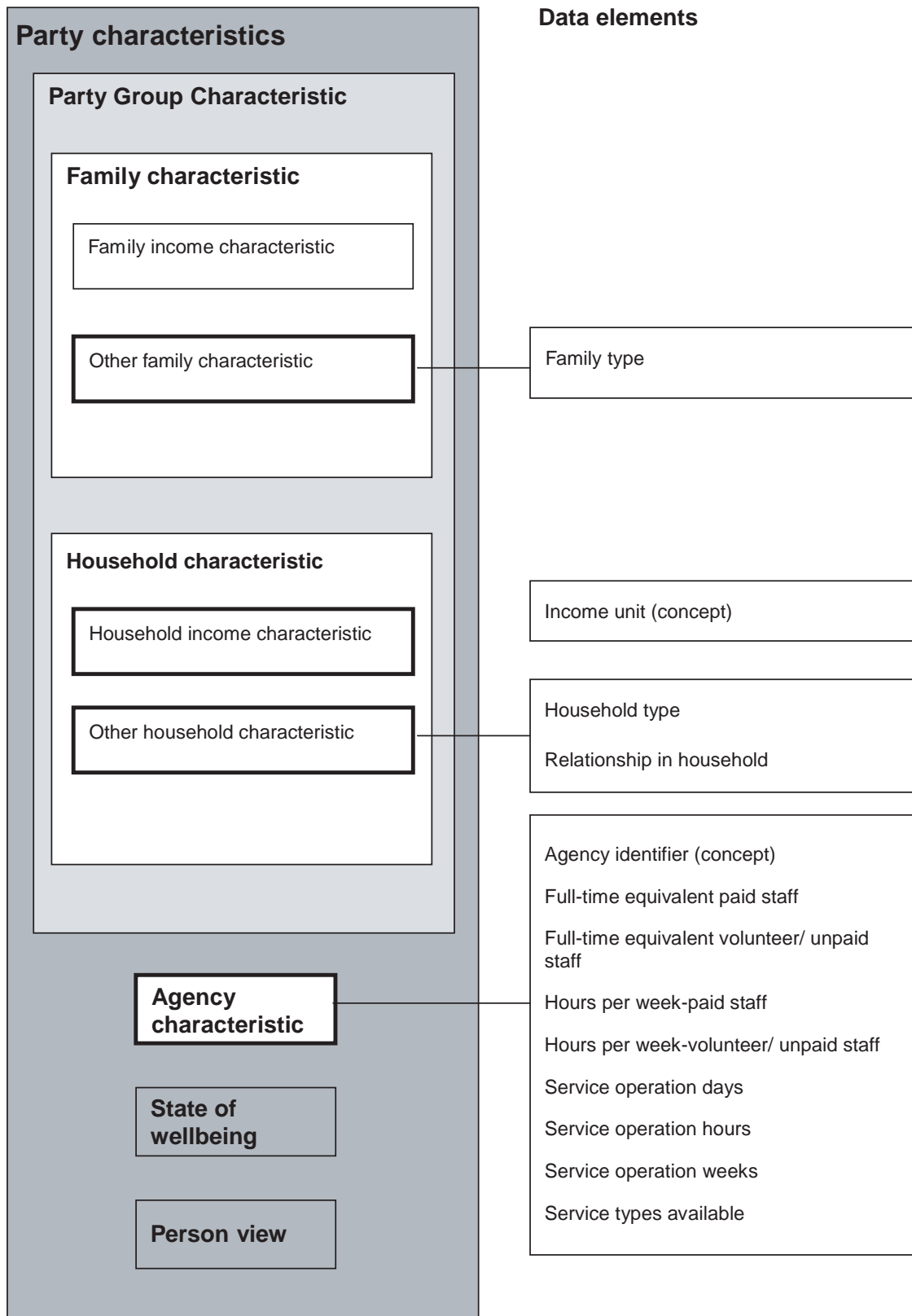


## National Community Services Information Model, version 1, Entities



## Family type

<b>Revised</b>	<b>Status</b> CURRENT	<b>Effective Date</b> 1/07/2000	<b>Reg. Auth.</b> NCSIMG	<b>ID No.</b> 000518
<b>NCSI Model Location</b> Party group characteristic/other family characteristic			<b>Data Class</b> Socio-demographic	<b>Version</b> 2

### Identifying and definitional attributes

**Data element type:** DATA ELEMENT

**Definition:** The composition of the family.  
The differentiation of families is based on the presence or absence of couple relationships, parent-child relationships, child dependency relationships or other blood relationships, in that order of precedence.

