

2023–24 AODTS NMDS Data Collection Guide

Introduction

The Alcohol and Other Drug Treatment Services National Minimum Data Set (AODTS NMDS) Collection Guide is a guide for drug treatment agencies, state and territory health departments and those involved in collecting and transmitting data for the 2023–24 AODTS NMDS. The Department of Health and Aged Care provides funding for this collection.

This document provides a summary of the *AODTS NMDS 2023–24 Specifications and collection manual*. It should be used to supplement, not replace the specifications in the collection manual.

This data guide provides summarised information on the AODTS NMDS collection, such as:

- a national timetable for data transfer for the 2023–24 AODTS NMDS collection
- jurisdiction file structure and transfer process
- editing and coding instructions for collecting and collating the 2023–24 AODTS NMDS
- process for submitting data for Primary Health Network (PHN) funded agencies or Drug and Alcohol Program (DAP) funded agencies reporting directly to the AIHW.

State/territory and DAP data requirements

National timetable for transfer, validation and reporting of 2023–24 data

Year 2024	Who	What
August	AIHW	AIHW roll out 2023-24 Validata tool
30 October	PHNs/DAPs	DAPs to submit initial data to the AIHW
30 November	Jurisdictions	Jurisdictions to submit clean data through the Validata tool
30 November	PHNs/DAPs	Sign off final data
15 December	Jurisdictions	Sign off final data

File content

Each data supplier should submit the following files in CSV format via the Validata tool or in the case of PHN /DAP agencies reporting directly to the AIHW, send the files to the AIHW.

File name	File must contain	Number of variables	Additional info
Establishment file (DAPs do not need to supply this file)	statistical unit information = alcohol and other drug treatment agency/organisation	2 variables (columns)	<ul style="list-style-type: none">• see Table 2• Please ensure column descriptors are included• DAP/PHN agencies do not need to supply this file
Episode file	statistical unit = closed treatment episode	33 variables (columns)	<ul style="list-style-type: none">• see Table 3• Please include column descriptors

File format

Data submissions for the 2023–24 collection period will require jurisdictions to load their data into the AIHW Validata tool as a **.CSV** file.

<p>Creating a Comma Separated Value (.csv) format</p> <p>To turn an excel file into a .csv file:</p> <ul style="list-style-type: none">• click the 'save as' option• name your file as normal• select '.csv' from the 'save as type' drop down menu <p>CSV is the only compatible format for the Validata load system.</p>	<p>It is highly recommended the following features in excel be removed before saving a file as .csv:</p> <ul style="list-style-type: none">• Coloured cells or text• Freeze panes/filters• Drop down option list• Column headings that span more than one line• Any other 'fancy' styles or features <p>Remove all data columns not specified in the collection manual.</p>
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Web page for all Data suppliers—jurisdictions, PHN funded agencies and DAPs

The following link provides access to relevant user documentation related to the AODTS collection:

<https://www.aihw.gov.au/about-our-data/our-data-collections/alcohol-other-drug-treatment-services/guidelines-for-aodts-data-submitters>

Data transfer information for PHN funded agencies and DAPs reporting directly to AIHW

File Format

When **PHN** funded agencies or **DAP** agencies are satisfied that their data are clean, data should be forwarded to the AIHW via secure email in the following form: Comma Separated Values (CSV) format.

As directed above, PHN agencies/ DAPs do not need to submit an Establishment file.

The AIHW only requires the Episode file. These data should be sent via an encrypted file or contact the AIHW to access the Secure email portal, AIHW will arrange for access.

Please email the AOD@aihw.gov.au inbox with a request to submit AODTS data.

Accompanying information (for jurisdictions)

When States and Territories are transferring jurisdictional data to the AIHW, each jurisdiction should include a completed **Data submission information document**. This form contains a description of the file, identifies variables that do not conform to the standard specifications and provides a translation of the changes to the data necessary to achieve national standards.

This information will assist the AIHW to correctly load and interpret the data. The form will be available at the commencement of each collection cycle or email the AOD@aihw.gov.au inbox with a request.

Common file format/load errors:

The following common data file errors will prevent submissions from loading correctly:

- Incorrect column order, other than specified below (tables 2 and 3) or in the AODTS NMDS collection manual.
- The preferred date format is 'ddmmyyy' (date, month, year), however 'dd/mm/yyyy' will be accepted.
Please do not include dots or alpha characters in numeric fields for *Date of birth*, *Date of commencement* and *Date of cessation* fields.
- All mandatory data fields must contain values excluding blanks, dots, nulls and symbols.
- Mismatching Establishment IDs between files, such as Establishment IDs not present in the episode file but present in the establishment file. Also, IDs present in the episode file but not in the establishment file. Ensure all Establishment IDs are in both files – (does not apply to PHN agencies/DAPs).

