Establishment – full-time equivalent staff (paid) (social
workers) NHIG, Standard 08/12/2004

Establishment – full-time equivalent staff (paid) (student
nurses) NHIG, Standard 01/03/2005

Establishment – full-time equivalent staff (paid) (trainee/pupil
nurses) NHIG, Standard 01/03/2005

Service provider organisation – full-time equivalent staff
NCSIMG, Standard 01/03/2005

Service provider organisation – full-time equivalent staff
NCSIMG, Standard 01/03/2005

Full-time/part-time status

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	318676
<i>Registration status:</i>	NCSIMG, Standard 14/12/2005
<i>Definition:</i>	A categorisation by actual hours worked or intent to work.
<i>Property group:</i>	Labour characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (employed) – full-time/part-time status NCSIMG, Standard 14/12/2005
--	--

Geographic location

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269234
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Retired 10/02/2006
<i>Definition:</i>	A description of physical location.
<i>Property group:</i>	Location characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Dwelling – geographic location NHDAMG, Retired 10/02/2006
	Establishment – geographic location NHIG, Standard 01/03/2005
	Person – geographic location NCSIMG, Standard 01/03/2005
	Service delivery outlet – geographic location NHIG, Standard 01/03/2005
	Service provider organisation – geographic location NCSIMG, Standard 01/03/2005

Given name

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269222
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 22/10/2005
<i>Definition:</i>	A designation for an individual within the family group or by which the individual is socially identified.
<i>Property group:</i>	Name characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (name) – given name NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/08/2005
--	--

Given name sequence number

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	287587
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	An order of given name or initials.
<i>Property group:</i>	Name characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (name) – given name sequence number NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	---

Hours worked

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269066
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The amount of time devoted to a work activity over a specified period.
<i>Property group:</i>	Labour characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Health professional – hours worked NHIG, Standard 01/03/2005
	Medical practitioner – hours worked NHIG, Standard 01/03/2005
	Person (employed) – hours worked (per week) NCSIMG, Standard 01/03/2005
	Service provider organisation – hours worked NCSIMG, Standard 01/03/2005

Household type

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269322
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A descriptor of the class of household in terms of members present.
<i>Property group:</i>	Accommodation/living characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Household – household type NCSIMG, Standard 01/03/2005
--	--

Indigenous status

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269161
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 22/10/2005
<i>Definition:</i>	An indicator of identification as an Aboriginal and/or Torres Strait Islander.
<i>Property group:</i>	Demographic/social/cultural characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Household – Indigenous status NHDAMG, Superseded 10/02/2006 Household – Indigenous status NHDAMG, Standard 10/02/2006 Person – Indigenous status NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
--	--

Informal carer existence indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	313244
<i>Registration status:</i>	NCSIMG, Standard 02/05/2006
<i>Definition:</i>	An indicator of whether or not an informal carer exists.
<i>Property group:</i>	Service provision event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Related metadata references:</i>	Supersedes Carer availability status NCSIMG, Superseded 02/05/2006
<i>Data Element Concepts implementing this Property:</i>	Person – informal carer existence indicator NCSIMG, Standard 02/05/2006

International postcode

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	288969
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A descriptor for a postal delivery area, aligned with locality, suburb or place.
<i>Property group:</i>	Location characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (address) – international postcode NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005 Service provider organisation (address) – international postcode NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	---

Interpreter service required status

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269289
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Retired 10/02/2006
<i>Definition:</i>	An indicator of a need for a translation service.
<i>Property group:</i>	Demographic/social/cultural characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – interpreter service required NHIG, Standard 08/02/2006 NCSIMG, Standard 10/04/2006 Person – interpreter service required (community services) NCSIMG, Standard 01/03/2005 Person – interpreter service required status (health) NHIG, Superseded 08/02/2006 Person – interpreter service required status (housing assistance) NHDAMG, Retired 10/02/2006
--	---

Last service provision date

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269246
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	Date on which the last service occurred.
<i>Property group:</i>	Service provision event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service event – last service provision date NCSIMG, Standard 07/03/2006
--	---

Legal order/arrangement type

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269313
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The type of legal order or legal arrangement.
<i>Property group:</i>	Legal characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – legal order/arrangement type NCSIMG, Standard 01/03/2005
--	---

Level of educational attainment

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	321057
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The level of academic qualification achieved.
<i>Property group:</i>	Educational characteristics

Collection and usage attributes

<i>Comments:</i>	The concept of level of education used is broadly consistent with the concept used in the ASCED which takes its meaning from the ISCED 1997, which states that “the notion of ‘levels’ of education is taken to be broadly related to gradations of learning experiences...”, and that “the level is related to the degree of complexity of the content of the programmes.” (UNESCO 1997, p.10).
------------------	--

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – level of highest educational attainment NCSIMG, Standard 29/04/2006
--	--

Living arrangement

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269314
<i>Registration status:</i>	NHIG, Standard 19/04/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	An arrangement of living alone or with others.
<i>Property group:</i>	Accommodation/living characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – living arrangement NHIG, Standard 19/04/2005 NCSIMG, Standard 01/03/2005
--	--

Main language other than English spoken at home

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269176
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 22/10/2005
<i>Definition:</i>	The primary language spoken at home, excluding English.
<i>Property group:</i>	Demographic/social/cultural characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – main language other than English spoken at home NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 10/02/2006
--	---

Marital status

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269101
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 22/10/2005
<i>Definition:</i>	An indicator of involvement in a couple relationship or marriage.
<i>Property group:</i>	Demographic/social/cultural characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – marital status NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 10/02/2006
--	---

Mother's original family name

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>Synonymous names:</i>	Mother's maiden name
<i>METeOR identifier:</i>	269229
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The family name of an individual's mother before the mother's first marriage.
<i>Property group:</i>	Name characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – mother's original family name NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
--	---

Name conditional use flag

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	287051
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005
<i>Definition:</i>	An indicator of specific conditions which should be applied to a recorded name.
<i>Property group:</i>	Name characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Related metadata references:</i>	Supersedes Name context flag NHIG, Superseded 04/05/2005, NCSIMG, Superseded 25/08/2005
<i>Data Element Concepts implementing this Property:</i>	Person (name) – name conditional use flag NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005

Name suffix

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269224
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	An additional term following a name.
<i>Property group:</i>	Name characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (name) – name suffix NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
--	--

Name suffix sequence number

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	288187
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	An order of additional terms at the conclusion of a name.
<i>Property group:</i>	Name characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (name) – name suffix sequence number NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	--

Name title

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269225
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	An honorific form of address commencing a name.
<i>Property group:</i>	Name characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (name) – name title NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
--	---

Name title sequence number

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	288244
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The numeric order of an honorific form of address commencing a name.
<i>Property group:</i>	Name characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (name) – name title sequence number NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	---

Name type

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269227
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	A descriptor of the class of name.
<i>Property group:</i>	Name characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (name) – name type NHIG, Standard 01/03/2005 NCSIMG, Standard 30/09/2005 Service provider organisation (name) – name type NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	---

Non-Australian state/province

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	288616
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The designation applied to an internal, political or geographic division of a country other than Australia that is officially recognised by that country.
<i>Property group:</i>	Location characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
---------------------------------	---------------------

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (address) – non-Australian state/province NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005 Service provider organisation (address) – non-Australian state/province NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	---

Number of service operation days

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269309
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A count of days during a specified period that a service provider is open to provide services.
<i>Property group:</i>	Performance indicators

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service provider organisation – number of service operation days NCSIMG, Standard 01/03/2005
--	--

Number of service operation hours

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269310
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A count of hours during a specified period a service provider is open to provide services.
<i>Property group:</i>	Performance indicators

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service provider organisation – number of service operation hours NCSIMG, Standard 01/03/2005
--	---

Number of service operation weeks

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269311
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A count of the number of weeks during a specified period that a service provider is open to provide services.
<i>Property group:</i>	Performance indicators

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service provider organisation – number of service operation weeks NCSIMG, Standard 01/03/2005
--	---

Occupation

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269099
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 22/10/2005
<i>Definition:</i>	A descriptor of the class of job based on similarities in the tasks undertaken.
<i>Property group:</i>	Labour characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Health professional – occupation NHIG, Standard 01/03/2005 Individual service provider – occupation (self-identified) NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005 Person – occupation (main) NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 10/02/2006 Person – occupation (main) (housing assistance) NHDAMG, Superseded 10/02/2006
--	--

Occupation end date

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	289049
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	When the class of job based on similarities in the tasks undertaken concludes.
<i>Property group:</i>	Labour characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Individual service provider – occupation end date NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	--

Occupation start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	289055
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	When the class of job based on similarities in the tasks undertaken commences.
<i>Property group:</i>	Labour characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Individual service provider – occupation start date NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	--

Organisation end date

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	288650
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The date on which operations or practice were concluded.
<i>Property group:</i>	Organisational characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service provider organisation – organisation end date NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	--

Organisation identifier

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269367
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
<i>Definition:</i>	A sequence of characters which identify an organisation.
<i>Property group:</i>	Identifier characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Community housing provider – organisation identifier NHDAMG, Standard 10/02/2006 Contracted hospital care – organisation identifier NHIG, Standard 01/03/2005 Division of general practice – organisation identifier NHIG, Standard 01/03/2005 Establishment – organisation identifier NHIG, Standard 01/03/2005 Establishment – organisation identifier (state/territory) NHIG, Standard 01/03/2005 Indigenous housing organisation – organisation identifier NHDAMG, Retired 10/02/2006 Service provider organisation – identifier NCSIMG, Standard 01/03/2005
--	---

Organisation name

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	288901
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The appellation by which an establishment, agency or organisation is known or called.
<i>Property group:</i>	Name characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Standards Australia
---------------------------------	---------------------

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service provider organisation (name) – organisation name NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	--

Organisation start date

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	288941
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
<i>Definition:</i>	The date on which operations or a service commenced.
<i>Property group:</i>	Organisational characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service provider organisation – organisation start date NHIG, Standard 04/05/2005 NCSIMG, Standard 30/09/2005
--	--

Person identifier

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269369
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
<i>Definition:</i>	A sequence of characters which identify a person.
<i>Property group:</i>	Identifier characteristics

Source and reference attributes

<i>Submitting organisation:</i>	National minimum data set working parties
---------------------------------	---

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – person identifier NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 Person – person identifier (household) NHDAMG, Standard 10/02/2006 Person – person identifier (household) NHDAMG, Superseded 10/02/2006 Person – person identifier (within establishment/agency) NHIG, Superseded 04/05/2005 NCSIMG, Superseded 25/08/2005
--	--

Postal delivery point identifier

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269334
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A sequence of assigned characters which uniquely identify a postal delivery point.
<i>Property group:</i>	Location characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (address) – postal delivery point identifier NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 Service provider organisation (address) – postal delivery point identifier NHIG, Standard 04/05/2005 NCSIMG, Standard 31/08/2005
--	---

Proficiency in spoken English

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269192
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 22/10/2005
<i>Definition:</i>	An indicator of the level of skill in speaking English.
<i>Property group:</i>	Demographic/social/cultural characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – proficiency in spoken English NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 10/02/2006
--	--