**Context:** The family is fundamentally a 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. They are a tool for assessing the type of and level of support to which a person has access.

### Relational and representational attributes

**Datatype:** Numeric **Representational form:** CODE

**Field size:** **Min.** 1 **Max.** 1 **Representational layout:** N

**Data domain:**

- 1 Couple family with children
- 2 Couple family without children
- 3 One parent family
- 4 Other family
- 9 Not stated/inadequately described

**Guide for use:** Children refers to children of any age, dependent and independent.  
The classification is based on the ABS 4-level hierarchy. Only level 1 of this classification has been adopted for this data dictionary. If individual agencies need to classify family types at a lower level of detail than specified in this dictionary (for example is they wish to split children into independent and dependent children), they should ensure that the more detailed ABS classification is used.

#### Collection methods:

**Related data:** Related to the data concepts Family v.2 and Household v.2.  
Related to the data elements:  
Household type v.2, and  
Marital status v.1.

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## Family type (*continued*)

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### Administrative attributes

*Source document:* ABS: 1995. Standards for Statistics on Families. Catalogue No. 1286.0. Canberra: AGPS.

ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS.

*Source organisation:* Australian Bureau of Statistics

*Comments:*

## Income unit

<b>Revised</b>	<b>Status</b> CURRENT	<b>Effective Date</b> 1/07/2000	<b>Reg. Auth.</b> NCSIMG	<b>ID No.</b> 000523
<b>NCSI Model Location</b> Party group characteristic/household characteristic			<b>Data Class</b> Socio-demographic	<b>Version</b> 2

### Identifying and definitional attributes

**Data element type:** DATA CONCEPT

**Definition:** 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:

- 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.

**Context:** 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.

### Relational attributes

**Related data:** Supersedes previous data concept Income unit v.1.

### Administrative attributes

**Source document:** ABS: 1995. A Provisional Framework for Household Income, Consumption, Saving and Wealth. Catalogue No. 6549.0. Canberra: AGPS.

**Source organisation:** Australian Bureau of Statistics

**Comments:** 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'.

## Household type

<b>Revised</b>	<b>Status</b> CURRENT	<b>Effective Date</b> 1/07/2000	<b>Reg. Auth.</b> NCSIMG	<b>ID No.</b> 000522
<b>NCSI Model Location</b> Party group characteristic/other household characteristic			<b>Data Class</b> Socio-demographic	<b>Version</b> 2

### Identifying and definitional attributes

**Data element type:** DATA ELEMENT

**Definition:** The household type to which the person belongs.  
The differentiation of households is on the basis of the number of families present, the presence or absence of non-family members in family households, and the type of non-family households. The latter category provides for the identification of lone person households and group households.

**Context:** 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 multiple family households or the number of people living alone.

### Relational and representational attributes

**Datatype:** Numeric **Representational form:** CODE

**Field size:** **Min.** 1 **Max.** 1 **Representational layout:** N

**Data domain:** The code structure for the Household Type Classification is:

- 1 Family household with only family members present
- 2 Family household with non-family members present
- 3 Non-family household
- 4 Not classifiable
- 9 Not stated/inadequately described

**Guide for use:** The classification is based on the ABS 4-level hierarchy. Only level 1 of this classification has been adopted for this data dictionary. If individual agencies need to classify household types at a lower level of detail than specified in this dictionary, they should ensure that the more detailed ABS classification is used.

