Appendix 2: CSTDA NMDS 2004–05 collection forms

The following CSTDA NMDS 2004–05 collection forms were used by service type outlets that did not collect data electronically.
B. Service type outlet ID

Please copy the Service type outlet ID from the related Service Type Outlet Form.

1. Record ID

See Data Guide page 42

2. Statistical Linkage Key

2a. Letters of surname

1st 2nd 3rd 4th 5th 6th

See Data Guide page 43

2b. Letters of given name

See Data Guide page 44

2c. Date of birth

If not known, estimate year, enter 01/01 for day and month and tick 2d.

2d. Is the service user's date of birth an estimate? Yes

See Data Guide page 47

2e. What is the service user's sex?

Male Female

3. Is the service user of Aboriginal or Torres Strait Islander origin?

Aboriginal but not Torres Strait Islander origin

Torres Strait Islander but not Aboriginal origin

Both Aboriginal and Torres Strait Islander origin

Neither Aboriginal nor Torres Strait Islander origin

Responses must not be based on the perceptions of anyone other than the person, or their advocate. The 'look' of a person has proven to be an unreliable way for another person to assess someone’s Indigenous origin.
4. In which **country** was the service user **born**?

Australia 1

Scotland 2

England 1

Greece 1

New Zealand 1

Germany 1

Italy 1

Philippines 2

Viet Nam 5

Netherlands 2

If other country please specify

5. Does the service user require **interpreter services**?

Yes - for spoken language other than English 1

Yes - for non-spoken communication 2

No 3

6. What is the service user’s most effective **method of communication**?

Spoken language (effective) 1

Sign language (effective) 2

Other effective non-spoken communication - e.g. Canon Communicator, Compic 3

Little, or no effective communication 4

Child aged under 5 years (not applicable) 5

7. Does the service user usually **live alone** or with others?

Lives alone 1

Lives with family 2

Lives with others 3

*Usually* means 4 or more days per week on average.

The service user’s living arrangements must relate to the same place described in residential setting (see question 9).

8. What is the **postcode** of the service user’s usual residence?

The service user’s postcode must relate to their residential setting (see question 9).
9. What is the service users usual residential setting?

- Private residence
- Residence within an Aboriginal community
- Domestic-scale supported living facility – e.g. group homes
- Supported accommodation facility – e.g. hostels, supported residential services or facilities
- Boarding house/private hotel
- Independent living unit within a retirement village
- Residential aged care facility – nursing home or aged care hostel
- Psychiatric/mental health community care facility
- Hospital
- Short term crisis, emergency or transitional accommodation – e.g. night shelters, refuges, hostels for the homeless, halfway houses
- Public place/temporary shelter
- Other

See Data Guide page 55

10. What are the service user’s primary and other significant disability group(s)?

<table>
<thead>
<tr>
<th>a. Primary disability group</th>
<th>b. Other significant disability group(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tick 1 box only</td>
<td>Tick all other significant disabilities</td>
</tr>
<tr>
<td>Intellectual</td>
<td></td>
</tr>
<tr>
<td>2 Specific learning/ADD - other than Intellectual</td>
<td></td>
</tr>
<tr>
<td>3 Autism - including Asperger’s syndrome</td>
<td></td>
</tr>
<tr>
<td>4 Physical</td>
<td></td>
</tr>
<tr>
<td>5 Acquired brain injury</td>
<td></td>
</tr>
<tr>
<td>6 Neurological - including epilepsy &amp; Alzheimer’s Disease</td>
<td></td>
</tr>
<tr>
<td>7 Deafblind - dual sensory</td>
<td></td>
</tr>
<tr>
<td>8 Vision</td>
<td></td>
</tr>
<tr>
<td>9 Hearing</td>
<td></td>
</tr>
<tr>
<td>10 Speech</td>
<td></td>
</tr>
<tr>
<td>11 Psychiatric</td>
<td></td>
</tr>
<tr>
<td>12 Developmental Delay - only valid for a child aged 0 – 5 years</td>
<td></td>
</tr>
</tbody>
</table>

Disability group(s) (other than that indicated as being ‘primary’) that also cause difficulty for the person.

See Data Guide pages 57–61
11. How often does the service user need personal help or supervision with activities or participation in the following life areas?

Please indicate the level of help or supervision required for each life area (rows a–i) by ticking only one level of help or supervision (columns 1–5).