Reason assistance not provided

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269088
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The reason goods, services, time or funds were not provided.
<i>Property group:</i>	Request for/entry into service event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service event – reason assistance not provided NCSIMG, Standard 01/03/2005
--	--

Referral method

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269151
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The manner in which an individual or group of people was directed to another point for further care or treatment.
<i>Property group:</i>	Referral event

Referral receipt date

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269047
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The day on which a referral notification is received.
<i>Property group:</i>	Referral event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Referral – referral receipt date NCSIMG, Standard 01/03/2005
--	--

Relationship to care recipient

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269078
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The association between a person receiving care and another person, organisation or group of people.
<i>Property group:</i>	Informal assistance characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Informal carer – relationship to care recipient NCSIMG, Standard 01/03/2005
--	---

Religious affiliation

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269030
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	An association or connection with a particular theology or spiritual belief.
<i>Property group:</i>	Demographic/social/cultural characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – religious affiliation NCSIMG, Standard 01/03/2005
--	--

Residential setting

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269116
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The accommodation in which a person, family or group of people lives.
<i>Property group:</i>	Accommodation/living characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – residential setting NCSIMG, Standard 01/03/2005
--	--

Service activity type

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269332
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A descriptor of the class of service.
<i>Property group:</i>	Organisational characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – service activity type NCSIMG, Standard 01/03/2005 Service provider organisation – service activity type NCSIMG, Standard 01/03/2005
--	---

Service activity type requested

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269333
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A descriptor of the class of service requested.
<i>Property group:</i>	Request for/entry into service event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Service cessation reason

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269358
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The reason why the delivery of a service ceased.
<i>Property group:</i>	Exit/leave from service event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service episode – service cessation reason NCSIMG, Standard 01/03/2005
--	--

Sex

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269231
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 22/10/2005
<i>Definition:</i>	The biological distinction between male and female.
<i>Property group:</i>	Demographic/social/cultural characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Australian Bureau of Statistics 1999. Standards for Social, Labour and Demographic Variables. Demographic Variables, Sex

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – sex NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 10/02/2006 Person – sex (housing assistance) NHDAMG, Superseded 10/02/2006
--	---

Status in employment

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>Synonymous names:</i>	Relative employment position
<i>METeOR identifier:</i>	269068
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A categorisation of a population of job holders by their perception of the relationship between themselves and the 'main' enterprise for which they work, together with the legal status of the enterprise where this can be established.
<i>Property group:</i>	Labour characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Australian Bureau of Statistics 2001. Labour Statistics Concepts, Sources and Methods. Cat. no. 6102.0. Canberra: ABS.
<i>Reference through:</i>	http://www.abs.gov.au/ausstats/abs@.nsf/StatsLibrary and choose 'Other ABS Statistical Standards/Standards for Social, Labour and Demographic Variables/Labour Force Variables'.

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (employed) – status in employment NCSIMG, Standard 01/03/2005
--	--

Suburb/town/locality name

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269335
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The full name of the general locality containing the specific address.
<i>Property group:</i>	Location characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (address) – suburb/town/locality name NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 Service provider organisation (address) – suburb/town/locality name NHIG, Standard 04/05/2005 NCSIMG, Standard 31/08/2005
--	---

Target group

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269241
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A group of people sharing a common characteristic or set of characteristics which a particular government policy or program, or agency seeks to assist.
<i>Context:</i>	Target group is used in describing community services agencies, in service planning and in comparing community needs and service availability. Target groups may relate to population groups or communities, families/households, individuals, organisations or labour force groups. Characteristics may include age, cultural identity, geographic location, specific needs and other relevant characteristics.
<i>Property group:</i>	Organisational characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW. Reference through: http://www.aihw.gov.au/publications/hwi/nccsv2/index.html

Telephone number

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269232
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A sequence of digits.
<i>Property group:</i>	Location characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person – telephone number NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
--	--

Telephone number type

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269239
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The class of telephone number.
<i>Property group:</i>	Location characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (telephone) – telephone number type NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005
--	---

Type of goods and equipment received

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269305
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A descriptor of the class of material assistance received.
<i>Property group:</i>	Service provision event

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Service episode – type of goods and equipment received NCSIMG, Standard 01/03/2005
	Service event – type of goods and equipment received NCSIMG, Standard 01/03/2005

Year of first arrival in Australia

Identifying and definitional attributes

<i>Metadata item type:</i>	Property
<i>METeOR identifier:</i>	269050
<i>Registration status:</i>	NHIG, Standard 04/05/2005 NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The calendar year in which an individual first arrived in Australia.
<i>Property group:</i>	Demographic/social/cultural characteristics

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
---------------------------------	--

Relational attributes

<i>Data Element Concepts implementing this Property:</i>	Person (overseas born) – year of first arrival in Australia NHIG, Standard 04/05/2005 NCSIMG, Standard 01/03/2005
--	--

Classification schemes

Australian Standard Classification of Education 2001

Identifying and definitional attributes

<i>Metadata item type:</i>	Classification scheme
<i>Synonymous names:</i>	ASCED 2001
<i>METeOR identifier:</i>	270551
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The Australian Bureau of Statistics classification for fields of education.

Collection and usage attributes

<i>Comments:</i>	ASCED comprises two classifications: Level of Education and Field of Education. Both the level and field of education components can be used to report statistics on various aspects of educational activity, such as student enrolments by level of course or by field of study; teaching resources by level of course; financial resources by field; or educational attainment by level and field.
------------------	--

Source and reference attributes

<i>Origin:</i>	Australian Bureau of Statistics 2001. Australian Standard Classification of Education (ASCED). Cat. No. 1272.0. Canberra: ABS. (last viewed 21 March 2006)
----------------	--

Relational attributes

<i>Value Domains based on this Classification Scheme:</i>	Field of education code (ASCED 2001) NN[{{NN}}{NN}] NCSIMG, Standard 01/03/2005 Highest education level code (ASCED 2001) N[NN] NCSIMG, Standard 01/03/2005
---	---

Australian Standard Classification of Languages 2005

Identifying and definitional attributes

<i>Metadata item type:</i>	Classification scheme
<i>Synonymous names:</i>	ASCL 2005
<i>METeOR identifier:</i>	304118
<i>Registration status:</i>	NHIG, Standard 08/02/2006 NCSIMG, Standard 30/09/2005 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	The Australian Bureau of Statistics (ABS) classification for the languages spoken by Australians.
<i>Classification structure:</i>	The ASCL has a three-level hierarchical structure. Languages are grouped together into progressively broader categories on the basis of their evolution from a common ancestral language, and on the basis of geographic proximity of areas where a particular language originated.

Collection and usage attributes

<i>Guide for use:</i>	The ASCL is intended for use in the collection, aggregation and dissemination of data relating to the language use of the Australian population, or subsets of the population. Indexes in alphabetical and numerical order are available, see the <i>Origin:</i> attribute.
-----------------------	--

Source and reference attributes

<i>Origin:</i>	Australian Bureau of Statistics 2005. <i>Australian Standard Classification of Languages (ASCL) 2005</i> . Cat. no. 1267.0. 2nd Edition, Canberra: ABS. Viewed 29 July 2005
<i>Revision status:</i>	If you require further information about this classification please email: social.classifications@abs.gov.au or telephone the Standards Support Hotline on (02) 6252 5736.

Relational attributes

<i>Value Domains based on this Classification Scheme:</i>	Language code (ASCL 2005) NN{NN} NHIG, Standard 08/02/2006 NCSIMG, Standard 30/09/2005 NHDAMG, Standard 10/02/2006
---	--

Australian Standard Classification of Occupations 2nd edition

Identifying and definitional attributes

<i>Metadata item type:</i>	Classification scheme
<i>Synonymous names:</i>	ASCO 2nd edn
<i>METeOR identifier:</i>	270547
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
<i>Definition:</i>	The Australian Bureau of Statistics (ABS) classification for occupations.
<i>Classification structure:</i>	<p>The ASCO Second Edition is a hierarchically structured classification with five levels of aggregation. The nine Major Groups are distinguished from each other on the basis of skill level and, where necessary, the broad concept of skill specialisation.</p> <p>Skill level is a function of the range and complexity of the set of tasks involved. The greater the range and complexity of the set of tasks, the greater the skill level of the occupation. The criteria to measure skill level are the formal education and/or training (ie. primary, secondary or tertiary education) and previous experience usually required for entry to the occupation.</p> <p>Skill specialisation of an occupation is a function of the field of knowledge required, tools and equipment used, materials worked on, and goods or services produced in relation to the tasks performed. Skill specialisation is used to group occupations according to type, rather than level of skill. The definition of skill specialisation remains unchanged from the First Edition but includes reference to non-production based operations.</p>

Collection and usage attributes

<i>Guide for use:</i>	Supersedes the Australian Standard Classification of Occupations, First Edition. for concordance tables see <i>Origin</i> .
<i>Comments:</i>	<p>ISCO-88 also uses skill level and skill specialisation as criteria to structure the occupation classification.</p> <p>The 10 major groups in ISCO-88 are broadly consistent similar to the nine ASCO, Second Edition major groups. The most significant difference at the major group level is that ISCO-88 has identified Skilled Agricultural and Fishery workers as a separate major group, where as ASCO Second Edition includes Farmers and Farm Managers as a sub-group in Major Group 1 Managers and Administrators, and Skilled Agricultural and</p>

Horticultural workers as a sub-major group in Major Group 4 Tradespersons and Related Workers.

ISCO-88 also includes a separate Major Group 0, for the Armed Forces. In ASCO Second Edition, jobs held by members of the Armed Forces are classified together with their civilian equivalents where these exist and to a number of other specific occupations.

In common with ISCO-88, ASCO Second Edition now incorporates three sub-major groups as a level of aggregation between the major and minor groups.

ASCO Second Edition (ASCO) is currently under review. The Australian Bureau of Statistics (ABS) and Statistics New Zealand (SNZ) will undertake the project jointly. A joint publication will be produced, the Australian and New Zealand Standard Classification of Occupations (ANZSCO), which will be available electronically on the ABS and SNZ web sites.

It is envisaged that ANZSCO will be implemented in relevant ABS and SNZ statistical collections from 2006 onwards.

Source and reference attributes

Steward:

Australian Bureau of Statistics (ABS)

Origin:

Australian Bureau of Statistics 1997. Australian Standard Classification of Occupations Second Edition. Cat. no. 1220.0. Canberra: ABS. Viewed 6 January 2005.

Concordance tables included:

ASCO First Edition to ASCO Second Edition Concordance Table

ASCO Second Edition to ASCO First Edition Concordance Table

Viewed 6 January 2005.

Available in print and CD-ROM

Reference documents:

Australian Bureau of Statistics 1996. Information Paper: ASCO - Australian Standard Classification of Occupations. Cat. no. 1221.0. ABS, Canberra. Viewed 4 January 2005.

Australian Bureau of Statistics 1997. Australian Standard Classification of Occupations, Second Edition and ASCO Coder. Cat. no. 1220.0.30.001. Canberra: ABS. Viewed 4 January 2005.