Household type is allocated 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 one-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 Household type.

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## Household type (*continued*)

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*Collection methods:*

*Related data:* Related to the data concept, Household v.2.  
Related to the data elements:  
Family v.2,  
Family type v.2, and  
Marital status v.1.

### Administrative attributes

*Source document:* ABS: 1995. Standards for Statistics on Families. Catalogue No. 1286.0. Canberra: AGPS.  
ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS.

*Source organisation:* Australian Bureau of Statistics

*Comments:*

## Relationship in household

<b>Revised</b>	<b>Status</b> CURRENT	<b>Effective Date</b> 1/07/2000	<b>Reg. Auth.</b> NCSIMG	<b>ID No.</b> 000534
<b>NCSI Model Location</b> Party group characteristic/other household characteristic			<b>Data Class</b> Socio-demographic	<b>Version</b> 2

### Identifying and definitional attributes

**Data element type:** DATA ELEMENT

**Definition:** The familial and non-familial relationship of each person in a given household to every other person in that same household.

**Context:** 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.

### Relational and representational attributes

**Datatype:** Numeric **Representational form:** CODE

**Field size:** *Min.* 1 *Max.* 1 **Representational layout:** N

**Data domain:** The ABS standard is a three level (2-digit) hierarchical structure with the top level as follows:

- 1 Husband, wife, or partner
- 2 Lone parent
- 3 Child under 15
- 4 Dependent student
- 5 Non-dependent child
- 6 Other related individual
- 7 Non-family member
- 8 Visitor
- 9 Not stated/inadequately described

Refer to ABS: Directory of concepts and standards for social, labour and demographic statistics, 1995 for other levels.

**Guide for use:** In actual practice, this item is measured with reference to a family reference person chosen for a particular family, as one household may contain more than one family. Relationships in the household are then determined by establishing the relationship between this household reference person and each other member of the household in turn.

Only the top level of the ABS classification for 'Relationship in household' is provided here. Refer to ABS Standards for statistics on the Family. ABS Catalogue No. 1286.0 for more detailed levels.

**Collection methods:** Collecting this data is quite complex, due to inter-relationships that may exist in a household. Refer to ABS: Directory of concepts and standards for social, labour and demographic statistics, 1995 for standard questions and approach to collecting data on this item.

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## Relationship in household (*continued*)

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**Related data:** Supersedes previous data element Relationship in household v.1.

Related to the data elements:

Household (concept) v.2,  
Household type v.2,  
Family type v.2,  
Living arrangements v.2,  
Marital status v.1,  
Income unit v.2.

### Administrative attributes

**Source document:** ABS: 1995. Standards for Statistics on Families. Catalogue No. 1286.0. Canberra: AGPS.

ABS: 1995 (as amended). Directory of Concepts and Standards for Social, Labour and Demographic Variables. Catalogue No. 1361.30.001 (Statistical Concepts Library) Canberra: AGPS.

**Source organisation:** Australian Bureau of Statistics

**Comments:**



## Agency identifier

<i>Revised</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000541
<i>NCSI Model Location</i> Party characteristic/agency characteristic			<i>Data Class</i> Cross-Program	<i>Version</i> 2

### Identifying and definitional attributes

*Data element type:* DATA CONCEPT

*Definition:* The unique identifier for the establishment, which provides care or services.

*Context:* This element identifies the agency in which the provision of the Service event occurred.

### Relational attributes

*Related data:* Supersedes previous data concept Unique agency identifier v.1.

### Administrative attributes

*Source document:* AIHW: 1999. National Health Data Dictionary, version 9. Catalogue No. HWI 24. Canberra: AIHW.

*Source organisation:* National Health Data Committee

*Comments:* Desirable components of a Agency identifier include State/Territory identifier, Establishment sector, and Agency number.

Currently, there is no uniform method throughout community services for the identification of agencies. However, adoption of consistent practices for allocating Agency identifiers has the potential to enhance data comparability and utility.