<table>
<thead>
<tr>
<th>LIFE AREA</th>
<th>1) Unable to do or always needs help/ supervision in this life area</th>
<th>2) Sometimes needs help/ supervision in this life area</th>
<th>3) Does not need help/ supervision in this life area but uses aids or equipment</th>
<th>4) Does not need help/ supervision in this life area and does not use aids or equipment</th>
<th>5) Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Self-care e.g. washing oneself, dressing, eating, toileting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Mobility e.g. moving around the home and/or moving around away from home (including using public transport or driving a motor vehicle), getting in or out of bed or a chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Communication e.g. making self understood, in own native language or preferred method of communication if applicable, and understanding others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Interpersonal interactions and relationships e.g. actions and behaviours that an individual does to make and keep friends and relationships, behaving within accepted limits, coping with feelings and emotions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) Learning, applying knowledge and general tasks and demands e.g. understanding new ideas, remembering, problem solving, decision making, paying attention, undertaking single or multiple tasks, carrying out daily routine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f) Education e.g. the actions, behaviours and tasks an individual performs at school, college, or any educational setting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g) Community (civic) and economic life e.g. recreation and leisure, religion and spirituality, human rights, political life and citizenship, economic life such as handling money</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: In the following questions ‘not applicable’ is a valid response only if the person is 0–4 years old.

<table>
<thead>
<tr>
<th>e) Learning, applying knowledge and general tasks and demands</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>f) Education e.g. the actions, behaviours and tasks an individual performs at school, college, or any educational setting</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>g) Community (civic) and economic life e.g. recreation and leisure, religion and spirituality, human rights, political life and citizenship, economic life such as handling money</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

NOTE: In the following questions ‘not applicable’ is a valid response only if the person is 0–14 years old.

<table>
<thead>
<tr>
<th>h) Domestic life e.g. organising meals, cleaning, disposing of garbage, housekeeping, shopping, cooking, home maintenance</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Working e.g. actions, behaviours and tasks to obtain and retain paid employment</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
12. Carer arrangements (informal)

The following questions are asking about the presence of an informal carer who provides support to the service user (i.e. these questions are not about paid carers)

12a. Does the service user have an informal carer, such as a family member, friend or neighbour, who provides care and assistance on a regular and sustained basis?

Yes 1 >Go to 12b

No 2 >Go to 13

"Regular" and "sustained" in this instance means that care or assistance has been ongoing, or likely to be ongoing for at least six months.

12b. Does the carer assist the service user in the area(s) of self-care, mobility or communication?

Yes 1

No 2

See Data Guide page 67

Questions 12b-e relate the informal carer identified in 12a

12c. Does the carer live in the same household as the service user?

Yes, Co-resident carer 1

No, Non-resident carer 2

See Data Guide page 68

12d. What is the relationship of the carer to the service user?

Wife/female partner 1

Daughter-in-law 7

Husband/male partner 2

Son-in-law 8

Mother 3

Other female relative 9

Father 4

Other male relative 10

Daughter 5

Friend/neighbour – female 11

Son 6

Friend/neighbour – male 12

When answering this question complete the sentence The carer is the service user’s...

This question relates to the informal carer identified in 12a

12e. What is the age group of the carer?

Less than 15 years 1

45 - 64 years 4

15 - 24 years 2

65 years and over 5

25 - 44 years 3

When asking the service user about the age of their carer it is considered more appropriate to ask about broad age groups rather than actual age.

See Data Guide page 71

See Data Guide page 65

See Data Guide page 66

See Data Guide page 67

See Data Guide page 68

See Data Guide page 69

See Data Guide page 70

See Data Guide page 71
13. If aged under 16 years: do the service user’s parents or guardians receive the Carer Allowance (Child)?

Yes 1  No 2  Not known 3

This question is not asking about Carer Payment even though some parents of children aged less than 16 years receive it in addition to Carer Allowance (Child).

14. If aged 15 years or more: What is the service user’s labour force status?

Employed 1  Unemployed 2  Not in the labour force 3

15. If aged 16 years or more: What is the service user’s main source of income?

Disability Support Pension 1  Other income 5
Other pension or benefit 2  Nil income 8
Paid employment 3  Not known 7
Compensation payments 4

This item refers to the source by which a person derives most (equal to or greater than 50%) of his/her income. If the person has multiple sources of income and none are equal to or greater than 50%, the one which contributes the largest percentage should be counted.

16. Is the service user currently receiving individualised funding under the CSTDA?

Yes 1  No 2  Not known 3

Continue questions for service users of all ages.
17. Services received 2004–2005

For service types 1.05–1.07, 2.06, 3.01, 3.03 and 4.01–4.05 complete all sections (a) to (g). For all remaining service types (except 3.02, 6.01–6.05, 7.01–7.04), please complete sections (a) to (e) only.