Australian Bureau of Statistics 1998. Information Paper - Census of Population and Housing: Link Between First and Second Editions of Australian Standard Classification of Occupations (ASCO). Cat. no. 1232.0. Canberra: ABS. Viewed 4 January 2005,

Australian Bureau of Statistics 1998. A Guide to Major ABS Classifications. Cat. no. 1291.0. Canberra: ABS. Viewed 4 January 2005.

Revision status: Original 1997 - Standard

Relational attributes

Value Domains based on this Classification Scheme: Occupation code (ASCO 2nd edn) N[NNN]{-NN} NHIG, Standard 01/03/2005
NCSIMG, Standard 01/03/2005
NHDAMG, Standard 10/02/2006
Occupation code (ASCO 2nd edn) NN NHDAMG, Superseded 10/02/2006

Australian Standard Classification of Religious Groups 2005

Identifying and definitional attributes

<i>Metadata item type:</i>	Classification scheme
<i>Synonymous names:</i>	ASCRG 2005
<i>METeOR identifier:</i>	334321
<i>Registration status:</i>	NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The Australian Bureau of Statistics classification for religions of the Australian population.
<i>Classification structure:</i>	The ASCRG has a three level hierarchical structure. In the classification religions are grouped in to progressively broader categories on the basis of similarity in terms of religious beliefs, religious practices and cultural heritage adherents.

Collection and usage attributes

<i>Guide for use:</i>	Indexes in alphabetical and numerical order and concordance 1991 to 1996 and 1996 to 1991 available, see <i>Origin</i> .
-----------------------	--

Source and reference attributes

<i>Steward:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Australian Bureau of Statistics 2005. Australian Standard Classification of Religious Groups. Cat. no. 1266.0. Canberra: ABS. Viewed 27 March 2006.
<i>Reference documents:</i>	Australian Bureau of Statistics. 1998. A Guide to Major ABS Classifications 1998. Cat. no. 1291.0. ABS, Canberra. Viewed 4 January 2005.
<i>Revision status:</i>	Original 1996 - Standard

Relational attributes

<i>Value Domains based on this Classification Scheme:</i>	Religious group code (ASCRG 2005) N[NNN] NCSIMG, Standard 29/04/2006
---	--

Australian Standard Geographical Classification 2005

Identifying and definitional attributes

<i>Metadata item type:</i>	Classification scheme
<i>Synonymous names:</i>	ASGC 2005
<i>METeOR identifier:</i>	312239
<i>Registration status:</i>	NHIG, Standard 21/03/2006 NCSIMG, Standard 29/04/2006
<i>Definition:</i>	The Australian Bureau of Statistics classification for the classification of geographical locations.

Source and reference attributes

<i>Origin:</i>	Australian Bureau of Statistics 2005. Australian Standard Geographical Classification (ASGC). Cat. no. 1216.0. Canberra: ABS. Viewed on 30/09/2005
----------------	--

Relational attributes

<i>Value Domains based on this Classification Scheme:</i>	Geographical location code (ASGC 2005) NNNNN NHIG, Standard 21/03/2006 NCSIMG, Standard 10/04/2006
---	---

International Classification of Functioning, Disability and Health 2001

Identifying and definitional attributes

<i>Metadata item type:</i>	Classification scheme
<i>Synonymous names:</i>	ICF 2001
<i>METeOR identifier:</i>	270548
<i>Registration status:</i>	NHIG, Standard 23/02/2005 NCSIMG, Standard 01/12/2004
<i>Definition:</i>	The World Health Organization's (WHO) system for classifying functioning, disability and health.

Collection and usage attributes

<i>Comments:</i>	The International Classification of Functioning, Disability and Health (ICF) was endorsed by the World Health Assembly in 2001 and is a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).
------------------	--

Source and reference attributes

<i>Origin:</i>	World Health Organization (WHO) 2001. International Classification of Functioning, Disability and Health. Geneva: WHO
<i>Reference documents:</i>	Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide Version 1.0 (AIHW 2003), at the following websites: <ul style="list-style-type: none">• WHO ICF website:• http://www.who.int/classifications/icf/en/• Australian Collaborating Centre ICF website:• http://www.aihw.gov.au/disability/icf/index.html

Relational attributes

<i>Value Domains based on this Classification Scheme:</i>	Activities and participation code (ICF 2001) AN[NNN] NHIG, Standardisation pending 03/04/2006
	Activities and participation code (ICF 2001) N[NNN] NCSIMG, Standard 06/06/2005
	Activity difficulty level code (ICF 2001) N NCSIMG, Standard 06/06/2005
	Activity difficulty level code (ICF 2001) N NHIG, Standardisation pending 03/04/2006
	Activity need for assistance code N NHIG, Standardisation pending 03/04/2006

Body function code (ICF 2001) AN[NNNN] NHIG,
Standardisation pending 03/04/2006

Body functions code (ICF 2001) N[NNNN] NCSIMG, Standard
06/06/2005

Body structure code (ICF 2001) AN[NNNN] NHIG,
Standardisation pending 03/04/2006

Body structures code (ICF 2001) N[NNNN] NCSIMG, Standard
06/06/2005

Environmental factor code (ICF 2001) AN[NNN] NHIG,
Standardisation pending 03/04/2006

Environmental factors code (ICF 2001) N[NNN] NCSIMG,
Standard 06/06/2005

Extent of environmental factors influence code (ICF 2001) [X]N
NHIG, Standardisation pending 03/04/2006

Extent of environmental factors influence code (ICF 2001) [X]N
NCSIMG, Standard 06/06/2005

Impairment extent code (ICF 2001) N NCSIMG, Standard
06/06/2005

Impairment extent code (ICF 2001) N NHIG, Standardisation
pending 03/04/2006

Impairment location code (ICF 2001) N NCSIMG, Standard
06/06/2005

Impairment location code (ICF 2001) N NHIG, Standardisation
pending 03/04/2006

Impairment nature code (ICF 2001) N NCSIMG, Standard
06/06/2005

Impairment nature code (ICF 2001) N NHIG, Standardisation
pending 03/04/2006

Participation extent code (ICF 2001) N NHIG, Standardisation
pending 03/04/2006

Participation extent code (ICF 2001) N NCSIMG, Standard
06/06/2005

National Classifications of Community Services version 2.0

Identifying and definitional attributes

<i>Metadata item type:</i>	Classification scheme
<i>Synonymous names:</i>	NCCS v. 2.0
<i>METeOR identifier:</i>	270558
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The Australian Institute of Health & Welfare classification for the delivery of community services activities and the setting in which such services are delivered.

Source and reference attributes

<i>Origin:</i>	Australian Institute of Health and Welfare
<i>Reference documents:</i>	Australian Institute of Health and Welfare 2003. National classifications of community services. Version 2.0. AIHW Cat. NO. HWI. Canberra: Australian Institute of Health and Welfare.

Relational attributes

<i>Value Domains based on this Classification Scheme:</i>	Service activity type code (NCCS v2.0) ANN{.N{.NN}}
	NCSIMG, Standard 01/03/2005
	Service delivery setting code (NCCS v2.0) AN{.N{.NN}}
	NCSIMG, Standard 01/03/2005

Postcode datafile

Identifying and definitional attributes

<i>Metadata item type:</i>	Classification scheme
<i>METeOR identifier:</i>	270561
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 10/02/2006
<i>Definition:</i>	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a party (person or organisation), as defined by Australia Post.
<i>Context:</i>	Postcode is an important part of a person's or organisation's postal address and facilitates written communication. It is one of a number of geographic identifiers that can be used to determine a geographic location. Postcode may assist with uniquely identifying a person or organisation.

Collection and usage attributes

<i>Guide for use:</i>	The postcode book is updated more than once annually as postcodes are dynamic entities and are constantly changing.
-----------------------	---

Source and reference attributes

<i>Origin:</i>	Australia Post Postcode book. Reference through: http://www1.auspost.com.au/postcodes/
----------------	---

Relational attributes

<i>Value Domains based on this Classification Scheme:</i>	Australian postcode code (Postcode datafile) NNN[N] NHIG, Superseded 04/05/2005 NCSIMG, Superseded 25/08/2005 Australian postcode code (Postcode datafile) {NNNN} NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 NHDAMG, Standard 10/02/2006
---	---

Standard Australian Classification of Countries 1998

Identifying and definitional attributes

<i>Metadata item type:</i>	Classification scheme
<i>Synonymous names:</i>	SACC 1998
<i>METeOR identifier:</i>	270557
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 20/06/2005
<i>Definition:</i>	The Australian Bureau of Statistics classification for countries.

Collection and usage attributes

<i>Comments:</i>	The Standard Australian Classification of Countries (SACC) supersedes the Australian Standard Classification of Countries for Social Statistics (ASCCSS).
------------------	---

Source and reference attributes

<i>Origin:</i>	Australian Bureau of Statistics 1998. Standard Australian Classification of Countries 1988 (SACC). Cat. no. 1269.0. Canberra: ABS (last viewed 21 March 2006)
----------------	---

Relational attributes

<i>Value Domains based on this Classification Scheme:</i>	Country code (SACC 1998) NNNN NHIG, Standard 01/03/2005 NCSIMG, Standard 01/03/2005 NHDAMG, Standard 20/06/2005
---	---

Glossary items

Activity—functioning, disability and health

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>Synonymous names:</i>	Activity
<i>METeOR identifier:</i>	327296
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	In the context of health, an activity is the execution of a task or action by an individual.
<i>Context:</i>	<p>'Activities and participation' is one of three components that define the concept 'Disability', along with 'Body functions and structures' and 'Environmental factors'. 'Activities and participation' is also encompassed within the concept 'Functioning'.</p> <p>The concept 'Activity', as defined here and as measured in the metadata item Activity difficulty level code (ICF) N, may be relevant to people and human services not related to disability.</p>

Collection and usage attributes

<i>Comments:</i>	<p>Activity limitations are difficulties an individual has in the execution of an activity.</p> <p>The performance of an activity is what the individual does in his or her current environment. The environment includes all aspects of the physical, social and attitudinal world. Activity limitation varies with the environment and is assessed in relation to a particular environment and in the absence or presence of assistance, including aids and equipment.</p> <p>In time, a related and more generic data element may be developed. In the meantime, the addition of 'functioning, disability and health' to the concept of 'ability' indicates that the current concept is based on the concept and framework developed by World Health Organization to assist in the classification and description of functioning and disability, as contained in the ICF.</p> <p>The ICF recognises two constructs that can be used with 'Activities and Participation': performance and capacity. 'Performance' is what the person does in their usual environment. 'Capacity' describes 'an individual's ability to execute a task or an action in a standardised environment, where a standardised environment may be:</p> <ul style="list-style-type: none">• an actual environment commonly used for assessment in test settings; or• in cases where this is not possible, an assumed environment which can be thought to have a uniform impact' (WHO 2001).
------------------	---

The standardised environment¹ has not been generally operationalised. However, the recognition of these two constructs in the ICF underscores the importance of recording the environment in which activities are being performed.

This glossary item is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).

The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as Episode of care principal diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]} and Episode of care additional diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]}.

