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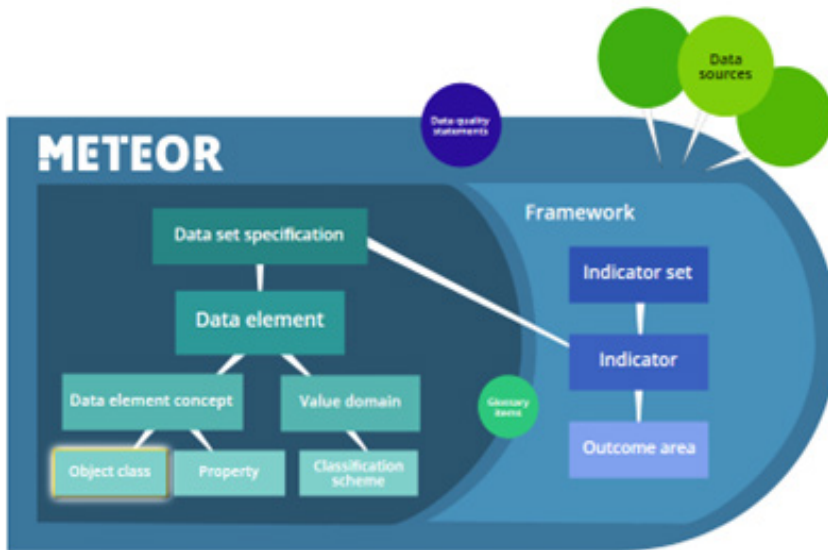
**METEOR**

Metadata Online Registry

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

## 13. Indicator business rules

# 13 Indicator business rules



## 13.1 Introduction

An 'indicator' is the specification for a statistical measure used to describe the progress or performance of an aspect of society. This may be linked to a population, or a number related to the provision of goods and services output (i.e. representing a snapshot in time). An indicator is a means of measuring performance against a target and may track change, progress and/or performance towards the achievement of objectives (i.e. benchmarking). An indicator can be expressed as a simple number, a fraction, percentage, proportion, or complex computation.

The statistics described in indicators and indicator sets are often based on the variables collected by the data elements in a data set specification, and thus may be thought of with the analogy of the 'pivot table' created from the DSS's 'spreadsheet.' For example, a DSS may describe all the variables collected for each person or each episode in a specific context, with a new line created for each instance. The indicator then describes how calculations are to be made on this data, based on instances where specific conditions are met (e.g., where the variable Sex is recorded as male, and the variable Blood-pressure is recorded as greater than 130 over 80.)

Note, indicators in METEOR may refer to data sets external to METEOR, i.e. where the DSS and data elements are not explicitly described in METEOR.

A group of indicators form an indicator set. If applicable, the same indicator may appear in more than one indicator set.

Indicators in METEOR have some specific attributes, including:

- Outcome areas: The particular target of the indicator against which performance is assessed.
- Framework and dimensions: The particular part of the framework which the indicator is reported against.
- Data quality statement: A statement assessing the quality of the data for reporting against the indicator.

- Data elements: The data elements (and data set specifications and data sources) that are used to calculate the computational components (numerator, denominator and disaggregation).

NB. In the past it has been common for properties which express an essentially binary choice between values to include the word 'indicator' in their name, for example 'Data estimated indicator.' To avoid confusion with the metadata type indicator, developers are recommended to use the word 'flag' instead. Properties using the word 'indicator' will remain as is in METEOR until updated for another reason.

### 13.1.1 For developers: Overview of indicator attributes

Table 13.1.1.1 below provides an overview of the attributes requiring action by a developer when an indicator is created in METEOR. The business rules relating to these attributes are provided in the relevant sections in this chapter.

**Table 13.1.1.1: Overview of indicator attributes for developer action**

Attribute	Definition	Obligation to complete	Section in this Chapter
Name	A single or multi-word designation assigned to the indicator, set by the auspice body responsible for defining the indicators.	Mandatory	13.2.1
Indicator type	The type of indicator used to describe the progress or performance of the health or welfare system. There are three types: indicator, output measure and progress measure.	Mandatory	13.2.2
Common name	A common name or designation by which the indicator is known and might be identified by.	Optional	13.2.3
Short name	A short or common name or designation by which the indicator is known and might be identified	Mandatory	13.2.4
Synonymous name(s)	One or more synonyms for the indicator name within the context of the metadata item.	Optional	13.2.5
Description	A concise description of the indicator.	Mandatory	13.2.6
Rationale	A designation or description of the application environment or discipline in which the indicator is applied or from which it originates, as well as a justification for inclusion of the indicator.	Optional	13.2.7
Indicator set	The group of related indicators to which the indicator belongs. N.B. The name of the indicator set may appear in the name of each indicator (e.g., National Health Agreement). See also Chapter 14	Conditional: Complete if the indicator forms part of an indicator set. N.B. An indicator may belong to more than one indicator set.	13.2.8
Outcome area	An outcome area is a statistical measure used to describe the progress or performance of the health or welfare system. This may be linked to a population, or a number related to the provision of goods and services-output.	Conditional: Complete if there is a requirement to specify an outcome area for the indicator.	13.2.9