General quality checks for state/territory data

Service providers and jurisdictions should perform the following quality checks before data are loaded into the AIHW Validata system (in consultation with the jurisdiction or service provider). More detailed validation checks according to each data element are listed in tables 2 and 3.

Table 1: General quality checks for jurisdictions and service providers

Quality check	Process
Missing agencies	Jurisdictions should ensure that all agencies within scope of the collection have sent data for the entire collection period. The number of agencies in-scope that do not report MUST be included in the data information document.
Missing data	Jurisdictions should investigate missing data to ensure that agencies are reporting all AODTS NMDS data items. A reasonable attempt should be made to resolve missing data issues, at both an agency level and unit record level.
Incorrect codes	Jurisdictions should ensure that agencies use the correct codes for all data items. This may involve mapping codes at the state/territory jurisdiction before sending data to the AIHW. Coding errors that cannot be corrected should be coded to the appropriate default value (e.g. inadequately described). Alpha characters should be removed and replaced with numerical values where appropriate.
Duplicate records	Jurisdictions should check for duplicate unit records. When records are identified as possible duplicates, the agency should be consulted to ensure that unit records have not been mistakenly submitted on more than one occasion. The following data items are used by AIHW to check for duplicates: <ul style="list-style-type: none">– establishment identifier– state– client type– date of cessation of treatment– main treatment type– person identifier– date of birth– date of commencement of treatment– principal drug of concern– treatment delivery setting
Range checks	Range checks are used to ensure that values entered for each data element are within a valid numeric range. For example, responses to the data element 'Injecting drug use' should only be coded within the range of 1–4 or as 9. A response that does not fall within this range including zero ('0') is an error and should be left blank.

Quality check	Process
Logic checks	Logic checks are used to ensure internal consistency between responses within individual unit records. For example, when the response for 'Injecting drug use' = 4 (never injected), the response for ' <i>Method of use</i> ' for principal drug of concern cannot = 3 (injects).
Reporting period	The cessation date of treatment episodes should be checked to ensure that only treatment episodes that closed within the reporting period (1 July 2023 to 30 June 2024) are included in the 2023–24 collection.
Data inclusion	Jurisdictions should ensure that data not within scope of the AODTS NMDS are excluded from the collated data set sent to the AIHW (e.g. methadone or other opioid pharmacotherapy treatment where there are no main or other treatment types).
File format	The establishment and episode files will fail to load if it is not provided in CSV format, or converted to CSV, for loading into the AIHW Validata load system. CSV is the required file format.
Data element load order	The required order of the data items for the establishment and episode files are outlined in tables 2 and 3 . The data will fail to load if the order is incorrect.
SLK-581 checks	<p>The date of birth variable must match the SLK date of birth component</p> <p>The default SLK date of birth (01011900) can only be used if there is a matching default date of birth variable</p> <p>The sex variable must match the SLK sex component</p> <p>The default SLK sex (9) can only be used if there is a matching default sex variable</p> <p>If the SLK-581 is the default 99999010119009, then the Date accuracy indicator must be UUU.</p>
Drug of concern coding:	<p>The AODTS Working Group noted there is a rising prevalence in the use of <i>emerging psychoactive substances</i> and <i>synthetic cannabinoids</i> and agreed these instances can be recorded as follows:</p> <ul style="list-style-type: none"> • Code 7102 (cannabinoid agonists) to be used for coding synthetic cannabinoids. • Code 3999 (other stimulants and hallucinogens) to be used for emerging psychoactive substances that cannot be coded elsewhere. • Code 1499 (Non opioid analgesics, nec.) recommended coding for Pregabalin/Lyrica.

AODTS jurisdiction file structure

Jurisdictions must submit two data files. Each data file must contain a set number of data items in the correct structured order to load successfully. The following tables present the correct file structures:

- Table 2—**Establishment file**
- Table 3—**Episode file.**

Table 2: Establishment file – Order of data items

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
1	Establishment identifier (Organisation ID)	The identifier for the establishment in which the episode or event occurred. Each separately administered health care establishment to have a unique identifier at the national level.	Format 'NNX[X]NNNNN' Jurisdiction specified range, made up from the following four data items: State/territory identifier Sector Region identifier Organisation identifier	Not permitted
	– State/territory identifier	An identifier of the Australian state or territory in which an establishment is located, as represented by a code.	Format 'N' 1 New South Wales 2 Victoria 3 Queensland 4 South Australia 5 Western Australia 6 Tasmania 7 Northern Territory 8 Australian Capital Territory 9 Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)	Not permitted
	– Sector	This data item provides information about the location of treatment agencies in the public (government) or private (non-government) sectors.	Format 'N' 1 Public 2 Private	Not permitted
	– Region identifier	An alphanumeric identifier for the location of health services in a defined geographic or administrative area. Regions may also be known as Areas or Districts.	Format 'X[X]' Valid region identifier. Any valid region identifier created by a jurisdiction is permitted.	Not permitted
	– Organisation identifier	An identifier for an organisation, unique within the state or territory.	Format 'NNNNN' Valid organisation identifier.	Not permitted
2	Statistical area level 2 (SA2)	Geographical location of a site from which a health/community service is delivered, as represented by a code.	Format 'NNNNNNNNN' 9-digit valid code as defined in the Australian Statistical Geography Standard (ASGS) Edition 3 (ABS 2021). Indicates the statistical local area of the service delivery outlet within a reporting state or territory	Not permitted

Table 3: Episode File - Order of data items

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
1	Establishment identifier	The identifier for the establishment in which the episode or event occurred. Each separately administered health care establishment should have a unique identifier at the national level.	Format 'NNX[X]NNNNN' Jurisdiction specified range (as in previous table).	Not permitted
2	Person identifier	Person identifier is unique within an establishment or agency. Individual agencies, establishments or collection authorities may use their own alphabetic, numeric or alphanumeric coding systems.	Format 'Unspecified' Agency specified range.	Not permitted
3	Person—Sex*	The biological distinction between male and female, as represented by a code. *New code ' Another term ' 3: Persons whose sex at birth or infancy was recorded as another term (not male or female), or who reported their sex as another term (not male or female) at the time of collection.	Format 'X' 1 Male 2 Female 3 Another term* 9 Not stated *3 (Another term) is now an accepted code in the AODTS collection. The value meaning of "Another term" has been assigned to Code 3 replacing "Other" and "Intersex or indeterminate" in previous versions of this data item. The third option recognises that across Australian jurisdictions and elsewhere there are a range of terms used.	9
4	Date of birth	The date of birth of the person. The day, month and year when the person seeking drug treatment was born.	Format 'ddmmyyyy' (date, month, year)	01011900 <i>When Date of birth is not stated (01011900), Date accuracy indicator is 'UUU'</i>
5	Country of birth	The country in which the person was born, as represented by a code.	Format 'NNNN' Numeric 4-digit ABS code from the ABS Standard Australian Classification of Countries, (ABS cat. no. 1269.0, SACC 2016) .	0000 inadequately described 0003 missing
6	Indigenous status	Whether a person identifies as being of Aboriginal or Torres Strait Islander origin, as represented by a code.	Format 'N' 1 Aboriginal but not Torres Strait Islander origin 2 Torres Strait Islander but not Aboriginal origin 3 Both Aboriginal and Torres Strait Islander origin 4 Neither Aboriginal nor Torres Strait Islander origin 9 Not stated	9

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
7	Preferred language	The language (including sign language) most preferred by the person for communication, as represented by a code.	Format 'NNNN' A numeric 4-digit ABS code using the ABS Australian Standard Classification of Languages (ASCL) (ABS cat. no. 1267.0, 2016 version).	0002
8	Client type—alcohol and other drug treatment services	The status of a person in terms of whether the treatment episode concerns their own alcohol and/or other drug use or that of another person, as represented by a code. <i>Where Client type is coded 2, do not collect (that is, leave blank) Principal drug of concern, Other drug of concern, Injecting drug use status and Method of use.</i>	Format 'N' 1 Own alcohol or other drug use 2 Other's alcohol or other drug use	Not permitted
9	Source of referral to alcohol and other drug treatment service	The source from which the person was transferred or referred to the alcohol and other drug treatment service, as represented by a code.	Format 'NN' 01 Self 02 Family member/friend 03 Medical practitioner 04 Hospital 05 Mental health care service 06 Alcohol and other drug treatment service 07 Other community/health care service 08 Correctional service 09 Police diversion 10 Court diversion 98 Other 99 Not stated /inadequately described	99
10	Date of commencement of treatment episode for alcohol and other drugs	The period of contact, with defined dates of commencement and cessation, between a client and a treatment provider or team of providers in which there is no change in the main treatment type or the principal drug of concern, and there has not been a non-planned absence of contact for greater than 3 months.	Format 'ddmmyyyy' (date, month, year)	Not permitted
11	Date of cessation of treatment episode for alcohol and other drugs	The date on which a treatment episode for alcohol and other drugs ceases.	Format 'ddmmyyyy' (date, month, year)	Not permitted