Source and reference attributes

Origin:

World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents:

Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003) and the following websites

- WHO ICF website

<http://www.who.int/classifications/icf/en>

- Australian Collaborating Centre ICF website

<http://www.aihw.gov.au/disability/icf/index.html>

Relational attributes

Related metadata references:

Supersedes Activity - functioning, disability and health, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005

Metadata items which use this glossary item:

Person – disability group, code N NCSIMG, Standard 01/03/2005

Disability NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005

Activity difficulty level code (ICF 2001) N NCSIMG, Standard 06/06/2005

Activity difficulty level code (ICF 2001) N NHIG,
Standardisation pending 03/04/2006

Activities and participation code (ICF 2001) AN[NNN] NHIG,
Standardisation pending 03/04/2006

Extent of environmental factors influence code (ICF 2001) [X]N
NHIG, Standardisation pending 03/04/2006

Extent of environmental factors influence code (ICF 2001) [X]N
NCSIMG, Standard 06/06/2005

Disability grouping code N[N] NCSIMG, Superseded
08/05/2006

Activities and participation code (ICF 2001) N[NNN]
NCSIMG, Standard 06/06/2005

Functioning and Disability DSS NHIG, Standardisation
pending 03/04/2006

Address

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327278
<i>Registration status:</i>	NHIG, Standard 01/03/2005 NCSIMG, Standard 08/05/2006
<i>Definition:</i>	The referential description of a location where an entity is located or can be otherwise reached or found.

Collection and usage attributes

<i>Comments:</i>	<p>Following are the attributes are commonly used in the formation of a full address:</p> <ul style="list-style-type: none">• Address line; (address line is a composite data element containing many attributes of the specific location of a full address - see the current version of the Address line metadata item for further description and a list of its components for addresses located in Australia)• Address type• Australian state/territory identifier• Country identifier• Non-Australian State/province• Postal delivery point identifier• Postcode - Australian• Postcode - international• Suburb/town/locality <p>Some attributes of an address, located within Australia, also provide the elements to determine the Statistical Local Area (SLA). This enables:</p> <ul style="list-style-type: none">• comparison of the use of services by persons residing in different geographical areas,• characterisation of catchment areas and populations for facilities for planning purposes, and• documentation of provision of services to clients who reside in other states or territories. The address is also a relevant element in the unambiguous identification of a Health Care Client and a Health Care Provider.
------------------	---

Source and reference attributes

<i>Submitting organisation:</i>	Health Data Standards Committee
<i>Reference documents:</i>	AS5017 Health Care Client Identification, 2002, Sydney: Standards Australia AS4846 Health Care Provider Identification, 2004, Sydney: Standards Australia

Relational attributes

Related metadata references:

Supersedes Address (community services) NCSIMG,
Superseded 08/05/2006

Supersedes Address, version 2, DEC, NHDD, NHIMG,
Superseded 01/03/2005

Metadata items which use this glossary item:

Person (address) – address line, text [X(180)] NHIG, Standard
04/05/2005NCSIMG, Standard 30/09/2005

Service provider organisation (address) – address line, text
[X(180)] NHIG, Standard 04/05/2005NCSIMG, Standard
30/09/2005

Adoption

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327208
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	Adoption is the legal process by which a person legally becomes a child of the adoptive parents and legally ceases to be a child of his/her existing parents.
<i>Context:</i>	Children and family services.

Collection and usage attributes

<i>Comments:</i>	The adoption order severs the legal relationship between the biological parents and the child. A new birth certificate is issued to the child bearing the name(s) of his/her adoptive parent(s) as the natural parent(s) and the new name of the child, where a change has occurred.
------------------	--

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare (AIHW)
<i>Origin:</i>	Adoptions Australia (AIHW). <i>Data collection standards, tables and counting rules</i> , 1998-99.

Relational attributes

<i>Related metadata references:</i>	Supersedes Adoption, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005
<i>Metadata items which use this glossary item:</i>	Household family NCSIMG, Standard 01/03/2005 Person (name) – family name, text X[X(39)] NHIG, Superseded 04/05/2005NCSIMG, Superseded 25/08/2005 Person (name) – family name, text X[X(39)] NHIG, Standard 04/05/2005NCSIMG, Standard 25/08/2005NHDAMG, Standard 20/06/2005

Assistance received

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327202
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The goods or services, or time or money received by a person (client) during a service episode or event.
<i>Context:</i>	This is important for client centred collections. It may be used to measure the amounts and nature of assistance that are received directly by clients, which can be used to help assess the appropriateness and effectiveness of programs.

Collection and usage attributes

<i>Comments:</i>	<p>This is a client centred measure of amounts of assistance. This is not necessarily the same as an agency's total outlay to a particular client as it does not include administration costs, travel time for service providers, etc.</p> <p>For example, a client that receives meals from a meals on wheels service. In this instance only that which is directly received by the client is recorded (i.e. the number of meals). The administration costs of providing this service, the costs of making the meal and the time and costs of the person delivering the meal are not included in the amount of assistance received.</p> <p>This is only a measure of money, time or quantity of goods or services directly received by clients. It will not accrue to give a total of assistance provided on an agency basis (in terms of money, time or quantity of goods or services). Therefore it should not be used for National Accounts reporting.</p>
------------------	--

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Home and Community Care (HACC) Data Dictionary Version 1.0, 1998.

Relational attributes

<i>Related metadata references:</i>	Supersedes Assistance received, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005
<i>Metadata items which use this glossary item:</i>	Service event – assistance received date, DDMMYYYY NCSIMG, Standard 01/03/2005 Community service event NCSIMG, Retired 04/04/2006 Service event – assistance received date NCSIMG, Standard 01/03/2005

Assistance request reason

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327204
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The reason(s) why a person has sought or requires assistance from a community services agency.
<i>Context:</i>	To better identify the needs of clients, to identify needs that are not being met and to target assistance to clients more effectively:

Collection and usage attributes

<i>Comments:</i>	<p>A person may seek or require assistance for a number of reasons, some of which are the immediate presenting reason, while others will be underlying or longer term reasons. These will require particular and usually different responses and services.</p> <p>For example, a person's immediate reason for seeking assistance may be that they have lost their accommodation and require accommodation support. However, the underlying reasons as to why they have no accommodation may be because of a psychiatric condition, alcohol or drug dependency, a gambling addiction, or because they are being abused at home. These underlying reasons may or may not have directly resulted in the homelessness, but have been contributing factors.</p> <p>Underlying reasons for a person requiring a service are likely to be complex and more difficult to ascertain than the immediate presenting reason.</p> <p>A second example is in child protection. Many children that come to the attention of community services agencies as being in need of care and protection come from families in crisis (for example, parents have psychiatric illnesses, financial stress, domestic violence etc.). Without providing a service to the family as well as the child then the child is likely to be re-notified.</p> <p>Providing a service for the client's immediate need will not necessarily assist the client in the longer term, resulting in the client continually requiring short term assistance, while at the same time continuing to have an underlying problem or need that is not being addressed.</p> <p>Therefore by attempting to collect information on both the immediate and the underlying reasons for a person's current situation, agencies may be able to better assist them both in the short and longer term, while at the same time more effectively utilising the services available.</p>
------------------	---

Many children that come to the attention of community services agencies as being in need of care and protection come from families in crisis (for example, parents have psychiatric illnesses, financial stress, domestic violence etc.).

Further research is required to develop a data domain to enable the measurement of this concept.

It is possible that a number of data elements could be developed out of this concept, such as 'Immediate reason for seeking assistance' and 'Underlying reason for seeking assistance'. Such items would need a great deal of consultation with input from community service agencies to develop meaningful and well structured data domains.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Related metadata references: Supersedes Assistance request reason, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005

Metadata items which use this glossary item: Service event – assistance request date, DDMMYYYY NCSIMG, Standard 01/03/2005

Assistance with activities and participation

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327298
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	The help that a person receives or needs from another person, because of their difficulty in performing an activity or in participating in an area of life.
<i>Context:</i>	<p>'Assistance' is an important subset of Environmental factors that may facilitate (or hinder) the activities or participation of people with a disability. Assistance is a key policy and service component in the disability and aged care services field in Australia. Further, it is recognised in the ICF as a crucial factor whose presence (or absence) must be noted when recording measures of functioning and disability.</p> <p>Recording measures of assistance needed or provided will provide further information about activity limitations.</p>

Collection and usage attributes

<i>Comments:</i>	<p>The concept can be used to describe aspects of the environment. Depending on which environment is present or being considered, the measure of assistance indicates what assistance is currently received (in the current or usual environment) and what would be needed (in an optimum environment). 'Need' more generally relates to environmental factors (including personal assistance, equipment and environmental modifications) that are present in an optimum environment but not in the person's current environment. That is, changes may be needed to environmental factors in order to improve a person's functioning and reduce their disability. While these ideas apply generally to 'Environmental Factors' and the related metadata item Extent of environmental factors influence code [X]N, the concept of 'Assistance' focuses solely on the factor of personal assistance.</p> <p>Measures of assistance and need for assistance are under active development in a number of disciplines and service programs. Assistance may be measured in various ways, for instance in relation to duration, frequency and intensity of assistance. Related data elements are therefore likely to emerge in the future.</p> <p>This glossary item is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related</p>
------------------	---

Classifications (endorsed by the National Health Information Management Group in 2002).

The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as Episode of care principal diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]} and Episode of care additional diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]}.

Source and reference attributes

Origin: World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents: Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003) and the following websites

- WHO ICF website

<http://www.who.int/classifications/icf/en>

- Australian Collaborating Centre ICF website

<http://www.aihw.gov.au/disability/icf/index.html>

Relational attributes

Related metadata references: Supersedes Assistance with activities and participation, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005

Metadata items which use this glossary item: Person – disability group, code N NCSIMG, Standard 01/03/2005

Activity difficulty level code (ICF 2001) N NCSIMG, Standard 06/06/2005

Activity difficulty level code (ICF 2001) N NHIG, Standardisation pending 03/04/2006

Disability

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327304
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
<i>Definition:</i>	<p>Disability is the umbrella term for any or all of: an impairment of body structure or function, a limitation in activities, or a restriction in participation.</p> <p>Disability is a multi-dimensional and complex concept and is conceived as a dynamic interaction between health conditions and environmental and personal factors (WHO 2001:6).</p>

Collection and usage attributes

<i>Comments:</i>	<p>Many different 'definitions' of disability are used in Australia, both in administrative data collections and in Acts of Parliament. The consistent identification of disability in national data collections has been recommended in a number of reports, for instance to enable:</p> <ul style="list-style-type: none">• the monitoring of access to generic services by people with a disability;• the collection of more consistent data on disability support and related services, including data on service use by different groups;• population data and service data to be related, thereby improving the nation's analytical capacity in relation to the need for and supply of services; and• improved understanding of the relationship between disability, health conditions and other health outcomes. <p>Defining disability makes it possible to determine the number of people who are accessing services, both disability specific and generic, and also those with a disability in the general population with unmet need. Better definition of disability will aid better targeting of resources to those in need.</p> <p>Disability arises from the interaction between health conditions and environmental and personal factors. A health condition may be a disease (acute or chronic), disorder, injury or trauma. Environmental factors make up the physical, social and attitudinal environment in which people live and conduct their lives. Personal factors relate to the individual, such as age, sex and Indigenous status.</p> <p>The concept 'Disability' can be described using a combination of related metadata items as building blocks.</p>
------------------	---

The metadata items selected may vary depending on the definition of disability used. For example, in hospital rehabilitation, the focus may be on the impairment and activity dimensions and in community-based care the focus may be primarily on participation. Some applications may require a broad scope for inclusion (e.g. discrimination legislation). Data collections relating to services will select combinations of the data elements, which best reflect the eligibility criteria for the service.

