



**Australian Government**

**Australian Institute of Health and Welfare**

# **Disability Services National Minimum Data Set collection**

## **Data Transmission and Technical Guide 2010–11**

**AIHW**

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# 1 Introduction

## 1.1 Purpose

This version 2.10 Data Transmission and Technical Guide has been developed to assist National Disability Agreement (NDA) funded agencies to provide data for the Disability Services National Minimum Data Set (DS NMDS) collection. It sets out technical requirements for data structure, essential for amalgamation of the data at a jurisdictional and national level. It is envisaged that this document will be used by agencies wishing to develop their own data transmission software; agencies wishing to purchase commercial software; and agencies wishing to update their existing databases to meet the requirements of the Disability Services NMDS collection. The specification should also be a useful reference tool for people developing software for agency systems.

**As at time of release (December 2010), this version 2.10 Data Transmission and Technical Guide is *subject to further testing and jurisdiction variation*. You must contact the Disability Services NMDS Network member in your State or Territory, or the Australian Government (see 1.7 for contact details) before using this Data Transmission and Technical Guide to develop software or alter the database within your agency.** This is essential in order to establish whether your jurisdiction is asking for additional detail in relation to any data items or has added further data items to the minimum data set.

It is also essential that this Data Transmission and Technical Guide be used in conjunction with the other documentation for the Disability Services NMDS collection. In particular, the Disability Services NMDS Data Guide (adapted for your jurisdiction) should be referred to for question phrasing and further definitional information and background (e.g. justification for questions).

## 1.2 Development of this document

The data items and functional requirements included in the document are based on those developed by a sub-group of the Facilitation and Implementation Group (FIG) for the CSTDA NMDS 2002 redevelopment project, including a number of CSTDA-funded agency representatives.

## 1.3 Included in this document

**Codes** – includes general rules for use of codes.

**Responses** – a table of valid responses to data items and business rules to be used for validation of data (including logic and range checks).

**Data relationships** – diagram of data relationships.

**Data transmission** – sets out the national requirements for data types, formats and minimum and maximum field sizes for data transmission from agencies to jurisdictions (subject to local variation).

**Functional requirements** – provides a menu of possible functional requirements that could be investigated prior to developing your own software or purchasing commercial software.

## 1.4 Intended users of this document

This document sets out major conventions for handling of data (e.g. codes, business rules, data relationships and formats) to be used, in conjunction with individual jurisdiction's guidelines/specifications, by the following people:

- **NDA-funded agencies** who need to make sure their current or proposed application systems are able to correctly record the required data items, can generate the statistical linkage key components and can format an export file according to the defined standard.
- **Developers** of software used by NDA-funded agencies who are assisting agencies to upgrade their current systems to meet the Disability Services NMDS requirements or assisting agencies or funding departments to develop new software tools.

**A reminder:** This specification is intended to be a useful guide. Software developers should not rely solely on this specification, but should also use the other materials referred to here and consult their jurisdictional Network member (see 1.7).

## 1.5 Reporting period

Agencies need to collect and store information on an ongoing basis, for transmission to their funding department at the end of each reporting period (quarterly in some jurisdictions and annually in others). For most service types, agencies are required to provide information about all service users during the year. See your jurisdiction Network member to determine the reporting period in your State or Territory.

## 1.6 Comments

Comments on this document can be sent either to your State, Territory or Australian Government Network member or the Australian Institute of Health and Welfare. (See 1.7).