Responses to the remaining questions must relate to the service type outlet ID indicated in data item B of the Service User Form.

Note: if the service user received more than 1 service type from your agency you will need to complete a separate Service User Form (see Data Guide pages 14–15).

17a. When did the service user commence using this service type?

[Date] d d m m y y y

See Data Guide page 79

A service is a support activity delivered to a person, in accord with the CSTDA. Services within the scope of the collection are those for which funding has been provided, during the specified period, by a government organisation operating under the CSTDA.

17b. When did the service user last receive this service type?

[Date] d d m m y y y

See Data Guide page 80

The snapshot day refers to a single day during the annual reporting period.

17c. Did the service user receive this service type on the snapshot day?

Yes [ ] 1 No [ ] 2

See Data Guide page 81

The snapshot day refers to a single day during the annual reporting period.

17d. When did the service user leave this service type?

[Date] d d m m y y y

If the service user is still with the service leave blank and > Go to question 17f

A service user is considered to leave a service when either:
1. the service user ends the support relationship with the service outlet;
2. the service outlet ends the support relationship with the service user; or
3. twelve months have elapsed since the service user last received support.

See Data Guide page 82

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17e. What reason did the service user report for leaving this service?

- Service user no longer needs assistance from service type outlet – moved to mainstream services 1
- Service user no longer needs assistance from service type outlet – other 2
- Service user moved to residential, institutional or supported accommodation setting 3
- Service user's needs have increased – other service type required 4
- Services terminated due to budget/staffing constraints 5
- Services terminated due to Occupational Health and Safety reasons 6
- Service user moved out of area 7
- Service user died 8
- Service user terminated service 9
- Other 10

Questions 17f and 17g only need to be completed by service types 1.05–1.07, 2.06, 3.01, 3.03 and 4.01–4.05.

17f. In the 7-day reference week preceding the end of the reporting period?

17g. In a typical 7-day week?

Thank you for your time and effort.
A separate Service type outlet form should be filled in for each CSTDA-funded service type outlet (i.e. for each CSTDA-funded service type provided at or from a given location). Your CSTDA funding department should have filled in items A–G before your agency received this form. Please check the responses using the Data Guide—pages 16–30, initially for any queries you may have.

Please verify the information provided above.

A. Funded agency ID

B. Service type outlet ID

C. Service type

D. Service type outlet postcode

E. Service type outlet SLA

F. Funding jurisdiction

G. Agency sector

Service type outlet name:

Funded service type:

Contact Name

Title or position

Email

Phone number

Fax number

Please name a person in your service type outlet/funded agency who is involved in completing the forms and can be contacted about any queries. Please print.
1. Has this service type outlet operated for the full 2004–05 financial year?

2. How many **weeks per year** does this service type outlet usually operate?
   Or
   *No regular pattern of operation through a year* includes seasonal services such as Christmas holiday programs.
   No regular pattern [90] See Data Guide page 32

3. How many **days per week** does this service type outlet usually operate?
   Or
   *No regular pattern of operation through a week* includes school holiday programs.
   No regular pattern [90] See Data Guide page 33

4. How many **hours per day** does this service type outlet usually operate?
   Or
   *No regular daily pattern of operation* includes flexible hours, on call, 24 hour sleepover etc. Please do not provide the number of hours per week.
   No regular pattern [90] See Data Guide page 34

**Staff hours:** What were the **total hours** worked by staff (including those worked by contracted staff) and volunteers working on behalf of this service type outlet:

5. In the **7-day reference period preceding the end of the reporting period**?
   **Paid staff** – paid hours worked by staff including contracted staff.
   a) [ ] [ ] [ ] [ ] [ ] [ ] [ ]
   **Unpaid staff** – unpaid hours worked by staff and volunteers.
   b) [ ] [ ] [ ] [ ] [ ] [ ]
   See Data Guide page 35

6. In a **typical 7-day week**?
   a) [ ] [ ] [ ] [ ] [ ] [ ]
   b) [ ] [ ] [ ] [ ] [ ] [ ]
   See Data Guide page 37

Please enter a dash (–) in the right hand box for any category where the value is ‘nil’.
Please round hours up to the nearest whole hour.

**If the service type of this service outlet is ‘Other support’ (7.01–7.04) please do not complete question 7 and do not fill out any Service user forms.**

7. How many service users received this service type from this service type outlet **during the reporting period**?
   Please do not provide numbers of ‘beds’ or ‘places’ or ‘instances of service’.
   [ ] [ ] [ ] [ ] [ ] [ ]
   See Data Guide page 38

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Thank you for your time and effort.