This glossary item is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).

The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as Episode of care principal diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]} and Episode of care additional diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]}.

Source and reference attributes

Origin: World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: WHO

Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents: Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003) and the following websites

- WHO ICF website

<http://www.who.int/classifications/icf/en>

- Australian Collaborating Centre ICF website

<http://www.aihw.gov.au/disability/icf/index.html>

Relational attributes

Metadata items which use this glossary item: Activity difficulty level code (ICF 2001) N NCSIMG, Standard 06/06/2005

Activity difficulty level code (ICF 2001) N NHIG, Standardisation pending 03/04/2006

Household in greatest need code N NHDAMG, Standard 10/02/2006

Impairment nature code (ICF 2001) N NHIG, Standardisation pending 03/04/2006

Activities and participation code (ICF 2001) AN[NNN] NHIG, Standardisation pending 03/04/2006

Participation extent code (ICF 2001) N NHIG, Standardisation pending 03/04/2006

Household – greatest need status NHDAMG, Superseded 10/02/2006

Extent of environmental factors influence code (ICF 2001) [X]N NHIG, Standardisation pending 03/04/2006

Extent of environmental factors influence code (ICF 2001) [X]N NCSIMG, Standard 06/06/2005

Environmental factors code (ICF 2001) N[NNN] NCSIMG, Standard 06/06/2005

Impairment extent code (ICF 2001) N NCSIMG, Standard 06/06/2005

Disability grouping code N[N] NCSIMG, Superseded 08/05/2006

Activities and participation code (ICF 2001) N[NNN] NCSIMG, Standard 06/06/2005

Functioning and Disability DSS NHIG, Standardisation pending 03/04/2006

Participation satisfaction level code N NHIG, Standardisation pending 03/04/2006

Environmental factor code (ICF 2001) AN[NNN] NHIG, Standardisation pending 03/04/2006

Impairment location code (ICF 2001) N NHIG, Standardisation pending 03/04/2006

Body structure code (ICF 2001) AN[NNNN] NHIG, Standardisation pending 03/04/2006

Impairment extent code (ICF 2001) N NHIG, Standardisation pending 03/04/2006

Body function code (ICF 2001) AN[NNNN] NHIG, Standardisation pending 03/04/2006

Impairment location code (ICF 2001) N NCSIMG, Standard 06/06/2005

Impairment nature code (ICF 2001) N NCSIMG, Standard 06/06/2005

Activity need for assistance code N NHIG, Standardisation pending 03/04/2006

Person – disability status, code N NHDAMG, Standard 10/02/2006

Dwelling – modification requirement status NHDAMG, Retired 10/02/2006

Dwelling – modification status NHDAMG, Retired
10/02/2006

Low income household – special need status NHDAMG,
Retired 10/02/2006

Dwelling – modification status, code N NHDAMG, Retired
10/02/2006

Body structures code (ICF 2001) N[NNNN] NCSIMG,
Standard 06/06/2005

Participation extent code (ICF 2001) N NCSIMG, Standard
06/06/2005

Participation satisfaction level code N NCSIMG, Standard
06/06/2005

Body functions code (ICF 2001) N[NNNN] NCSIMG, Standard
06/06/2005

Goal of care code NN NHIG, Standard 01/03/2005

Family

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327232
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005 NHDAMG, Standard 01/03/2005
<i>Definition:</i>	Two or more people related by blood, marriage (including step-relations), adoption or fostering and who may or may not live together. They may form the central core of support networks for individuals.
<i>Context:</i>	Data on families are essential elements for the study of the well being of family groups and in this way for the study of the well being of individuals. They are a tool for assessing the type of and level of support to which a person has access. By defining the extended family as the central support network for individual, support which would not have been defined as accessible to the individual using the 'Household family' definition becomes apparent. It is important to recognise the 'family beyond the household' when examining types and levels of support available to individuals.

Collection and usage attributes

<i>Comments:</i>	<p>The 'household family' has been traditionally viewed as a building block of society and it is the predominant unit reported statistically and historically. However, the 'household family', since it is tied to the idea of co-residence, forms only a snapshot in time and refers only to related people who live in the same household at a point in time. Related persons who leave the central household live in other households may still participate in the lives of other family members they do not live with in a variety of ways, including financial, material, physical, emotional, legal and spiritual. For instance, frail older people may receive help from their adult children even though they do not live in the same household.</p> <p>The definition for this glossary item differs from the Australian Bureau of Statistics (ABS) standard. This is necessary because the ABS standard is based on household collection, which is not suitable, in many community services' areas. The community service definition needs to be broader to incorporate families that exist outside of households.</p>
------------------	---

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Family Studies
<i>Origin:</i>	McDonald, P. 1995. <i>Families in Australia: A Socio-Demographic Perspective</i> . Melbourne: Australian Institute of Family Studies.

Relational attributes

<i>Related metadata references:</i>	Supersedes Family, version 1, DEC, NHADD, NHDAMG, Superseded 01/03/2005
	Supersedes Family, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005
<i>Metadata items which use this glossary item:</i>	Living arrangement code N NCSIMG, Standard 01/03/2005
	Person (name) – given name, text [X(40)] NHIG, Superseded 04/05/2005NCSIMG, Superseded 25/08/2005
	Household – household composition, code N{.N} NHDAMG, Superseded 10/02/2006
	Person (name) – family name, text X[X(39)] NHIG, Superseded 04/05/2005NCSIMG, Superseded 25/08/2005
	Person (name) – given name, text [X(40)] NHIG, Standard 04/05/2005NCSIMG, Standard 25/08/2005NHDAMG, Standard 20/06/2005
	Person – informal carer existence indicator NCSIMG, Standard 02/05/2006
	Household – family type, code N NCSIMG, Standard 01/03/2005
	Person (name) – family name, text X[X(39)] NHIG, Standard 04/05/2005NCSIMG, Standard 25/08/2005NHDAMG, Standard 20/06/2005
	Person (requiring care) – carer availability status, code N NHIG, Standard 01/03/2005NCSIMG, Superseded 02/05/2006
	Household – Indigenous status NHDAMG, Superseded 10/02/2006
	Household – Indigenous status NHDAMG, Standard 10/02/2006
	Person (name) – given name NHIG, Standard 01/03/2005NCSIMG, Standard 01/03/2005NHDAMG, Standard 01/08/2005
	Establishment – number of group session occasions of service for non-admitted patients NHIG, Standard 01/03/2005
	Person (requiring care) – carer availability status NHIG, Standard 01/03/2005NCSIMG, Superseded 02/05/2006

Functioning

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327292
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	Functioning is the umbrella term for any or all of: body functions, body structures, activities and participation. Functioning is a multidimensional concept denoting the neutral aspects of the interaction between an individual (with a health condition) and that individual's environmental and personal factors.
<i>Context:</i>	An individual's functioning in a specific domain is an interaction or complex relationship between health conditions and environmental and personal factors. Functioning and disability are dual concepts in a broad framework, with disability focussing on the more negative aspects of this interaction.

Collection and usage attributes

<i>Comments:</i>	<p>This glossary term is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).</p> <p>The ICF provides a framework for the description of human functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as Episode of care principal diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]} and Episode of care additional diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]}.</p>
------------------	---

Source and reference attributes

<i>Origin:</i>	World Health Organization (WHO) 2001. ICF: International Classification of Functioning, Disability and Health Geneva: WHO
	Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents: Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003) and the following websites

- WHO ICF website
<http://www.who.int/classifications/icf/en>
- Australian Collaborating Centre ICF website
<http://www.aihw.gov.au/disability/icf/index.html>

Relational attributes

Related metadata references: Supersedes Functioning, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005

Metadata items which use this glossary item: Activity difficulty level code (ICF 2001) N NCSIMG, Standard 06/06/2005

Environmental factors code (ICF 2001) N[NNN] NCSIMG, Standard 06/06/2005

Disability grouping code N[N] NCSIMG, Superseded 08/05/2006

Functioning and Disability DSS NHIG, Standardisation pending 03/04/2006

Geographic indicator

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327306
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	<p>A classification scheme that divides an area into mutually exclusive sub-areas based on geographic location.</p> <p>Some geographic indicators are:</p> <ul style="list-style-type: none">• Australian Standard Geographical Classification (ASGC, ABS Cat. no. 1216.0),• administrative regions,• electorates,• Accessibility/Remoteness Index of Australia (ARIA),• Rural, Remote and Metropolitan Area Classification (RRMA), and• country.
<i>Context:</i>	<p>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.</p>

Collection and usage attributes

<i>Comments:</i>	<p>Person (address) – Australian postcode (Postcode datafile), code [NNNN] is not included in the above listing, as it is, strictly speaking, not a geographic indicator. Sometimes postcodes are used in the analysis of data on a geographical basis, which involves a conversion to Statistical Local Area (an Australian Bureau of Statistics geographical structure). This conversion results in some inaccuracy of information. However, in some data sets Person (address) – Australian postcode (Postcode datafile), code [NNNN]; is the only geographic identifier, therefore the use of other more accurate indicators (for example, conversion from address line to Statistical Local Area) is not always possible.</p>
------------------	--

Source and reference attributes

<i>Origin:</i>	Australian Institute of Health and Welfare.
----------------	---

Relational attributes

<i>Related metadata references:</i>	Supersedes Geographic indicator, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005
<i>Metadata items which use this glossary item:</i>	Australian state/territory identifier NHIG, Standard 01/03/2005NCSIMG, Standard 01/03/2005NHDAMG, Standard 22/10/2005

Homeless

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327244
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	<p>A person is homeless if he or she does not have access to safe, secure and stable housing. Hence even if a person has a physical home, they would be considered homeless if:</p> <ul style="list-style-type: none">• they were not safe at home,• they had no legal right to continued occupation of their home (security of tenure), or• the home lacked the amenities or resources necessary for living.
<i>Context:</i>	<p>There is considerable concern over the number of homeless people in society and the assistance they require. Collecting information on homeless people is problematic, as the concept of 'homelessness' encompasses elements in addition to whether, someone resides in a dwelling or not.</p>

Source and reference attributes

<i>Submitting organisation:</i>	SAAP National Data Collection Agency Australian Institute of Health and Welfare
<i>Origin:</i>	SAAP (Supported Accommodation Assistance Program) National Data Collection Agency 2001. <i>National Data Collection Data Dictionary</i> . Version 2. Unpublished

Relational attributes

<i>Related metadata references:</i>	Supersedes Homelessness, version 1, DEC, NCSDD, NCSIMG, Superseded 01/03/2005
<i>Metadata items which use this glossary item:</i>	Household – greatest need status NHDAMG, Superseded 10/02/2006 Person (address) – suburb/town/locality name, text [A(50)] NHIG, Standard 04/05/2005 NCSIMG, Standard 25/08/2005 Residential setting code N NCSIMG, Standard 01/03/2005

Income unit

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327218
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	<p>One person or a group of related persons within a household, whose command over income is shared, or any person living in a non-private dwelling who is in receipt of personal income. Income units are restricted to relationships of marriage (registered or de facto) and of parent/dependent child who usually resides in the same household. This means that an income unit can be defined as:</p> <ul style="list-style-type: none">• a married couple or sole parent, and dependent children only; or• a married couple only with no dependent children present; or• a person who is not related to any other household member either by marriage or by the parent/dependent child relationship.
<i>Context:</i>	This is the standard statistical unit for analyses of economic well being, and in the community services context is an important measure in assessing the needs and circumstances of individuals and families.