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
12	Reason for cessation of treatment episode for alcohol and other drugs	The reason for the client ceasing to receive a treatment episode from an alcohol and other drug treatment service, as represented by a code.	Format 'N[N]' <ul style="list-style-type: none"> 1 Treatment completed 2 Change in main treatment type 3 Change in the delivery setting 4 Change in the principal drug of concern 5 Transferred to another service provider 6 Ceased to participate against advice 7 Ceased to participate without notice 8 Ceased to participate involuntary (non-compliance) 9 Ceased to participate at expiration 10 Ceased to participate by mutual agreement 11 Drug court and/or sanctioned by court diversion service 12 Imprisoned, other than drug court sanctioned 13 Died 98 Other 99 Not stated 	99
13	Treatment delivery setting for alcohol and other drugs	The main physical setting in which the type of treatment that is the principal focus of a client's alcohol and other drug treatment episode is actually delivered irrespective of whether or not this is the same as the usual location of the service provider, as represented by a code.	Format 'N' <ul style="list-style-type: none"> 1 Non-residential treatment facility 2 Residential treatment facility 3 Home 4 Outreach setting 8 Other 	Not permitted
14	Method of use for principal drug of concern	The client's self-reported usual method of administering the principal drug of concern, as represented by a code. <i>Where Client type is coded 2 do not collect (leave blank) Principal drug of concern, Other drug of concern, Injecting drug use status and Method of use.</i>	Format 'N' <ul style="list-style-type: none"> 1 Ingests 2 Smokes 3 Injects 4 Sniffs (powder) 5 Inhales (vapour) 6 Other 9 Not stated 	9
15	Injecting drug use status	The client's use of injection as a method of administering drugs, as represented by a code. <i>Where Client type is coded 2 do not collect (leave blank) Principal drug of concern, Other drug of concern, Injecting drug use status and Method of use.</i>	Format 'N' <ul style="list-style-type: none"> 1 Last injected three months ago or less. 2 Last injected more than 3 months ago but less than or equal to 12 months ago. 3 Last injected more than 12 months ago. 4 Never injected. 9 Not stated. 	9

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
16	Principal drug of concern	The main drug, as stated by the client that has led a person to seek treatment from the service, as represented by a code. Where <i>Client type</i> is coded 2 do not collect (leave blank) <i>Principal drug of concern, Other drug of concern, Injecting drug use status and Method of use.</i>	Format 'NNNN' A numeric 4-digit ABS code from the ABS Australian Standard Classification of Drugs of Concern (ABS cat. no. 1248.0, version 2011).	Not permitted Leave blank for client type 2. 0000 or 0001 can be used ONLY where <i>Source of referral</i> = 09 police diversion 10 Court diversion 98 Other
17	Other drugs of concern (1st)	A drug apart from the principal drug of concern which the client states as being a concern, as represented by a code.	Format 'NNNN' A numeric 4-digit ABS code from the ABS Australian Standard Classification of Drugs of Concern (ABS cat. no. 1248.0, version 2011).	Blank
18	Other drugs of concern (2nd)			
19	Other drugs of concern (3rd)			
20	Other drugs of concern (4th)			
21	Other drugs of concern (5th)			
22	Main treatment type for alcohol and other drugs	The main activity determined at assessment by the treatment provider to treat the client's alcohol and/or drug problem for the principal drug of concern, as represented by a code.	Format ' N[N] ' 1 Withdrawal management (detoxification) 2 Counselling 3 Rehabilitation 4 Pharmacotherapy 5 Support and case management 6 Information and education 7 Assessment only 88 Other	Not permitted
23	Other treatment type for alcohol and other drugs (1st)	All other forms of treatment provided to the client in addition to the main treatment type for alcohol and other drugs, as represented by a code.	Format ' N[N] ' 1 Withdrawal management (detoxification) 2 Counselling 3 Rehabilitation 4 Pharmacotherapy 5 Support and case management* 6 Information and education* 88 Other*	Blank
24	Other treatment type for alcohol and other drugs (2nd)			
25	Other treatment type for alcohol and other drugs (3rd)			
26	Other treatment type for alcohol and other drugs (4th)			
27	Date accuracy indicator	Date accuracy indicator indicates the accuracy of a client's date of birth, as	Preferred	Not permitted