## 1.7 Copies of this and related documents

Copies of this document can be obtained from the Network member in your State or Territory or from the Australian Institute of Health & Welfare's DS NMDS website – [www.aihw.gov.au/disability/ds\\_nmlds/index.cfm](http://www.aihw.gov.au/disability/ds_nmlds/index.cfm)

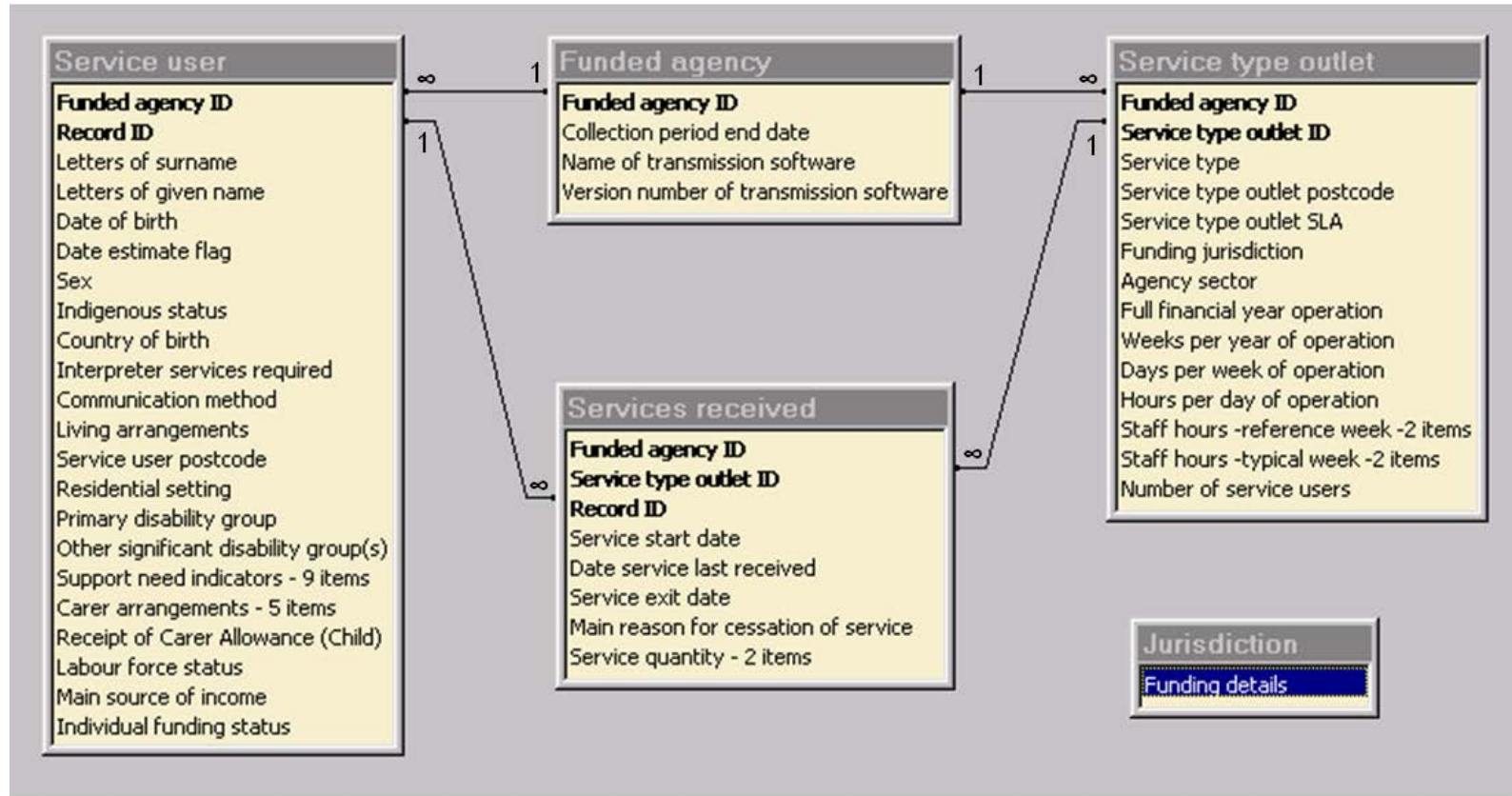
This website also contains copies of the Data Guide and collection forms.

See the following list of Network members.