Collection and usage attributes

<i>Comments:</i>	It should be noted that the reference to 'dependent child' in this context is guided by the following definition, 'a dependent child is any person aged under 15 years, or person aged 15 to 24 years who is a full-time student and lives with a parent(s), guardian or other relative and who does not have a spouse or offspring of the person living in the same location'.
------------------	---

Source and reference attributes

<i>Submitting organisation:</i>	Australian Bureau of Statistics
<i>Origin:</i>	Australian Bureau of Statistics 1995. <i>A Provisional Framework for Household Income, Consumption, Saving and Wealth</i> . Cat. no. 6549.0. Canberra: ABS.

Relational attributes

<i>Related metadata references:</i>	Supersedes Income unit, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005
<i>Metadata items which use this glossary item:</i>	Person – relationship to household reference person, code NN NCSIMG, Standard 29/04/2006 Relationship to household reference person code NN NCSIMG, Standard 29/04/2006

Participation—functioning, disability and health

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>Synonymous names:</i>	Participation
<i>METeOR identifier:</i>	327312
<i>Registration status:</i>	NHIG, Standardisation pending 03/04/2006 NCSIMG, Standard 06/06/2005
<i>Definition:</i>	In the context of health, participation is involvement in a life situation.
<i>Context:</i>	<p>Involvement refers to the lived experience of people in the actual context in which they live. This context includes 'Environmental Factors' - all aspects of the physical, social and attitudinal world.</p> <p>The individual's degree of involvement can be reflected by this glossary item when combined with Participation extent code (ICF 2001) X and Participation satisfaction level code X.</p> <p>'Activities and participation' is one of three components that define the concept 'Disability', along with 'Body functions and structures' and 'Environmental factors'. 'Activities and participation' is also encompassed within the concept 'Functioning'.</p> <p>The concept 'Participation', as defined here and as measured in the metadata items Participation extent code (ICF 2001) X and Participation satisfaction level code X, may be relevant to people and human services not related to disability.</p>

Collection and usage attributes

<i>Comments:</i>	<p>Participation restrictions are problems an individual may experience in involvement in life situations.</p> <p>In time, a related and more generic data element may be developed. In the meantime, the addition of 'functioning, disability and health' to the name of this glossary item indicates that the current concept is based on the concept and framework developed by World Health Organization to assist in the classification and description of functioning and disability, as contained in the International Classification of Functioning, Disability and Health (ICF).</p> <p>This glossary item is based on the International Classification of Functioning, Disability and Health (ICF). The ICF was endorsed by the World Health Assembly in 2001 as a reference member of the WHO Family of International Classifications and of the Australian Family of Health and Related Classifications (endorsed by the National Health Information Management Group in 2002).</p> <p>The ICF provides a framework for the description of human</p>
------------------	--

functioning and disability. The components of ICF are defined in relation to a health condition. A health condition is an 'umbrella term for disease (acute or chronic), disorder, injury or trauma' (WHO 2001). A health condition may be recorded, for example, as Episode of care principal diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]} and Episode of care additional diagnosis, code (ICD-10-AM 3rd Ed) ANN{.N[N]}.

Source and reference attributes

Origin: World Health Organization (WHO) 2001. International Classification of Functioning, Disability and Health. Geneva: WHO

Australian Institute of Health and Welfare (AIHW) 2003. ICF Australian User Guide Version 1.0. Canberra: AIHW

Reference documents: Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide (AIHW 2003) and the following websites

- WHO ICF website

<http://www.who.int/classifications/icf/en>

- Australian Collaborating Centre ICF website

<http://www.aihw.gov.au/disability/icf/index.html>

Relational attributes

Related metadata references: Supersedes Participation - functioning, disability and health, version 1, DEC, NCSIMG, Superseded 01/03/2005

Metadata items which use this glossary item: Person – disability group, code N NCSIMG, Standard 01/03/2005

Activities and participation code (ICF 2001) AN[NNN] NHIG, Standardisation pending 03/04/2006

Participation extent code (ICF 2001) N NHIG, Standardisation pending 03/04/2006

Extent of environmental factors influence code (ICF 2001) [X]N NHIG, Standardisation pending 03/04/2006

Extent of environmental factors influence code (ICF 2001) [X]N NCSIMG, Standard 06/06/2005

Disability grouping code N[N] NCSIMG, Superseded 08/05/2006

Activities and participation code (ICF 2001) N[NNN] NCSIMG, Standard 06/06/2005

Functioning and Disability DSS NHIG, Standardisation pending 03/04/2006

Participation satisfaction level code N NHIG, Standardisation pending 03/04/2006

Participation extent code (ICF 2001) N NCSIMG, Standard 06/06/2005

Participation satisfaction level code N NCSIMG, Standard 06/06/2005

Record linkage

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327264
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A process, technique or method that enables the bringing together of two or more records that are believed to belong to the same individual.
<i>Context:</i>	Record linkage may facilitate improved service provision, treatment or case management to individual clients.

Collection and usage attributes

<i>Comments:</i>	<p>Linkage can occur across data systems or within data systems and may be done by using a range of identifiers.</p> <p>For statistical purposes, including planning, research or the measurement of service or program outcomes, record linkage facilitates separating multiple items clustered around individuals from total counts (for example, double counting of clients can be reduced when calculating total numbers of clients across several agencies).</p> <p>The proposed use of a linkage key in the Home and Community Care program (HACC) Minimum Data Set is intended to make it possible to count the number of HACC clients (without counting clients more than once) and the services which they receive. The Commonwealth-State Territory Disability Agreement National Minimum Data Set is using the statistical linkage key based on that for the HACC Minimum Data Set.</p>
------------------	--

Source and reference attributes

<i>Submitting organisation:</i>	Australian Institute of Health and Welfare
<i>Origin:</i>	Commonwealth Department of Health and Family Services 1998 Home and Community Care (HACC) Data Dictionary Version 1.0 Canberra: DHFS

Relational attributes

<i>Related metadata references:</i>	Supersedes Record linkage, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005
<i>Metadata items which use this glossary item:</i>	Person (name) – given name, text [X(40)] NHIG, Superseded 04/05/2005NCSIMG, Superseded 25/08/2005 Person (name) – family name, text X[X(39)] NHIG, Superseded 04/05/2005NCSIMG, Superseded 25/08/2005 Person (name) – given name, text [X(40)] NHIG, Standard 04/05/2005NCSIMG, Standard 25/08/2005NHDAMG, Standard 20/06/2005 Estimated date flag code N NCSIMG, Standard 01/03/2005

Statistical Local Area

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327460
<i>Registration status:</i>	NCSIMG, Standard 01/03/2006
<i>Definition:</i>	The smallest level of geography contained in the <i>Australian Standard Geographical Classification (ASGC)</i> .

Collection and usage attributes

<i>Comments:</i>	<p>The Australian Standard Geographical Classification (ASGC) is a hierarchical classification system of geographical areas and consists of a number of interrelated structures. It provides a common framework of statistical geography and enables the production of statistics which are comparable.</p> <p>The product ASGC 2005 contains four comma delimited files showing the levels and hierarchy of those ASGC structures current for the edition: the Local Government Area Structure, the Main Structure, the Statistical District Structure and the Statistical Region Structure.</p>
------------------	---

Source and reference attributes

<i>Origin:</i>	Australian Bureau of Statistics. Australian Standard Geographic Classification (ASGC 2005).
----------------	---

Relational attributes

<i>Metadata items which use this glossary item:</i>	Address NHIG, Standard 01/03/2005 NCSIMG, Standard 08/05/2006
	Service provider organisation – geographic location, code (ASGC 2005) NNNNN NCSIMG, Standard 29/04/2006
	Person – geographic location, code (ASGC 2005) NNNNN NCSIMG, Standard 29/04/2006
	Person – geographic location, community services code (ASGC 2004) NNNNN NCSIMG, Superseded 02/05/2006
	Service provider organisation – geographic location, community services code (ASGC 2004) NNNNN NCSIMG, Superseded 29/04/2006

Target group

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	333455
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A group of people sharing a common characteristic or set of characteristics which a particular government policy or program, or agency seeks to assist.

Collection and usage attributes

<i>Comments:</i>	Target group is used in describing service provider agencies, in service planning and in comparing community needs and service availability. Target groups may relate to population groups or communities, families/households, individuals, organisations or labour force groups. Characteristics may include age, cultural identity, geographic location, specific needs and other relevant characteristics.
------------------	--

Source and reference attributes

<i>Reference documents:</i>	Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0. AIHW Cat. no. HWI 40. Canberra: AIHW. Reference through: http://www.aihw.gov.au/publications/hwi/nccsv2/index.html
-----------------------------	---

Relational attributes

<i>Metadata items which use this glossary item:</i>	Person – service activity type, (requested) code (NCCS v2.0) ANN{.N{.NN}} NCSIMG, Standard 01/03/2005
---	---

Unincorporated business

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327462
<i>Registration status:</i>	NCSIMG, Standard 04/04/2006
<i>Definition:</i>	A business that does not possess a separate legal identity from its owner(s). The owner(s) bear full liability for any action or inaction of the business: they may sue and be sued for business activity or inactivity. Unincorporated enterprises include sole proprietorships, partnerships and family trusts.

Source and reference attributes

<i>Origin:</i>	Statistical concepts library, Standards for Social, Labour and Demographic Variables, Cash Income Variables, Framework for Standard Cash Income Variables, Classification and Coding, Canberra: Australian Bureau of Statistics.
<i>Reference documents:</i>	Reference online through: Ausstats Standards for Social, Labour and Demographic Variables, Cash Income Variables at http://www.abs.gov.au/Ausstats/abs@.nsf/66f306f503e529a5ca25697e0017661f/3b68ad17755e9f33ca256e6200738de8!OpenDocument

Relational attributes

<i>Metadata items which use this glossary item:</i>	Person – source of cash income (all) code NN NCSIMG, Standard 29/04/2006 Person – source of cash income (principal), code N NCSIMG, Standard 29/04/2006 Source of cash income code N NCSIMG, Standard 29/04/2006 Source of cash income code NN NCSIMG, Standard 29/04/2006
---	---

Volunteer

Identifying and definitional attributes

<i>Metadata item type:</i>	Glossary Item
<i>METeOR identifier:</i>	327272
<i>Registration status:</i>	NCSIMG, Standard 01/03/2005
<i>Definition:</i>	A person who willingly gives unpaid help in the form of time, service or skills through an organisation or group.
<i>Context:</i>	Voluntary work is an important contribution to national life. It meets needs within the community at the same time as it develops and reinforces social networks and cohesion.