Item no.	Data item	Metadata definition	Cell content	'Not stated' response																																																				
		<p>supplied in their AODTS data record.</p> <p>Date accuracy indicator is a 3-character code that indicates the extent to which the recorded <i>Date of birth</i> is accurate, estimated or unknown.</p> <p>Any combination of the values A, E, U representing the corresponding level of accuracy of each date component of the reported date of birth.</p>	<p>The following codes accurately reflect the standard collection of <i>Date of birth</i> in the AODTS NMDS.</p> <table border="0"> <thead> <tr> <th data-bbox="804 344 863 367">Value</th> <th data-bbox="900 344 986 367">Meaning</th> </tr> </thead> <tbody> <tr> <td data-bbox="804 376 847 398">AAA</td> <td data-bbox="900 376 1134 427">Day, month and year are accurate</td> </tr> <tr> <td data-bbox="804 436 847 459">UUE</td> <td data-bbox="900 436 1177 488">Day and month are unknown, year is estimated</td> </tr> <tr> <td data-bbox="804 497 847 519">UUU</td> <td data-bbox="900 497 1134 548">Day, month and year are unknown</td> </tr> </tbody> </table> <p>Accepted</p> <p>The following codes are valid and will be accepted. However they should be exceptionally uncommon, if date of birth is collected according to the AODTS NMDS specifications</p> <table border="0"> <thead> <tr> <th data-bbox="804 725 863 748">Value</th> <th data-bbox="900 725 986 748">Meaning</th> </tr> </thead> <tbody> <tr> <td data-bbox="804 757 847 779">AAE</td> <td data-bbox="900 757 1177 808">Day and month are accurate, year is estimated</td> </tr> <tr> <td data-bbox="804 817 847 840">AAU</td> <td data-bbox="900 817 1177 869">Day and month are accurate, year is unknown</td> </tr> <tr> <td data-bbox="804 878 847 900">AEE</td> <td data-bbox="900 878 1161 929">Day is accurate, month and year are estimated</td> </tr> <tr> <td data-bbox="804 938 847 960">AEU</td> <td data-bbox="900 938 1161 990">Day is accurate, month is estimated, year is unknown</td> </tr> <tr> <td data-bbox="804 999 847 1021">AUU</td> <td data-bbox="900 999 1161 1050">Day is accurate, month and year are unknown</td> </tr> <tr> <td data-bbox="804 1059 847 1081">AUA</td> <td data-bbox="900 1059 1150 1111">Day is accurate, month is unknown, year is accurate</td> </tr> <tr> <td data-bbox="804 1117 847 1140">AUE</td> <td data-bbox="900 1117 1161 1169">Day is accurate, month is unknown, year is estimated</td> </tr> <tr> <td data-bbox="804 1178 847 1200">AEA</td> <td data-bbox="900 1178 1161 1229">Day is accurate, month is estimated, year is accurate</td> </tr> <tr> <td data-bbox="804 1238 847 1261">EAA</td> <td data-bbox="900 1238 1173 1290">Day is estimated, month and year are accurate</td> </tr> <tr> <td data-bbox="804 1299 847 1321">EAE</td> <td data-bbox="900 1299 1161 1350">Day is estimated, month is accurate, year is estimated</td> </tr> <tr> <td data-bbox="804 1359 847 1382">EAU</td> <td data-bbox="900 1359 1161 1411">Day is estimated, month is accurate, year is unknown</td> </tr> <tr> <td data-bbox="804 1420 847 1442">EEA</td> <td data-bbox="900 1420 1189 1471">Day and month are estimated, year is accurate</td> </tr> <tr> <td data-bbox="804 1480 847 1503">EEE</td> <td data-bbox="900 1480 1134 1532">Day, month and year are estimated</td> </tr> <tr> <td data-bbox="804 1541 847 1563">EEU</td> <td data-bbox="900 1541 1189 1592">Day and month are estimated, year is unknown</td> </tr> <tr> <td data-bbox="804 1601 847 1624">EUA</td> <td data-bbox="900 1601 1150 1653">Day is estimated, month is unknown, year is accurate</td> </tr> <tr> <td data-bbox="804 1662 847 1684">EUE</td> <td data-bbox="900 1662 1161 1713">Day is estimated, month is unknown, year is estimated</td> </tr> <tr> <td data-bbox="804 1722 847 1744">EUU</td> <td data-bbox="900 1722 1173 1774">Day is estimated, month and year are unknown</td> </tr> <tr> <td data-bbox="804 1783 847 1805">UAA</td> <td data-bbox="900 1783 1166 1834">Day is unknown, month and year are accurate</td> </tr> <tr> <td data-bbox="804 1843 847 1865">UAE</td> <td data-bbox="900 1843 1161 1895">Day is unknown, month is accurate, year is estimated</td> </tr> <tr> <td data-bbox="804 1904 847 1926">UAU</td> <td data-bbox="900 1904 1161 1955">Day is unknown, month is accurate, year is unknown</td> </tr> <tr> <td data-bbox="804 1964 847 1986">UEA</td> <td data-bbox="900 1964 1161 2016">Day is unknown, month is estimated, year is accurate</td> </tr> </tbody> </table>	Value	Meaning	AAA	Day, month and year are accurate	UUE	Day and month are unknown, year is estimated	UUU	Day, month and year are unknown	Value	Meaning	AAE	Day and month are accurate, year is estimated	AAU	Day and month are accurate, year is unknown	AEE	Day is accurate, month and year are estimated	AEU	Day is accurate, month is estimated, year is unknown	AUU	Day is accurate, month and year are unknown	AUA	Day is accurate, month is unknown, year is accurate	AUE	Day is accurate, month is unknown, year is estimated	AEA	Day is accurate, month is estimated, year is accurate	EAA	Day is estimated, month and year are accurate	EAE	Day is estimated, month is accurate, year is estimated	EAU	Day is estimated, month is accurate, year is unknown	EEA	Day and month are estimated, year is accurate	EEE	Day, month and year are estimated	EEU	Day and month are estimated, year is unknown	EUA	Day is estimated, month is unknown, year is accurate	EUE	Day is estimated, month is unknown, year is estimated	EUU	Day is estimated, month and year are unknown	UAA	Day is unknown, month and year are accurate	UAE	Day is unknown, month is accurate, year is estimated	UAU	Day is unknown, month is accurate, year is unknown	UEA	Day is unknown, month is estimated, year is accurate	<p>When <i>Date of birth</i> is not stated (01011900), <i>Date accuracy indicator</i> is 'UUU'</p>
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Item no.	Data item	Metadata definition	Cell content	'Not stated' response
			UEE Day is unknown, month and year are estimated UEU Day is unknown, month is estimated, year is unknown UUA Day and month are unknown, year is accurate	
28	SLK-581	A key that enables two or more records belonging to the same individual to be brought together. It is represented by a code consisting of the second, third and fifth characters of a person's family name, the second and third letters of the person's given name, the day, month and year when the person was born and the sex of the person, concatenated in that order.	Format 'XXXXXDDMMYYYYX' The default value is 99999010119009 . This cannot be used if <i>Date of birth</i> (Item 4) is not equal to '01011900' or Sex (Item 3) is not equal to 9.	99999010119009 Default for missing SLK values
	SLK Letters of the family name	Second, third and fifth letters of the client's family name	Format '[XXX]XXDDMMYYYYX'	999
	SLK Letters of given name	Second and third letters of the client's given name	Format 'XXX[XX]DDMMYYYYX'	99
	SLK Date of birth	The date of birth of the person. The day, month and year when the person seeking drug treatment was born.	Format 'XXXXX[DDMMYYYY]X' (date, month, year) This must match with <i>Date of birth</i> (Item 4).	01011900
29	Postcode—of client	The postcode of the client's last known home address at the start of the treatment episode.	Format 'NNNN' Refer to the Australian postcodes for a full list of postcodes visit the Australia Post website: < http://auspost.com.au/ > Supplementary codes 0055 Overseas 0088 Other 0097 No fixed address (or Not applicable) 0098 Unknown 0099 Not stated/inadequately described	Permitted 99