Attribute	Definition	Obligation to complete	Section in this Chapter
Data quality statement	A statement of multiple quality dimensions for the purpose of assessing the quality of the data for reporting against the indicator or data source.	Optional	13.2.10
Population age group from	Contextual information about the age of the section of the population the indicator refers to. Specifically, the age at which the collection of information commences.	Optional	13.2.11
Population age group to	Contextual information about the age of the section of the population the indicator refers to. Specifically, the age at which the collection of information ceases.	Optional	13.2.12
Computation description	The plain text description of the measure or computation used to calculate the indicator.	Conditional: complete for indicators that have a clearly described calculation or formula	13.2.13
Computation	A concise, mathematical, description of the calculations used by the indicator, as applied to the numerator and denominator.	Mandatory	13.2.14
Numerator	A concise description of how the numerator used in the indicator calculations is composed. A numerator is the number above the line in a fraction, or the representation of a count in a measure.	Mandatory	13.2.15
Numerator data elements	A set of items used to calculate the numerator, including data element/data set (or a description of the data element if one has not been attached), data source, NMDS/DSS, and collection methods/guide for use.	Conditional: complete if only those data elements or data sets which implement this indicator as a numerator are to be listed	13.2.16
Denominator	A concise description of how the denominator used in the indicator calculations is composed. A denominator is the number below the line in a fraction.	Conditional: Complete if the indicator's computation has a denominator.	13.2.17
Denominator items	A set of items used to calculate the denominator, including data element/data set (or a description of the data element if one has not been attached), data source, NMDS/DSS, and collection methods/guide for use.	Conditional: Complete if the indicator's computation has a denominator.	13.2.18
Disaggregation	A concise description of how the data in the indicator have been broken down into smaller units or component parts, e.g., by sex, age, location, etc.	Conditional: Complete if the indicator is disaggregated.	13.2.19
Disaggregation items	A set of items used to calculate the disaggregated output, including data element/data set (or a description of the data element if one has not been attached), data source, NMDS/DSS, and collection methods/guide for use.	Conditional: Complete if the indicator has disaggregated output.	13.2.20

Attribute	Definition	Obligation to complete	Section in this Chapter
Comments	Any additional information that adds to the understanding of the indicator.	Optional	13.2.21
Representation class	The class of statistical data that is represented by the indicator. For example, 'count', 'incidence', 'mean (average)', 'percentage', 'rate', or 'ratio'.	Mandatory	13.2.22
Data type	The type of data presented in the indicator (i.e. the output of the indicator's calculation.). Options are 'coded category', 'integer', 'monetary amount', 'point in time', 'real', 'time period.'	Mandatory	13.2.23
Unit of measure	The counting unit upon which the calculations of the indicator are based	Mandatory	13.2.24
Format	A template for the presentation of values, including specification and layout of permitted characters, the maximum and minimum size, and precision. It is not a template for electronic data transmission or storage.	Mandatory	13.2.25
Framework and dimensions	A concise statement that expresses the facet in which an indicator is grouped.	Conditional: Complete if the indicator is reported against a framework.	13.2.26
Data source(s)	A specific data set, database and reference from where data are sourced.	Conditional (system generated)	13.2.27
Methodology	The detailed description of how the data used to calculate the indicator. has been collected or analysed.	Optional	13.2.28
Formulae	A group of symbols that make a formal mathematical statement, used to express how the calculations which underpin the indicator have been formulated.	Optional	13.2.29
Reporting requirements	The arrangement under which the indicator is reportable.	Mandatory	13.2.30
Organisation responsible for providing data	The organisation(s) that supplies data for the indicator.	Mandatory	13.2.31
Accountability	The organisation(s) responsible for developing, collecting and reporting data for the indicator.	Mandatory	13.2.32
Benchmark	A standard, or point of reference, against which the indicator can be compared, assessed, measured or judged.	Conditional: Complete if the indicator has a benchmark.	13.2.33
International comparison	A statement or indication of similarities and differences relating to an indicator between Australia and other countries.	Conditional: Complete if there is an international comparison for the indicator.	13.2.34