Collection and usage attributes

<i>Comments:</i>	<p>The reimbursement of expenses in full or part (for example, token payments) or small gifts (for example, sports club T-shirts or caps) is not regarded as payment of salary, and people who receive these are still considered to be voluntary workers.</p> <p>People who receive payment in kind for the work they do (for example, receiving farm produce as payment for work done on a farm, rather than cash) are not considered to be volunteers.</p> <p>An organisation or group is any body with a formal structure. It may be as large as a national charity or as small as a local book club. Purely ad hoc, informal and temporary gatherings of people do not constitute an organisation.</p> <p>Persons on Community Service Orders and other similar work programs are not considered volunteers.</p>
------------------	---

Source and reference attributes

<i>Submitting organisation:</i>	Australian Bureau of Statistics Australian Institute of Health and Welfare
<i>Origin:</i>	Australian Bureau of Statistics 2000 <i>Voluntary Work</i> , Australia Cat. no. 4441.0. Canberra: ABS

Relational attributes

<i>Related metadata references:</i>	Supersedes Volunteer, version 2, DEC, NCSDD, NCSIMG, Superseded 01/03/2005
<i>Metadata items which use this glossary item:</i>	Service provider organisation – full-time equivalent staff (volunteer/unpaid), total N[NNN{.N}] NCSIMG, Standard 01/03/2005 Service provider organisation – hours worked (volunteer/unpaid staff), total NNNNN NCSIMG, Standard 01/03/2005

Service provider organisation – full-time equivalent staff
NCSIMG, Standard 01/03/2005

Reason for community service cessation code N NCSIMG,
Standard 01/03/2005

Appendix 1: Metadata standards

The *National community services data dictionary* is based on the 2003 version of the ISO/IEC 11179 standard for metadata registries. In this standard, a data element is specified in a number of subcomponents. These are:

- data element concept
- value domain
- object class
- property.

METeOR and the dictionary also use ‘Classification scheme’ which is another subcomponent of the standard, but it is used in a slightly different way from that envisaged by the standard.

In METeOR and the dictionary, these types of metadata (data that describe other data) are applied to the specification of data standards. It was found that an extension (an addition that does not contravene the existing standard) to the standard was required to accommodate other types of metadata used in the dictionary. This extension was required for ‘glossary items’ and ‘data set specifications’.

The structure underlying a data element in the dictionary is illustrated in Figure 1 (differences from the ISO/IEC standard are shown with dashed lines).

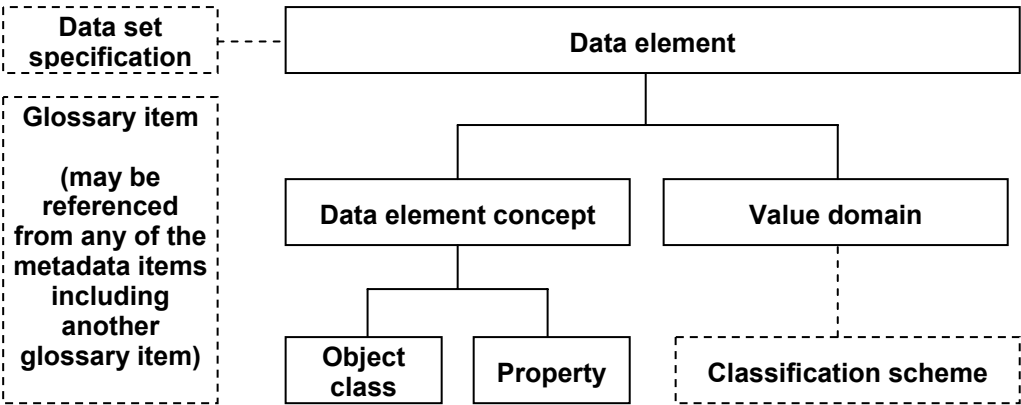


Figure 1: Types of data standards described in this dictionary and METeOR

Data element

A data element is the basic unit of identifiable and definable information created by combining a data element concept and a value domain. In the dictionary, examples of data elements include *Person – date of birth, DDMMYYYY*, and *Referral – contact method, code N*.

Data elements are used to standardise the meaning and representation of data in order to ensure consistency of the data collected.

The conceptual meaning of the data element is captured within the data element concept. The representation of the data element is captured within the value domain. A data element

is composed of only one data element concept and only one value domain, that is, a data element is the union of one data element concept and one value domain.

The union of a specific data element concept with a specific value domain creates a data element. For example the *Person – date of birth* example mentioned above can be combined with the *Date DDMMYYYY* value domain to create the data element: *Person – date of birth, DDMMYYYY*. Alternatively, the data element could be formed using the *Date YYYY* value domain making a distinct data element *Person – date of birth, YYYY*.

Data element concept

A data element concept is defined as a concept created for the purposes of defining a data element by the union of an object class and a property. Only one object class and one property can be joined for each data element concept. Within the dictionary, examples of data element concepts include *Person – date of birth* and *Service provider organisation – service delivery setting*.

The data element concept represents the concept for which data are sought but not how the data are to be collected. The specification of how the data should be collected is achieved through the union with a value domain.

Value domain

A value domain specifies the representation of the data element. It specifies how something is to be represented. A value domain can specify any of the following:

- the range of permitted values, for example, a measure of weight in grams represented by 3 numeric characters
- all permissible values as a set of codes, for example, Code 1 Female, Code 2 Male
- referencing the values documented in a nationally or internationally endorsed classification, such as all codes in the Australian Standard Classification of Languages 2005, or all activity codes listed in the National Classifications of Community Services (NCCS V2 2002)⁴.

Classification scheme

In the dictionary, a classification scheme is defined as an official terminological system, recognised and endorsed by a national or international body, that is used to classify data.

Examples of classification schemes include:

- Australian Standard Classification of Education 2001
- Australian Standard Classification of Languages 2005
- Australian Standard Classification of Occupations, 2nd edition.

⁴ Australian Institute of Health and Welfare 2003. *National classifications of community services, version 2.0*. AIHW cat. no. HWI 40. Canberra: Australian Institute of Health and Welfare.

A classification scheme may be implemented in one or more data elements. For example, the Australian Standard Classification of Languages 2005 is implemented in the data elements *Person – preferred language, code (ASCL 2005) NN{NN}*, *Person – main language other than English spoken at home, code (ASCL 2005) NN{NN}*, and *Person – first language spoken, code (ASCL 2005) NN{NN}*.

Object class

An object class describes the entity (the ‘thing’) about which we want to collect data. A property describes the particular characteristic or attribute of that entity. As shown in Figure 1, the union of one object class with one property specifies what is to be described.

Within the dictionary examples of object classes include *Person*, *Service provider organisation*, and *Service episode*.

Object classes can be specialisations of other object classes. Specialisations allow object classes to be grouped and subtyped in a meaningful manner and help users browse through and locate relevant object classes. In a specialisation tree, an object class can only be associated with a single parent object class but may have more than one child object class. A child object class inherits all characteristics of its parent object class, but a child object class may have unique characteristics. Depending on what information we want to know, broadly defined object classes (such as *Person*, *Service provider organisation* or *Service event*) or more specific object classes (such as *Client* or *Child*) may be used.

Property

A property is a characteristic of an object class of interest. For example, the object class *Person* can have characteristics such as sex and date of birth. These characteristics are referred to as properties.

The combination of a specific property with a specific object class creates a data element concept. The above mentioned examples create the data element concepts *Person – sex* and *Person – date of birth*.

Properties are assigned property groups which group similar properties such as lifestyle characteristics and financial characteristics. These property groups help users browse through and locate relevant properties.

Glossary item

A glossary item defines the meaning of a term within a specific context. Within METeOR examples of glossary items include ‘Adoption’ and ‘Family’. These things of interest are not currently defined as object classes but their meaning must be understood for data to be collected. A glossary item can be linked to any other metadata item type. For example, the data element definition for *Geographic location of person* contains a link to the glossary item ‘Statistical Local Area (SLA)’. Glossary items are not specified in ISO/IEC 11179.

Data set specification

Data elements may be grouped for a specific purpose within a data set specification. A data set specification is either prescribed for national collection and reporting as a national minimum data set (NMDS) or endorsed as the recommended collection in a data set specification (DSS).

Metadata attributes

The template for describing a data element is described in Appendix 2.

Appendix 2: Data element template

Common name, for example, 'Height-measured'

Identifying and definitional attributes

Metadata item type	The name of the type of data standard, that is: Data element
Technical name	The name of the type of data standard following strict naming conventions, for example: Person – height (measured), total centimetres NN[N].N
Synonymous name	A synonym or list of synonyms for the name within the specified context. This attribute may be left blank.
METeOR identifier	A unique identifier within METeOR, for example: 270361
Registration status	A status value for the data standard indicating its stage in the registration process, for example: NCSIMG, Standard 01/03/2005 Explanation: NCSIMG approved this data element as a national standard on 1 March 2005.
Definition	A concise statement that expresses the essential nature of the data standard and its differentiation from other data standards, for example: a person's measured height
Context	A designation and/or description of the application, environment or discipline in which the definition of the data element is valid. This attribute may be left blank.
Data element concept	The data element concept implemented in this data element, for example: Person – height

Explanation: This data element describes the union of the object class 'Person' and the property 'Height'.

Value domain

The value domain implemented in this data element, for example:

Total centimetres NN[N].N

Explanation: This data element is a measurement in centimetres, which accepts numeric values in the format of NN.N or NNN.N.

Collection and usage attributes

Guide for use

Comments, advice or instructions for the interpretation or application of the data standard, for example:

To ensure consistency in measurement, the measurement protocol described under 'Collection methods' should be used.

Collection methods

Comments, advice or instructions for the actual capture of data, for example:

All equipment should be checked before each measurement to ensure that both the headboard and floor are at 90 degrees to the vertical rule.

Comments

Any additional information that adds to the understanding of the data standard, for example:

It may be desirable to present height data in categories. It is recommended that 5 cm groupings are used for this purpose.

Source and reference attributes

Submitting organisation

The full name of each organisation responsible for the submission of the data standard for endorsement as a national standard, for example:

Australian Institute of Health and Welfare

Steward

The full name of the organisation that has accepted responsibility and been approved by a registration authority to provide ongoing maintenance and management of a data standard, for example:

Australian Institute of Health and Welfare

Origin

Any document(s) (including websites), organisation(s) or committee(s) from which any content of the metadata item

originates, using AIHW referencing guidelines.

This attribute may be left blank.

Reference documents

The reference to any document that contributed to the development of the data standard which were not cited above, using AIHW referencing guidelines*.