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
30	Accommodation type – usual prior to episode of service	The usual type of physical accommodation the person lived in prior to the start of the service episode, as represented by a code.	Format 'NN{.N}' 11 Private residence 12 Boarding house/private hotel 13 Informal housing 14 None/homeless/public place 21 Domestic-scale supported living facility 22 Supported accommodation facility 23 Short term crisis, emergency or transitional accommodation facility 31.1 Acute hospital 31.2 Psychiatric hospital 31.3 Rehabilitation hospital 31.8 Other hospital 32.1 Residential aged care facility 33.1 Mental health 33.2 Alcohol and other drugs 33.8 Other specialised community residential 34 Prison/remand centre/youth training centre 88 Other 98 Unknown 99 Not stated/inadequately described	Permitted 99
31	Person—Gender	How a client describes their gender, which relates to social and cultural differences in identity, expression and experience as a man, boy, woman, girl, or non-binary person. Non-binary is an umbrella term describing gender identities that are not exclusively male or female.	Format 'X' 1 Man, or boy, or male 2 Woman, or girl, or female 3 Non-binary 4 Different term 5 Prefer not to answer 9 Not stated/inadequately described	9 Where gender is collected, provision of gender item is mandatory.
32	Suburb/town/locality name—of client	The suburb, town or locality of the client's last known home address at the start of the treatment episode.	Format 'X[X(45)]' Provide suburb/town/locality name—of client where statistical area level 2 (SA2) of client's address has not been provided. A list of Towns, Suburbs and localities in Australia (and associated postcodes) can be found on the Australia Post website: https://auspost.com.au/postcode/suburb-index/a	Permitted Unknown