Attribute	Definition	Obligation to complete	Section in this Chapter
Further data development/ collection required	Describes whether the data specifications for an indicator is interim or development is long term. Planned data development such as changes to definitions and methodology indicate the indicator is an interim specification.	Conditional: Complete if there is a need for further data development or data collection for the indicator.	13.2.35
Other issues caveats	Any additional information required to interpret the data, or any other issues or caveats which have not been reported in another field in the template.	Conditional: Complete if there are other issues or caveats that have not been reported or described for the indicator elsewhere in the indicator template.	13.2.36
First release date	The day, month and year the indicator is publicly released.	Conditional: Complete if the indicator has a specified release date.	13.2.37
Submitting organisation	One or more organisations responsible for the submission of the indicator for endorsement as a standard.	Mandatory	13.2.38
Steward	The name of the organisation responsible for ongoing maintenance and management of a metadata item..	Completed by registrar.	13.2.39
Origin	Any publication(s), website(s), organisation(s) and/or committee(s) that are the direct source of content for the indicator.	Conditional: Complete for metadata items based on the content outside of METEOR.	13.2.40
Reference documents	Significant publication(s) and/or website(s) used in the aid of the development of the indicator.	Conditional: Complete for metadata items developed in consultation with a publication and/or website outside of METEOR.	13.2.41
Relationship type	An indicator of relationships between metadata items.	Optional	13.2.42
Unresolved issues	Comments which highlight unresolved issues for data committee or registrar consideration.	Completed by registrar.	13.2.43
Submitting organisation contact details	Details of at least one contact person for each listed submitting organisation.	Completed by registrar.	13.2.44
Steward contact details	Details of at least one contact person for the Steward organisation.	Completed by registrar.	13.2.45



## 13.1.2 For registrars: Overview of indicator attributes

Table 13.1.2.1 below provides an overview of the attributes requiring action by a registrar when an indicator is submitted for review. The business rules relating to these attributes are provided in the relevant sections in this chapter.

**Table 13.1.2.1: Overview of indicator attributes for registrar action**

Attribute	Definition	Obligation to complete	Section in this Chapter
Steward	The name of the organisation responsible for ongoing maintenance and management of a metadata item.	Optional: Complete if a steward has been endorsed and has agreed to perform steward role.	13.3.39
Unresolved issues	Comments which highlight unresolved issues for data committee or registrar consideration.	Optional	13.2.43
Submitting organisation contact details	The details of at least one contact person for each listed submitting organisation	Optional	13.2.44
Steward contact details	The details of at least one contact person for the Steward organisation.	Optional	13.2.45

## 13.2 Attributes requiring developer or registrar action

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

### 13.2.1 Name

A single or multi-word designation assigned to the indicator.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Indicator name components and arrangement:	<p>Agreement name + colon + indicator reference number + hyphen + formal indicator name + comma + year indicator was last updated.</p> <p>For example, National Healthcare Agreement: PB g-Better health services: the rate of Staphylococcus aureus (including MRSA) is no more than 2.0 per 10,000 occupied beds for acute care public hospitals by 2011–12 in each state and territory, 2021.</p>
Rules	<ol style="list-style-type: none"> <li>1. Capital letter should only be used for each first letter of the indicator set name, letters used in the indicator reference number, and the first letter of the formal indicator name.</li> <li>2. A colon should only be used to separate the agreement name and the indicator reference number.</li> <li>3. A hyphen should only be used to separate the indicator reference number and the formal indicator name.</li> <li>4. Commas should only be used to separate formal indicator name from the year the indicator was last updated.</li> <li>5. Full stops are not permitted unless they are a part of the agreement name or the formal indicator name as specified by the responsible auspice body.</li> <li>6. Em dashes are not permitted unless they are a part of the agreement name or the formal indicator name as specified by the responsible auspice body.</li> <li>7. Parentheses are not permitted unless they are a part of the agreement name or the formal indicator name as specified by the responsible auspice body.</li> <li>8. Square and curly brackets (braces) are not permitted unless they are a part of the agreement name or the formal indicator name as specified by the responsible auspice body.</li> </ol>
Notes	In some cases, the same indicator may appear in more than one indicator set. In such cases, the agreement name and indicator reference number do not appear in the indicator name.

## 13.2.2 Indicator type

The type of indicator used to describe the progress or performance of the health or welfare system.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. There are three types of indicators but only one of the following may be selected. Select from the drop-down menu:<ul style="list-style-type: none"><li>• Indicator: An indicator that is neither an input/output measure nor a progress measure. This indicator type is generally focused on outcomes and also includes performance benchmarks and structural indicators.</li><li>• Output measure: An output measure is generally focused on the provision of government services.</li><li>• Progress measure: A progress measure is generally focused on progress towards reaching an objective.</li></ul></li></ol>

## 13.2.3 Common name

A common name or designation by which the indicator is known and might be identified by.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	State the name the indicator is commonly known by (e.g., 'Tobacco smoking in pregnancy').