Relational attributes

Related metadata

An indicator of relationships between data standards within a given sector (health, community services or housing assistance), for example:

Supersedes Height – measured, version 2, DE, NHDD, NCSIMG, Superseded 01/03/2005.pdf (28.7 KB)
NCSIMG, Standard 01/03/2005

Is used in the formation of 'Adult – body mass index (measured)', ratio NN[N].N[N] NCSIMG, Standard 01/03/2005

Explanation: This data element replaced the old version of the data element as of 1 March 2005. It is used in the calculation of body mass index, which was also approved as a standard on the same date.

Appendix 3: Guide to data development

Data development is the process of building a data set for a specific purpose. This appendix outlines some data development principles. Further information on data development may be obtained from the AIHW's National Data Development and Standards Unit.

Data development principles

Creating data standards is part of data development

The quality of data, including its consistency and comparability, is enhanced when data standards are available to support the collection and use of a data set. The development of data standards is not done at the end of the data development process. It is very much part of the data development process and carries on throughout the life of the data set.

Data developers need to develop operational procedures for making data standards a key component of their data development process and for ensuring their ongoing relevance and maintenance.

There is a cost associated with creating data standards. However, the cost of not creating data standards may be even higher. This includes loss of information with staff changes; data redundancy; data conflicts; liability; misapplications; and decisions based on poorly documented data. These costs should be factored into the data development budget.

National and international standards should be used wherever available and applicable

When data are being developed, it is important to ensure that the specifications of the data are consistent with national and international data standards. This helps to avoid the duplication of effort, and development of conflicting data standards.

Data sets should be based on a single set of agreed definitions and data standards, for example the *National community services data dictionary*. This allows data developers to pick and mix from existing agreed definitions, ensuring a high degree of consistency and reducing data development time and cost.

Data development is system independent

Data development must not be limited by the capability of any particular system. Data development must ensure that data in the data set are well defined and standardised to be comparable independent of the organisation, system or tool that captures the data.

Data must be fit for the intended purpose

Data must be fit for the intended purpose and use. Data development should define the purpose of the data to be collected, and where limitations of the data exist, these need to be acknowledged.

Although it is important to be mindful of the opportunities to reuse data where appropriate, it is also important to note that data suitable for some purposes may be limited in use for others. For example, data about 'presenting problem' and 'reason for encounter' may be useful for evaluating hospital emergency department services, treating patients and managing department resources, but may not be adequate for informing about the incidence of domestic violence or child abuse.

Data development may be incremental

Data development should support incremental development of data, such that the scope of the data set is expanded over time.

It may not be possible to develop all data required for a data set at the same time. Some data may be more readily agreed on and easily collected. Other data may be more problematic and require more time to develop. With a data set about problem gambling, for example, it may be quite easy to develop demographic data about clients seeking help in relation to their gambling problems, but more difficult to develop data that can be used to measure outcomes of relevant education programs or assistance services.

Data development should be mindful of privacy concerns

Data development processes must take account of information privacy principles and security policies. Data sets should avoid the inclusion of data that may be regarded as private or confidential in nature; otherwise, data may not be reliable or accurate because of respondents' reluctance to provide such information.

Data development should minimise collector/recording burden

Good data development should ensure compatibility of data collection and reporting requirements to avoid situations where the same data have to be collected (or counted) or reported differently for different programs. This will reduce the reporting burden on service providers and help to reduce the cost of data development.

Data development should reflect not drive practice

Data developed must be data that can be reasonably expected to be collected as a by-product of service delivery or administrative practice. The data must be relevant and meaningful to those collecting the data and be of benefit to service providers. Data development must take account of business needs, feasibility of data collection and appropriateness of the data, as well as scientific evidence and recommendations (guidelines) of subject matter experts. Where possible, data development should be based on data that service providers already want or need to collect about clients and service provision. Most importantly, data development should ensure that data collectors are not forced to operate differently from their usual practice. For example, data about a client's country of birth is usually not relevant

for service delivery and should not be part of routine data set collections. Of more relevance to service delivery is data about whether interpreter services are required and the client's preferred language. Data about country of birth, which may be useful for statistical purposes, can be collected as part of 'one-off' surveys of clients.

Create once, use often

An important principle of data development is that data needed to support secondary (or downstream) information purposes (for example reporting, policy, governance, decision support) should be derivable from primary data (point of service delivery data). Otherwise, data required for downstream requirements will be developed and collected separately, resulting in significant additional costs because of the need to establish parallel data collection systems to support existing and new data flows, whose products may not necessarily be integratable. Similarly data developed and collected for mainly statistical purposes should be used to provide feedback to improve and enhance primary service delivery.

Appendix 4: The National Community Services Data Committee

The National Community Services Data Committee is a subcommittee of the National Community Services Information Management Group. It was mainly established to develop and maintain the *National community services data dictionary* and minimum data sets in all areas of community services. The National Community Services Data Committee has a coordinating role to ensure national consistency of data definitions and standards and in quality control.

The functions of the National Community Services Data Committee are to:

- be responsible for overseeing the development and maintenance of the *National community services data dictionary* and promoting consistency between its standards and definitions and those in the *National health data dictionary* and the *National housing assistance data dictionary*
- receive, consider and comment on data definitions, NMDS, and the collection of data items, and make recommendations to the Management Group for endorsement of their inclusion in the *National community services data dictionary*, and the *Metadata online registry*
- with advice from the Management Group on the national priorities and work program, produce a work plan for approval by the Management Group and report on progress of each working party twice a year to the Management Group
- actively seek out data definition activities to inform the National Community Services Information Work Program of information developments that meet (or have the potential to meet) specified criteria for inclusion on the work program
- develop links and foster cooperative working arrangements within the community services sector and between other sectors on data development activities
- document relevant current and planned data development activities in each jurisdiction
- develop and maintain processes and guidelines for the development of national data standards
- develop and maintain national processes and guidelines for disseminating data definitions and standards to data collection agencies
- take the lead role in the development of national community services definitions.

Table A1: National Community Services Data Committee membership at May 2006

Name/Jurisdiction	Position/organisation	Contact details
Anne Jenkins Chair	Manager, Data and Research Department of Disability, Housing and Community Services ACT Government GPO Box 158, CANBERRA ACT 2601	Ph: 02 6205-0082 Fax: 02 6205-0343 Email: anne.jenkins@act.gov.au
Tony Carr Deputy Chair	Manager Quality and Statistics Office for Children 555 Collins Street MELBOURNE VIC 3000	Ph: 03 9616 7225 Fax: 03 9616 8887 Email: tony.carr@dhs.vic.gov.au
David Martin Department of Health and Ageing	Manager Management Information and Data Analysis Section GPO Box 9848 CANBERRA ACT 2601	Ph: 02 6289 5095 Fax: 02 6289 1267 Email: david.martin@health.gov.au
Sean Terry Tasmania	Manager Planning, Performance and Evaluation Strategic Services Department of Health and Human Services GPO Box 125 HOBART TAS 7001	Ph: 03 6233 6720 Fax: 03 62334843 Email: sean.terry@dhhs.tas.gov.au
Adam Tonkin Centrelink	Project Manager Business Definitions Registry Data Services Branch PO Box 7788 CANBERRA MAIL CENTRE ACT 2610	Ph: 02 6244 6577 Email: adam.tonkin@centrelink.gov.au
John Sant Australian Bureau of Statistics	Population Statistics Standards Australian Bureau of Statistics Locked Bag 10 BELCONNEN ACT 2616	Ph: 02 6252 5717 Fax: 02 6252 5281 Email: john.sant@abs.gov.au
Meera Rajendran Secretariat	Acting Head National Data Development and Standards Unit GPO Box 570 CANBERRA ACT 2601	Ph: 6244 1195 Fax: 02 6244 1069 Email: meera.rajendran@aihw.gov.au
Diane Gibson Australian Institute of Health and Welfare	Head, Welfare Division Australian Institute of Health and Welfare GPO Box 570 CANBERRA ACT 2601	Ph: 02 6244 1190 Email: diane.gibson@aihw.gov.au
Susan Tregeagle Barnardos	Senior Manager Program Services GPO Box 9996 SYDNEY NSW 2001	Ph: 02 6161 6264 Ph: 02 9881 7933 Fax: 02 6161 6365 Fax: 02 9281 0441 Email: suetreg@barnardos.org.au

(continued)

Table A1 (continued): National Community Services Data Committee membership at May 2006

Name/Jurisdiction	Position/organisation	Contact details
Allison Shoobridge Commonwealth Grants Commission	Expenditure Branch Cypress Court 5 Torrens Street CANBERRA ACT 2612	Ph: 02 6229 8817 Fax: 02 6229 8817 Email: alison.shoobrige@cgc.gov.au
Greg Nockolds Department for Community Development, WA	Data Architect, Information Planning Policy Standards and Applications Branch Information Services Division PO Box 6334 EAST PERTH WA 6892	Ph: 08 9222 2770 Fax: 08 9222 2942 Email: gregn@dcd.wa.gov.au
Arthur Hume Department for Families and Communities, SA	Senior Project Officer Research and Analysis Unit GPO Box 292 ADELAIDE SA 5001	Ph: 08 8226 6747 Fax: 08 8226 6626 Email: arthur.hume@dfc.sa.gov.au
Proshanta Dey Department of Community Services, NSW	Senior Project Officer Information Management 4-6 Cavill Ave ASHFIELD NSW 2131	Ph: 02 9716 2212 Fax: 02 9716 2290 Email: proshanta.dey@community.nsw.gov.au
Richard Lennon Department of Communities, Qld	A/Assistant Director Strategic Planning and Performance Measurement Branch Corporate and Executive Services Directorate GPO Box 806 Brisbane QLD 4000	Ph: 07 3224 5831 Fax: 07 3224 7914 richard.lennon@communities.qld.gov.au
Phong Lamuri Territory Health	87 Mitchell Street DARWIN NT 0801	Ph: 08 8999 2835 Email: phong.lamuri@nt.gov.au
Teri Jenkins Department of Families, Community Services and Indigenous Affairs	Teri Jenkins Section Manager Data Strategy Information Management Branch Box 7788 CANBERRA ACT 2610	Ph: (02) 6244 6135 Fax: 02 6244 7981 Email: teri.jenkins@facs.gov.au
Peter Munday Lifeline Australia Inc.	Justlook Coordinatorr GPO Box 583 CANBERRA ACT 2601	Ph: 02 6215 9413 Fax: 02 6282 6566 Email: peterm@lifeline.org.au
Eleri Morgan-Thomas Mission Australia	National Manager Community Services PO Box 3515 SYDNEY NSW 2001	Ph: 02 9212 1116 Email: morgan-thomas@missionaustralia.com.au
Keith Suter Wesley Mission	Consultant for Strategic Planning PO Box A5555 SYDNEY SOUTH NSW 1235	Ph: 02 9263 5400 Fax: 02 9282 1140 Email: kdsuter@wesleymission.org.au
Tanya Wordsworth Secretariat	National Data Development and Standards Unit Australian Institute of Health and Welfare GPO Box 570 CANBERRA ACT 2601	Ph: 02 6244 1254 Fax: 02 6244 1069 Email: tanya.wordsworth@aihw.gov.au