It is important to note that if agencies are to communicate confidentially between one another, a unique agency identity needs to be established. The use of this item will lead to reduced duplication in reporting client activity and will enable linkage of services to one episode of care or Service event.

## Full-time equivalent paid staff

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000597
<i>NCSI Model Location</i> Party characteristic/agency characteristic			<i>Data Class</i> Cross-Program	<i>Version</i> 1

### Identifying and definitional attributes

*Data element type:* DATA ELEMENT

*Definition:* 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).

*Context:* 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.

### Relational and representational attributes

*Datatype:* Numeric *Representational form:* QUANTITATIVE VALUE

*Field size:* *Min.* 1 *Max.* 5 *Representational layout:* NNNNN

*Data domain:* Total full-time equivalent staff units.

*Guide for use:* 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.

Round to one decimal place.

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.

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).

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## Full-time equivalent paid staff (*continued*)

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**Collection methods:** This item may be calculated over weeks, fortnights, months or an annual basis. It 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.

**Related data:** Hours per week–paid staff v.1.

### Administrative attributes

**Source document:** AIHW: 1999. National Health Data Dictionary, version 9. Catalogue No. HWI 24. Canberra: AIHW.

**Source organisation:** Australian Institute of Health and Welfare

**Comments:**

## Full-time equivalent volunteer/unpaid staff

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000598
<i>NCSI Model Location</i> Party characteristic/agency characteristic			<i>Data Class</i> Cross-Program	<i>Version</i> 1

### Identifying and definitional attributes

*Data element type:* DATA ELEMENT

*Definition:* 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.

*Context:* Resource and service planning:  
To help in the analysis of resource use and staffing of community service agencies.

### Relational and representational attributes

*Datatype:* Numeric *Representational form:* QUANTITATIVE VALUE

*Field size:* *Min.* 1 *Max.* 5 *Representational layout:* NNNNN

*Data domain:* Total full-time equivalent staff units.

*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.

Round to one decimal place.

#### 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 item may be calculated over weeks, fortnights, months or an annual basis. It 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.

*Related data:* Hours per week-volunteer/unpaid staff v.1.

### Administrative attributes

*Source document:* AIHW: 1999. National Health Data Dictionary, version 9. Catalogue No. HWI 24. Canberra: AIHW.

*Source organisation:* Australian Institute of Health and Welfare

*Comments:*

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## Hours per week – paid staff

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<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000599
<i>NCSI Model Location</i> Party characteristic/agency characteristic			<i>Data Class</i> Cross-Program	<i>Version</i> 1

### Identifying and definitional attributes

*Data element type:* DATA ELEMENT

*Definition:* The total hours worked by all paid staff in a 7-day week.

*Context:* 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.

### Relational and representational attributes

*Datatype:* Numeric *Representational form:* QUANTITATIVE VALUE

*Field size:* *Min.* 5 *Max.* 5 *Representational layout:* NNNNN

*Data domain:* Total hours expressed as 00000, 00001, 00425 etc.

*Guide for use:* This 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 total hours worked per week may be calculated by dividing fortnightly hours worked by 2.

*Collection methods:* In some collections this item may be specified as the hours on a specific week (such as the CSDA MDS, 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.

*Related data:* Full-time equivalent paid staff v.1.

### Administrative attributes

*Source document:* AIHW: 2000. CSDA Minimum Data Set Collections Data Guide: Data Items and Definitions. Canberra: AIHW.

*Source organisation:* Australian Institute of Health and Welfare

*Comments:*

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## Hours per week – volunteer/unpaid staff

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<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000600
<i>NCSI Model Location</i> Party characteristic/agency characteristic			<i>Data Class</i> Cross-Program	<i>Version</i> 1

### Identifying and definitional attributes

*Data element type:* DATA ELEMENT

*Definition:* The total hours worked by all volunteer/unpaid staff in a 7-day week.

*Context:* 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.  
It is important to include volunteers due to the significant contribution they make within many organisations.