## 13.2.4 Short name

A short or common name or designation by which the indicator is known and might be identified by.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. Indicator reference number + Hyphen + indicator name + comma+ space + year indicator was last updated. For example, P01-Proportion of babies born with low birth weight, 2010</li><li>2. Where the indicator short name is the same as another indicator short name, but belongs to another national agreement, the names can be differentiated by adding the name of the agreement and the reference year of the agreement.</li></ol>

## 13.2.5 Synonymous name(s)

One or more synonyms for the indicator name within the context of the metadata item.

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

## 13.2.6 Description

A concise description of the indicator.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. Provide a concise description of the indicator including appropriate values such as percentage, count, proportion, mean (average), percentile, and the like, as applicable. For example, 'Proportion of population receiving clinical mental health services.'</li> <li>2. Express the description as a complete, grammatically correct, or sentences.</li> <li>3. If there is a need to define a term within the description (or elsewhere in the indicator set), a glossary item may be used.</li> </ol>
Notes	See chapter 11 'Glossary item business rules' if a new glossary item needs to be created.

## 13.2.7 Rationale

A designation or description of the application environment or discipline in which the indicator is applied or from which it originates, as well as a justification for inclusion of the indicator

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	Briefly state or describe the application environment and justification for the indicator.  For example:  "For First Nations people with type 2 diabetes, monitoring blood pressure can help assure appropriate medical care to lower the risk of macrovascular (stroke, heart attack and heart failure) and microvascular (kidney disease, eye disease and peripheral neuropathy) complications."

## 13.2.8 Indicator set

A group of related indicators.

Obligation to complete:	Conditional: Complete if the indicator forms part of an indicator set.
Completed by:	Developer
Visibility:	All users
Rules:	Indicators are added to an indicator set from the indicator set template.  N.B. An indicator may belong to more than one indicator set.  See chapter 14 'Indicator set business rules.'

## 13.2.9 Outcome area

An outcome area is a statistical measure used to describe the progress or performance of the health or welfare system. This may be linked to a population or a number related to the provision of goods and services-output.

Obligation to complete:	Conditional: Complete if there is a requirement to specify an outcome area for the indicator.
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. Select the outcome area(s) applicable to the indicator by clicking on the Choose button.</li> <li>2. Click the Add button.</li> <li>3. The lowest level dimension that is relevant to the indicator should be selected. For example the 'Australian Health Performance Framework' is considered the broadest level dimension, followed by 'Domain 1 – Determinants of Health' which is a mid-level dimension and has a 'wellbeing' sub-dimension at the lowest level.</li> </ol>
Notes	Outcome areas are generally applicable when an indicator or indicator set are tied to a strategic plan with outcomes specified.

## 13.2.10 Data quality statement

A statement of multiple quality dimensions for the purpose of assessing the quality of the data for reporting against the indicator.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. Select the data quality statement applicable to the indicator by clicking on the Choose button.</li><li>2. Click the Add button.</li><li>3. Only one data quality statement may be selected.</li></ol>
Notes	See chapter 17 'Data quality statement business rules.'

## 13.2.11 Population group age from

Contextual information about the age of the section of the population the indicator refers to. Specifically, the age at which the collection of information commences.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	State the age at which the target population age range commences (e.g., '5 years').
Notes	<p>If there is a break in the population age range (e.g., 5 to 15 and 25 to 64 years), 'age from' may be specified as per the example below:</p> <p>Child: 5 years Adult: 25 years.</p>

## 13.2.12 Population group age to

Contextual information about the age of the section of the population the indicator refers to. Specifically, the age at which the collection of information ceases.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	State the age at which the target population age range ends (e.g., '64 years').
Notes	<p>If there is a break in the population age range (e.g., 5 to 15 and 25 to 64 years), 'age to' may be specified as per the example below:</p> <p>Child: 15 years Adult: 64 years.</p>

### 13.2.13 Computation description

The plain text description of the measure or computation used to calculate the indicator.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<p>Clearly describe the computation including as much information as necessary, including presentation.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>Count of Indigenous regular clients aged 11 and over whose smoking status was recorded within the previous 24 months. Presented as a number.</li> <li>The number of live born babies at or after term (from 37 completed weeks gestational age) with an Apgar score of less than 7 at 5 minutes, divided by the number of live born babies born at or after term (from 37 completed weeks gestational age). Presented as a percentage.</li> </ul>

### 13.2.14 Computation

A concise, mathematical, description of the calculations used by the indicator, as applied to the numerator and denominator.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>Specify the formal mathematical calculation (e.g., '(Numerator ÷ Denominator) x 100').</li> <li>Include any other necessary computational information, as appropriate.</li> </ol>
Notes	In the case of a 'count' where there is no mathematical computation, it is recommended that 'numerator only' be stated.

### 13.2.15 Numerator

A concise description of how the numerator used in the indicator calculations is composed.  
A numerator is the number above the line in a fraction, or the representation of a count in a measure.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	Clearly describe the numerator (e.g., Number of persons aged 18 and over who smoke tobacco every day).
Notes	When the numerator represents a count, rather than a fractional representation, the numerator attribute is completed and the denominator attribute is left blank.