Item no.	Data item	Metadata definition	Cell content	'Not stated' response
33	Statistical area level 2 (SA2) —of client	The SA2 of the client's last known home address at the start of the treatment episode.	Format 'NNNNNNNNN' Provide statistical area level 2 (SA2) — of client where suburb/town/locality name of client's address has not been provided. 9-digit valid code as defined in the Australian Statistical Geography Standard (ASGS) Edition 3 (ABS 2021). Indicates the statistical local area of the clients address.	

Validata reports for data submitters

Frequency reports

On completion of the validation checks, the Validata tool produces frequency counts for the majority of variables for each jurisdictions data set (see Table 4). Frequency tables are used to check that frequency distributions are sensible, and that AIHW totals match those of the jurisdictions. The AIHW will consult with the relevant jurisdiction to resolve any differences.

Table 4: Frequency tables for jurisdiction data sets

Data element	Output labels
Establishment identifier	List of establishment identifiers
Sex	Male, Female, Another term, Not stated/inadequately described.
Date of birth (age groups)	10–19, 20–29, 30–39, 40–49, 50–59, 60–69, 70–79, 80+ Not stated (including records where date of birth is coded 01011900)
Indigenous status	Aboriginal but not Torres Strait Islander Torres Strait Islander but not Aboriginal Aboriginal and Torres Strait Islander Not Aboriginal or Torres Strait Islander Not stated
Client type—alcohol and other drug treatment	Own drug use Other's drug use
Source of referral to AODT service	Frequency count for all codes listed
Reason for cessation of treatment episode for alcohol and other drugs	Frequency count for all codes listed
Treatment delivery setting for alcohol and other drugs	Frequency count for all codes listed
Main treatment type	Frequency count for all codes listed
Principal drug of concern	Use the numeric 4-digit ABS code from the ABS Australian Standard Classification of Drugs of Concern (ABS cat. no. 1248.0, version 2011) .

Year to Year validation reports

Validata produces a year-to-year comparison report; this compares the current file to the finalised file from the previous year. The report allows data submitters to look at how their data has changed and highlights any proportional differences greater than 5%. The comparison report uses the same data items and breakdowns as the frequency report (Table 4).

Longest episodes report

Episodes with unusually long durations may be an indicator of poor quality data. The longest episode table lists the 20 longest episodes in the uploaded file, by treatment type.

AODTS data element changes

Presented below is summarised information on the changes made to data elements since 2001–02. For a detailed list of data element changes since 2001–02, see the *Alcohol and Other Drug Treatment Services National Minimum Data Set Collection Manual 2023–24*.

Year	Changes to the Alcohol and Other Drug Treatment Services National Minimum Data Collection
2023–24	No changes were made
2022–23	<ul style="list-style-type: none">• Addition of client gender as an AODTS National Best Endeavours Data Set (NBEDS) item.<ul style="list-style-type: none">◦ Where a service already collects client gender, the provision of this data element is mandatory.◦ Where a service does not yet collect client gender, this data element is not required.• Addition of client locality as an AODTS NMDS item.<ul style="list-style-type: none">◦ Client locality is required to be collected using either suburb/town/locality name OR the statistical Area Level 2 (SA2) of the client's address (do not supply both).• Australian Statistical Geography Standard (ASGS) Edition 3<ul style="list-style-type: none">◦ ASGS 2021 replaced ASGS 2016.• Sex – code 3 changed from 'Other' to 'Another term'.
2021–22	No changes were made
2020–21	No changes were made
2019–20	Changes to codes and code descriptions for the existing data elements: <ul style="list-style-type: none">• Main treatment types – the word only was removed from Code 5 Support and case management and Code 6 Information and education. Other was recoded to 88 from 8 in previous years.• Other treatment type – the word only was removed from Code 5 Support and case management and Code 6 Information and education. 'Other' was recoded to 88 from 5 in previous years.• Treatment delivery setting – revised description of an outreach setting.
2018–19	<ul style="list-style-type: none">• Australian Standard Classification of Languages (ASCL) 2016 replaced ASCL 2011• Australian Statistical Geography Standard (ASGS) 2016 replaced ASGS 2011• Standard Australian Classification of Countries (SACC) 2016 replaced SACC 2011• Sex – code 3 changed from 'Intersex/indeterminate' to 'Other'.
2016–17 to 2017–18	No changes were made
2015–16	<ul style="list-style-type: none">• Accommodation type – usual prior to episode of service added to episode file.
2014–15	No changes were made
2013–14	<ul style="list-style-type: none">• Postcode—Australian (person) added to the episode file• Geographical location of service delivery outlet – Statistical Area Level 2 (SA2) replaced Statistical Local Area (SLA).
2012–13	<ul style="list-style-type: none">• Geographical location of service delivery outlet— Statistical Area Level 2 (SA2) replaced Statistical Local Area (SLA)