### Relational and representational attributes

*Datatype:* Numeric *Representational form:* QUANTITATIVE VALUE

*Field size:* *Min.* 5 *Max.* 5 *Representational layout:* NNNNN

*Data domain:* Total hours expressed as 00000, 00001, 00425 etc.

*Guide for use:* This 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 item may be specified as the hours on a specific week (such as the CSDA MDS, 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.

*Related data:* Full-time equivalent volunteer/unpaid staff v.1.

### Administrative attributes

*Source document:* AIHW: 2000. CSDA Minimum Data Set Collections Data Guide: Data Items and Definitions. Canberra: AIHW.

*Source organisation:* Australian Institute of Health and Welfare

*Comments:*

## Service operation days

<b>New</b>	<b>Status</b> CURRENT	<b>Effective Date</b> 1/07/2000	<b>Reg. Auth.</b> NCSIMG	<b>ID No.</b> 000559
<b>NCSI Model Location</b> Party characteristic/agency characteristic			<b>Data Class</b> Cross-Program	<b>Version</b> 1

### Identifying and definitional attributes

**Data element type:** DATA ELEMENT

**Definition:** The actual number of days per week that the agency is open for the provision of service(s) in a reference week.

**Context:** Service planning:  
This item is used to gain a greater understanding of patterns of service delivery.

### Relational and representational attributes

**Datatype:** Numeric **Representational form:** QUANTITATIVE VALUE

**Field size:** **Min.** 1 **Max.** 1 **Representational layout:** N

**Data domain:** Whole number of days (no fractions or decimals).  
Valid numbers are 1 to 7 and  
9 Not stated/inadequately described

**Guide for use:** Record whole numbers only for the total number of days per week that the outlet provides any service to clients on.  
If an outlet provides one instance or more of service to one or more clients on a particular day, it is counted as operating on that day, regardless of the amount of time that it operates. The service must be provided by the outlet but not necessarily from its physical setting. For example home care that is arranged by an outlet to occur on a particular day on which the office of that outlet is not open still counts as a day of operation for that service outlet.  
When an agencies operates on a day but does not provide services to clients on that day it should still be counted as a day of operation. For example, an agency may be open for service, such as a drop in service, but no clients are seen.

**Collection methods:** This data should be collected for all the types of services that an outlet offers. However, it can also be collected for different types of services within data collections, sectors or agencies. For example it may be useful to know on how many days per week a certain type of service (such as counselling) is offered. For this item to be nationally comparable though the number of days per week that the service operates providing any service needs to be collected.  
For agencies or collections requiring further detail, this data could be collected within a range of other data items such as the actual days of the week that certain services are offered.  
When collected in conjunction with 'Service operation hours', and 'Service operation weeks' can provide useful information on patterns of service delivery.

**Related data:** Service operation weeks v.1,  
Service operation hours.

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## Service operation days (*continued*)

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### Administrative attributes

*Source document:* AIHW: 2000. CSDA Minimum Data Set Collections Data Guide: Data Items and Definitions. Canberra: AIHW.

*Source organisation:* Australian Institute of Health and Welfare

*Comments:*



## Service operation hours

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000576
<i>NCSI Model Location</i> Party characteristic/agency characteristic			<i>Data Class</i> Cross-Program	<i>Version</i> 1

### Identifying and definitional attributes

*Data element type:* DATA ELEMENT

*Definition:* The actual number of hours per day 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).

*Context:* Service provision and planning:  
This 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.

### Relational and representational attributes

*Datatype:* Numeric *Representational form:* QUANTITATIVE VALUE

*Field size:* *Min.* 2 *Max.* 2 *Representational layout:* NN

*Data domain:* Whole numbers of Service operation hours (no decimals or fractions).  
Valid numbers are 01 to 24 and  
90 No regular pattern of operation through a day  
99 Not stated/inadequately described

*Guide for use:* Round to the nearest whole hour.  
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 sleep-over).

*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.

*Related data:* Service operation weeks v.1,  
Service operation days v.1.