## 13.2.16 Numerator data elements

A set of items used to calculate the numerator, including data element/data set, data source, NMDS/DSS, and collection methods/guide for use.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<p>Numerator items are composed of the following. Select or specify the relevant items to calculate the numerator:</p> <ul style="list-style-type: none"> <li>• The numerator data element is a set of data elements used to calculate the numerator. Where a data element has not been attached the user can include a description of the intended data element in the field labelled 'data element description if no data element is attached'.</li> <li>• The data source is a specific data set, database or reference from where data are sourced. See chapter 18 'Data source business rules.'</li> <li>• The NMDS/DSS is the name of the National minimum data set or data set specification from which the data element is sourced.</li> <li>• The collection methods/guide for use includes information such as the methods of data collection including census, sample survey, and administrative by-product. The collection methods/guide for use may also define which permissible values from a data element are to be included in a calculation, e.g., Include persons with a body mass index (BMI) <math>\geq 30</math> (Obese)</li> <li>• The numerator data element/s, data source and/or NMDS/DSS attached to the indicator must relate to the appropriate year/s of data collection.</li> </ul>
Notes	<ol style="list-style-type: none"> <li>1. Click the Add item button to select numerator items.</li> <li>2. Choose from data element/data set; data source; NMDS/DSS options.</li> <li>3. Enter chosen item's ID and click OK button.</li> <li>4. If the data element does not exist in METEOR, descriptions can be provided in the 'data element description, if no data element attached' attribute box.</li> <li>5. Collection and guide for use instructions can be provided in the 'collections method and guide for use' attribute box.</li> </ol> <p>Please note: if the indicator is not based on a NMDS/DSS registered in METEOR, data elements should be described in the 'data element description, if no data element attached' attribute box rather than by a link. This is because even common variables like 'sex' or 'Indigenous status' may not be collected in conformance to the standard in external data sources.</p>

## 13.2.17 Denominator

A concise description of how the denominator used in the indicator calculations is composed. A denominator is the number below the line in a fraction.

Obligation to complete:	Conditional: Complete if the indicator's computation has a denominator.
Completed by:	Developer
Visibility:	All users
Rules:	<p>Clearly describe the denominator, for example:</p> <ul style="list-style-type: none"> <li>• population aged 18 years and over</li> <li>• total number of regular clients who are Indigenous, and have Type II diabetes</li> </ul> <p>Where the numerator is used to represent a count, rather than a fractional representation, the denominator should be left blank.</p>

## 13.2.18 Denominator data elements

A set of items used to calculate the denominator, including data element/data set, data source, NMDS/DSS, and collection methods/guide for use.

Obligation to complete:	Conditional: Complete if the indicator's computation has a denominator.
Completed by:	Developer
Visibility:	All users
Rules:	<p>Denominator items are composed of the following. Select or specify the relevant items used to calculate the denominator:</p> <ul style="list-style-type: none"> <li>• The denominator data element is a set of data elements used to calculate denominator. Where a data element has not been attached the user can include a description of the intended data element in the field labelled 'data element description if no data element attached'.</li> <li>• The data source is a specific data set, database or reference from where data are sourced. See chapter 18 'Data source business rules.'</li> <li>• The NMDS/DSS is the name of the National minimum data set or data set specifications from which the data element is sourced.</li> <li>• The collection methods/guide for use includes information such as the methods of data collection including census, sample survey, and administrative by-product. The collection methods/guide for use may also define which permissible values from a data element are to be included in a calculation, e.g., Include persons aged <math>\geq 18</math> years.</li> <li>• The denominator data element/s, data source and/or NMDS/DSS attached to the indicator must relate to the appropriate year/s of data collection.</li> </ul>

Notes	<ol style="list-style-type: none"> <li>1. Click the Add item button to select denominator items.</li> <li>2. Choose from data element/data set; data source; NMDS/DSS options.</li> <li>3. Enter chosen item's ID and click OK button.</li> <li>4. If the data element does not exist in METEOR, descriptions can be provided in 'Data element description, if no data element attached' attribute box.</li> <li>5. Collection and guide for use instructions can be provided in the 'Collection methods and guide for use' attribute box.</li> </ol> <p>Please note: if the indicator is not based on a NMDS/DSS registered in METEOR, data elements should be described in the 'data element description, if no data element attached' attribute box rather than by a link. This is because even common variables like 'sex' or 'Indigenous status' may not be collected in conformance to the standard in external data sources.</p>
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### 13.2.19 Disaggregation

A concise description of how the data in the indicator have been broken down into smaller units or component parts, e.g. by sex, age, location, etc.