	<ul style="list-style-type: none"> • Statistical Linkage Key 581 (SLK-581) and Data Accuracy Indicator added to the episode file • Australian Standard Classification of Drugs of Concern (ASCDC) 2011 replaced ASCDC 2000.
2011–12	<ul style="list-style-type: none"> • Geographical location of service delivery outlet (ASGC) – classification scheme was updated • Assessment-only episodes had validation checks added for episodes of greater than six months.
2010–11	<ul style="list-style-type: none"> • Assessment-only episodes had validation checks added for episodes exceeding 90 days • Geographical location of service delivery outlet (ASGC) and Country of birth (SACC) – classifications were updated.
2009–10	<ul style="list-style-type: none"> • Country of birth (SACC) – change to using the 2nd edition
2008–09	No changes were made.
2007–08	<p>The changes were a consequence of re-engineering data elements for inclusion in the AIHW's metadata repository METEOR. Changes did not alter the way data are collected.</p> <ul style="list-style-type: none"> • Change of name from State/territory identifier to Australian state/territory identifier • Cessation of treatment and commencement of treatment changed from data element concepts to glossary items • Episode of treatment and Service delivery outlet changed from data element concepts to object classes.
2006–07	<ul style="list-style-type: none"> • Preferred language–changed to using the four-digit version 2 ASCL codes.
2005–06	No changes were made
2004–05	<ul style="list-style-type: none"> • Other drug of concern – changes to Data domain and Guide • Other treatment type for alcohol and other drugs – changes to Guide • Principal drug of concern – changes to Data domain and Guide • Reason for cessation – changes to Guide • Source of referral – changes to Guide and Data domains • Treatment delivery setting – change to Definition • Treatment episode for alcohol and other drugs – changes to Definition and Guide • Service contact – data element no longer used in AODTS NMDS.
2003–04	<p>The following changes were incorporated into version 12 of the NHDD (HWI 43):</p> <ul style="list-style-type: none"> • State/territory identifier – change of name from State identifier to State/territory identifier • Sex – change to Data domain • Indigenous status – changes to Definition, Context, Data domain, Guide, Collection methods, Source document and Comments • Client type – changes to Definition, Context, Guide, Collection methods and Data domain • Injecting drug use status – changes to Data domain, Collection methods and Related data • Principal drug of concern – changes to Data definition, Data domain, Guide, Collection methods and Related data • Other drug of concern – changes to title, Data definition, Data domain and Guide, Collection methods and Related data • Source of referral – changes to Data domain and Guide • Service delivery outlet <ul style="list-style-type: none"> – a new data element concept designed to be generic so that it would apply to other community health areas while still adequately covering alcohol and other drugs treatment services' outlets • Geographical location of service delivery outlet (ASGC) <ul style="list-style-type: none"> – a new derived data element developed to provide the geographic location of each alcohol and other drugs treatment service's outlet – designed to be generic so that it would apply to other community health areas – replacement for Geographical location of establishment.

2002-03	<p>The following changes were incorporated into version 11 of the NHDD (HWI 36):</p> <ul style="list-style-type: none"> • Client type – changes to title, Context, Data domain, Collection methods and Related data • Number of service contacts – changes to Definition, Guide for use and Collection methods.
2001-02	<p>The following changes were incorporated into version 10 of the NHDD (HWI 30):</p> <ul style="list-style-type: none"> • Establishment identifier, Establishment number, Establishment sector, Country of birth (uses latest ABS classification), Date of commencement.

Please email the AOD@aihw.gov.au inbox with any further queries about AODTS NMDS processing or data submissions.