### Administrative attributes

*Source document:* AIHW: 2000. CSDA Minimum Data Set Collections Data Guide: Data Items and Definitions. Canberra: AIHW.

*Source organisation:* Australian Institute of Health and Welfare

*Comments:*

## Service operation weeks

<i>New</i>	<i>Status</i> CURRENT	<i>Effective Date</i> 1/07/2000	<i>Reg. Auth.</i> NCSIMG	<i>ID No.</i> 000605
<i>NCSI Model Location</i> Party characteristic/agency characteristic			<i>Data Class</i> Cross-Program	<i>Version</i> 1

### Identifying and definitional attributes

*Data element type:* DATA ELEMENT

*Definition:* The actual number of weeks per year that the agency is open for the provision of service(s).

*Context:* Service provision and planning:  
To gain a greater understanding of patterns of service delivery.

### Relational and representational attributes

*Datatype:* Numeric *Representational form:* QUANTITATIVE VALUE

*Field size:* *Min.* 2 *Max.* 2 *Representational layout:* NN

*Data domain:* The number of weeks within which the agency operates per year  
Valid numbers are:  
01 to 52 and  
90 No regular pattern of operation through a year  
99 Not stated/inadequately described

*Guide for use:* 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, is useful for 'snapshot collections', such as the CSDA MDS, 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 data item would be collected at the end of the year (or periodically and totalled at the end of the year).

*Collection methods:* When collected in conjunction with 'Service operation hours', and 'Service operation days' can provide useful information on patterns of service delivery.

*Related data:* Service operation hours v.1,  
Service operation days v.1.

### Administrative attributes

*Source document:* AIHW: 2000. CSDA Minimum Data Set Collections Data Guide: Data Items and Definitions. Canberra: AIHW.

*Source organisation:* Australian Institute of Health and Welfare

*Comments:*

## Service types available

<b><i>New</i></b>	<b><i>Status</i></b> CURRENT	<b><i>Effective Date</i></b> 1/07/2000	<b><i>Reg. Auth.</i></b> NCSIMG	<b><i>ID No.</i></b> 000603
<b><i>NCSI Model Location</i></b> Party characteristic/agency characteristic			<b><i>Data Class</i></b> Cross-Program	<b><i>Version</i></b> 1

### Identifying and definitional attributes

***Data element type:*** DATA ELEMENT

***Definition:*** The type(s) of services that a community service agency is usually able to offer or provide to persons.

***Context:*** Service and resource planning:  
Knowing the types of services available is essential for planning purposes.

### Relational and representational attributes

***Datatype:*** Numeric                      ***Representational form:*** CODE

***Field size:***                      ***Min.*** 2    ***Max.*** 2    ***Representational layout:*** NN

***Data domain:***

- 01 Personal and social support
- 02 Child care and preschools
- 03 Training, vocational rehabilitation and employment
- 04 Financial and material assistance
- 05 Residential care and accommodation support
- 06 Protective services
- 07 Corrective services
- 08 Policy, community and service development and support
- 09 Other community services
- 99 Not stated/inadequately described

***Guide for use:*** Agencies can provide more than one type of service. Categories used in individual community services data collections should be mappable to the activities classification in the *National Classifications of Community Services*, (currently Version 1.0, see highest level categories above, but to be revised and updated in 2001). To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the activities classification, but they should always be mappable to categories in this classification.

***Collection methods:*** Can be collected for the main type of service provided or all types.  
In some collections this item may be more narrowly defined to include only the services that are relevant to that collection. For example in the CSDA MDS, only 'the support activity which the service outlet has been funded to provide under the CSDA' is collected. There could be instances though where an agency provides other services that are not funded by the CSDA.

***Related data:*** Service episode (concept) v.1,  
Service event (concept) v.1.

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## Service types available (*continued*)

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### Administrative attributes

*Source document:* AIHW: 1997. National Classifications of Community Services, Version 1.0.  
Category No. HWI 7. Canberra: AIHW.

*Source organisation:* Australian Institute of Health and Welfare

*Comments:*