Obligation to complete:	Conditional: Complete if the indicator is disaggregated.
Completed by:	Developer
Visibility:	All users
Rules:	<p>Clearly describe the disaggregation.</p> <p>For example</p> <ul style="list-style-type: none"> <li>• sex</li> <li>• age <ul style="list-style-type: none"> <li>- &lt;18 years</li> <li>- 18-64 years</li> <li>- &gt;65 years</li> </ul> </li> <li>• state or territory of usual residence</li> </ul>

## 13.2.20 Disaggregation items

A set of items used to calculate the disaggregated output, including data element/data set, data source, NMDS/DSS, and collection methods/guide for use.

Obligation to complete:	Conditional: Complete if the indicator has disaggregated output.
Completed by:	Developer
Visibility:	All users
Rules:	<p>Disaggregation items are composed of the following. Select or specify the relevant items used to calculate the denominator:</p> <ul style="list-style-type: none"> <li>• The disaggregated data element is a set of data elements used to calculate disaggregation. Where a data element has not been attached the user can include a description of the intended data element in the field labelled 'data element description if no data element attached'.</li> <li>• The data source is a specific data set, database and reference from where data are sourced. See chapter 18 'Data source business rules.'</li> <li>• The NMDS/DSS is the name of the National minimum data set or data set specifications from which the data element is sourced.</li> <li>• The collection methods/guide for use includes information such as the methods of data collection including census, sample survey, and administrative by-product. The collection methods/guide for use may also define which permissible values from a data element are to be included in the disaggregation, e.g., Male and Female only.</li> <li>• The disaggregated data element/s, data source and/or NMDS/DSS attached to the indicator must relate to the appropriate year/s of data collection.</li> </ul>
Notes	<ol style="list-style-type: none"> <li>1. Use the Add items button to add disaggregation items.</li> <li>2. Choose from data element/data set; data source; NMDS/DSS options.</li> <li>3. Enter chosen item's ID and click OK button.</li> <li>4. If the data element does not exist in METEOR, descriptions can be provided in 'data element description, if no data element attached' attribute box .</li> <li>5. Collection and guide for use instructions can be provided in the 'collection methods and guide for use attribute box.</li> </ol> <p>Please note: if the indicator is not based on a NMDS/DSS registered in METEOR, data elements should be described in the 'data element description, if no data element attached' attribute box rather than by a link. This is because even common variables like 'sex' or 'Indigenous status' may not be collected in conformance to the standard in external data sources.</p>

### 13.2.21 Comments

Any additional information that adds to the understanding of the metadata item.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	Describe any additional information which facilitates understanding of the indicator not covered elsewhere in the indicator template. For example, potential terminology issues, and justification for the inclusion or exclusion of content.
Notes	<ol style="list-style-type: none"> <li>1. Use the 'other issues caveats' attribute when it is necessary to provide additional information required to interpret the data, or any other issues or caveats which have not been reported in another field in the template.</li> <li>2. Use the 'further data development/collection required' attribute when it is necessary to provide information about whether the specification for an indicator is interim or development is long term.</li> </ol>

### 13.2.22 Representation class

The class of statistical data that is represented by the indicator. For example, 'count', 'incidence', 'mean (average)', 'percentage', 'rate', or 'ratio'.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. Only one representation class may be selected.</li> <li>2. To progress to the <i>Incomplete</i> registration status, this attribute must have a value selected.</li> </ol>
Notes	For a list of the representational class values and their associated meaning, see Table G1 'Representation class values and their associated meaning' in Appendix G 'Value representation tables'.

### 13.2.23 Data type

The type of data presented in the indicator (i.e. the output of the indicator's calculation.) Options are 'coded category', 'integer', 'monetary amount', 'point in time', 'real', 'time period.'	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. Only one data type may be selected.</li> <li>2. The data type must be appropriate for the representation class:</li> <li>3. To progress to the <i>Incomplete</i> registration status, this attribute must have a value selected.</li> </ol>
Notes	See 'Table G4: Indicator data type values and their associated meaning.'

## 13.2.24 Unit of measure

The counting unit upon which the calculations of the indicator are based.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. Only one unit of measure may be selected.</li><li>2. To assign a unit of measure, click on the drop-down menu to choose a value from the list.</li><li>3. If the required unit of measure does not already exist in METEOR, a new unit of measure may need to be created. Only registrars can create a new unit of measure.</li></ol>
Notes	<p>Some non-mandatory attributes in legacy METEOR are now mandatory in the new platform.</p> <p>If an item cannot be progressed to an <i>Incomplete</i> registration status, this means that some of the mandatory fields have not been filled in.</p> <p>The developer will need to edit the item, fill in the relevant mandatory field/s (in this case, the unit of measure) so the item can be updated. Mandatory fields are indicated by a red asterisk.</p> <p>For a list of the units of measure, see Table G9 'Units of measure classified by measure' in Appendix G' Value representation tables'.</p>

## 13.2.25 Format

A template for the presentation of values, including specification and layout of permitted characters, the maximum and minimum size, and precision. It is not a template for electronic data transmission or storage.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. Specify the valid format values for the indicator.</li> <li>2. Formatting characters such as decimal points, full stops, commas and hyphens are specified using symbolic representation. For example, a number with a precision of one is represented by the format 'N.N'.</li> <li>3. Characters which are not enclosed in brackets signify a value which must be represented.</li> <li>4. If a character is repeated more than 6 times in succession, round brackets and a number are to be used to indicate the number of repeats. For example, 'X(7)' not 'XXXXXXX'.</li> <li>5. Position characters using a protocol reading from inner brackets (if any) to outer brackets – from left to right. For example NNNNX[AA] represents four numeric characters followed by one alphanumeric character, and up to two alphabetic characters (i.e. NNNNX, NNNNZA or NNNNXAA)</li> <li>6. Express a sequence of characters of a given character type by ordering characters which must be represented to the left of characters that may/not be represented. For example, NN[N] and not, [N]NN.</li> </ol>
Notes	<p>Filling in this attribute is not mandatory until it progresses to the <i>Incomplete</i> registration status.</p> <p>As indicators typically describe mathematical calculations, this attribute will generally represent a numerical value (though exceptions do occur.) Common examples include:</p> <ul style="list-style-type: none"> <li>• N[NNNN]{.N[N]} (for a rate per 100,000 people, accurate to 2 decimal places)</li> <li>• N[NN]{.N} (for a percentage, accurate to 1 decimal place, where the target outcome is 100%)</li> <li>• N[N]{.N} (for a percentage, accurate to 1 decimal place, where the target outcome is 0%.)</li> </ul> <p>See Table G4 'Format values and their associated meaning' in Appendix G 'Value representation tables' for format values and valid character range.</p> <p>See Table G5 'Examples of values to be represented and their associated format' in Appendix G 'Value representation tables' for format examples.</p>

## 13.2.26 Framework dimensions

A concise statement that expresses the facet in which an indicator is grouped.	
Obligation to complete:	Conditional: Complete if the indicator is reported against a framework.
Completed by:	Developer
Visibility:	All users
Rules:	<p>Select the framework dimension(s) including tier(s) or sub-dimension(s) applicable to the indicator using the Add item button.</p> <ol style="list-style-type: none"> <li>1. A dimension is part of a framework (e.g., 'Australian Health Performance Framework') that provides a structure to guide the understanding and evaluation of the system or program being investigated and reported. A framework may consist of tiers, dimensions and sub-dimensions.</li> <li>2. The framework above may consist of these dimensions: <ul style="list-style-type: none"> <li>• determinants of health</li> <li>• health system</li> <li>• health status</li> <li>• health system context</li> </ul> </li> <li>3. Sub-dimensions may consist of: <ul style="list-style-type: none"> <li>• socioeconomic factors</li> <li>• continuity of care</li> <li>• health conditions</li> <li>• deaths</li> </ul> </li> <li>4. If the required framework does not already exist in METEOR, a new framework may need to be created by a registrar. See chapter 16 'Framework dimension business rules'.</li> </ol>

## 13.2.27 Data source(s)

A specific data set, database and reference from where data are sourced.	
Obligation to complete:	Conditional (system generated)
Completed by:	Developer
Visibility:	All users
Rules:	This attribute is system generated when a data source is specified in any one of the numerator item, denominator item or disaggregation item attributes.
Notes	<p>The data source linked to from either numerator item, denominator item or disaggregation item attributes displays, showing the data source's name, frequency, data custodian, plus a link to the relevant data quality statement.</p> <p>See chapter 18 'Data source business rules.'</p>

## 13.2.28 Methodology

The detailed description of how the data used to calculate the indicator has been collected or analysed.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	Where necessary, provide a detailed description of how the data used to calculate the indicator has been collected or analysed..

## 13.2.29 Formulae

A group of symbols that make a formal mathematical statement, used to express the calculations which underpin the indicator.

Obligation to complete:	Conditional: Complete for indicators that have a clearly described formula/e.
Completed by:	Developer
Visibility:	All users
Rules:	Where necessary, provide additional information about how formulae used to calculate the indicator are constructed.

## 13.2.30 Reporting requirements

The arrangement under which the indicator is reportable.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. Specify the arrangement under which the indicator is reportable, such as any applicable agreements, or the organisation responsible. Examples include:<ul style="list-style-type: none"><li>• Fourth Action Plan under the National Framework for Protecting Australia's Children 2009–2020</li><li>• Funding agreements between the Department of Health and Aged Care and the organisations funded under the Indigenous Australians' Health Programme (IAHP)</li><li>• Australian Institute of Health and Welfare</li><li>• states and territories.</li></ul></li><li>2. In cases where there is no reporting specified:<ul style="list-style-type: none"><li>• no formal reporting requirements.</li></ul></li></ol>

### 13.2.31 Organisation responsible for providing data

The organisation(s) that supplies data for the indicator.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. State the name of the organisation(s) responsible for supplying data for the indicator.</li><li>2. If more there is more than one organisation, list each organisation underneath each other.</li><li>3. Spell out the names of organisations (followed by the acronym in parentheses, if applicable).</li></ol>

### 13.2.32 Accountability

The organisation(s) responsible for developing, collecting and reporting data for the indicator.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. State the formal name of the organisation(s) responsible for developing, collecting and reporting data for the indicator.</li><li>2. If more there is more than one organisation, list each organisation underneath each other.</li><li>3. Spell out the names of organisations (followed by the acronym in parentheses, if applicable).</li></ol>

### 13.2.33 Benchmark

A standard, or point of reference, against which the indicator can be compared, assessed, measured or judged.	
Obligation to complete:	Conditional: Complete if the indicator has a benchmark.
Completed by:	Developer
Visibility:	All users
Rules:	Express as complete, grammatically correct, descriptive phrase(s), sentence(s) or paragraph(s).
Notes	Examples: <ul style="list-style-type: none"><li>• National Healthcare Agreement Performance Benchmark: 'Close the life expectancy gap for Indigenous Australians within a generation.</li><li>• Related NDA benchmark - Performance benchmark (b) A decrease in the proportion of potential population with unmet demand for services.</li></ul> Note: Framework and dimensions can be used as a benchmark (e.g., The Australian Health Performance Framework)

### 13.2.34 International comparison

A statement or indication of similarities and differences relating to an indicator between Australia and other countries.	
Obligation to complete:	Conditional: Complete if there is an international comparison for the indicator.
Completed by:	Developer
Visibility:	All users
Rules:	Express as complete, grammatically correct, descriptive phrase(s), sentence(s) or paragraph(s). Example: <ul style="list-style-type: none"><li>• This indicator relates to Indicators 13 and 14 in the World Health Organization (WHO) Global Action Plan for the Prevention and Control of Noncommunicable Diseases, 2012–2020 (WHO 2013).</li></ul>

### 13.2.35 Further data development/collection required

Describes whether the data specifications for an indicator are interim or long term. Planned data development such as changes to definitions and methodology indicate the indicator is an interim specification.

Obligation to complete:	Conditional: Complete if there is a need for further data development or data collection for the indicator.
Completed by:	Developer
Visibility:	All users
Rules:	Express as complete, grammatically correct, descriptive phrase(s), sentence(s) or paragraph(s).
Notes	<p>Planned data development, such as changes to definitions and methodology, indicate the indicator is an interim specification.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• This indicator cannot be accurately constructed using the mental health National minimum data sets because they do not include unique patient identifiers that allow links across data sets and financial reporting years. Development of state-wide unique patient identifiers within all mental health NMDSs is needed to improve this capacity.</li> <li>• Methodology to collect multifaceted levels of service usage, such as intensity and complexity issues and the impact on contact duration, is needed in order to improve cost modelling and efficiency measurement in general.</li> </ul>

### 13.2.36 Other issues caveats

Any additional information required to interpret the data, or any other issues or caveats which have not been reported in another field in the template.

Obligation to complete:	Conditional: Complete if there are other issues or caveats that have not been reported or described for the indicator elsewhere in the indicator template.
Completed by:	Developer
Visibility:	All users
Rules:	Express as complete, grammatically correct, descriptive phrase(s), sentence(s) or paragraph(s).

### 13.2.37 Release date

The day, month and year the indicator is publicly released.	
Obligation to complete:	Conditional: Complete if the indicator has a specified release date.
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. Select the release date from the calendar.</li><li>2. When the release date calendar is selected it automatically defaults to today's date. To specify the release date, select the relevant day, month and year from the drop-down date selector to indicate a fully formed date (i.e., 15 February 2006).</li><li>3. If an indicator does not have a date tick the Not applicable box.</li></ol>
Notes	Not all indicators used in an Indicator Set will have the same release dates. The date referred to here is the earliest release date.

### 13.2.38 Submitting organisation

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

### 13.2.39 Steward

The name of the organisation responsible for ongoing maintenance and management of a metadata item.

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

### 13.2.40 Origin

Any publication(s), website(s), organisation(s) and/or committee(s) from which any content of the metadata item originates.

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

## 13.2.41 Reference documents

Significant publication(s) and/or website(s) used in the aid of the development of the metadata item.

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

## 13.2.42 Relationship type

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

### 13.2.43 Unresolved issues

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

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

### 13.2.44 Submitting organisation contact details

The details of at least one contact person for each listed submitting organisation.

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

### 13.2.45 Steward contact details

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

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