## Network members for the Disability Services NMDS collection

| Name             | Address  | Phone No.  | Fax No.      |
|------------------|--|--|--------------|
| Qingsheng Zhou   | Department of Ageing, Disability and Home Care<br>Level 6, 83 Clarence Street<br>SYDNEY NSW 2000   | 02 8270 2368<br>qingsheng.zhou@dadhc.nsw.gov.au    | 02 8270 2485 |
| Ying Chen        | Disability Services Division<br>Department of Human Services<br>8/50 Lonsdale Street<br>MELBOURNE VIC 3000   | 03 9096 7623<br>ying.chen@dhs.vic.gov.au           | 03 9096 9137 |
| Greg Waite       | Manager, Evidence, Reporting and Performance<br>Policy and Performance, Disability and Community Care Services<br>Department of Communities<br>GPO Box 806<br>BRISBANE QLD 4001                        | 07 3405 4150<br>Greg.Waite2@communities.qld.gov.au | 07 3224 7914 |
| Richard Mathews  | Disability Services Commission<br>PO Box 441<br>WEST PERTH WA 6872   | 08 9426 9262<br>richard.mathews@dsc.wa.gov.au      | 08 9481 5223 |
| Leoni Fear       | Office for Disability and Client Services<br>Department of Families and Communities<br>GPO Box 292<br>Adelaide SA 5000   | 08 8226 6052<br>leoni.fear@dfc.sa.gov.au           |              |
| Stephen Rickerby | Disability, Child, Youth and Family Services<br>Department of Health and Human Services<br>GPO Box 125<br>Hobart TAS 7001  | 03 6230 7758<br>stephen.rickerby@dhhs.tas.gov.au   | 03 6230 7526 |
| Vijaya Goundar   | Disability ACT<br>Dept of Disability, Housing and Community Services<br>GPO Box 158<br>CANBERRA ACT 2601   | Vijaya.Goundar@act.gov.au                          |              |
| Mike Neal        | Information Management Officer   Aged and Disability Program  <br>Department of Health and Families<br>PO Box 40596<br>CASUARINA NT 0811   | 08 8999 2770<br>Mike.Neal@nt.gov.au                | 08 8999 2488 |
| Leanne Merrett   | Australian Government Department of Housing, Families,<br>Community Services and Indigenous Affairs<br>Disability Policy and Coordination Branch<br>Box 7788 Canberra Mail Centre<br>CANBERRA ACT 2601 | 02 62445766<br>Leanne.merrett@fahcsia.gov.au       |              |
| Graham Harman    | Director, Performance & Quality Disability Employment Services<br>Department of Education, Employment and Workplace Relations<br>GPO Box 9879<br>Canberra ACT 2601                                     | graham.harman@deewr.gov.au                         |              |
| Brendan Brady    | Australian Institute of Health and Welfare<br>Functioning and Disability Unit<br>GPO Box 570<br>CANBERRA ACT 2601  | 02 6244 1164<br>brendan.brady@aihw.gov.au          | 02 6244 1299 |

## 2 Data Relationships



Note: The listed items 'Other significant disability group(s)', 'Support needs' and 'Carer arrangements' in 'Service user'; 'Staff hours' in 'Service type outlet'; and 'Service quantity' in 'Services received' are groupings of multiple data items.

# 3 Data Transmission

The proposed file structure for transmission of data from agencies to jurisdictions is four comma separated value (csv) files:

1. **Funded agency** – This file will include details relevant to data transmission. One record including 'Funded agency ID'.
2. **Service type outlet** – This file will have one record per 'Service type outlet ID'. Each record should be uniquely identified by 'Funded agency ID' combined with 'Service type outlet ID'.
3. **Service user** – One record per Service user. Each record should be uniquely identified by 'Record ID' combined with 'Funded agency ID'.
4. **Services received** – May be one per Service user per 'Service type outlet ID'. Each record should be uniquely identified by 'Funded agency ID' combined with 'Service type outlet ID' and 'Record ID'.

**Note:**

- Service types 6.01–6.05 and 7.01–7.04 are not required to collect any service user data items. It is therefore acceptable for them to submit empty 'service user' and 'services received' files (or not to submit these files at all).

As noted in previous sections, the requirements in this document are those needed for the national Disability Services NMDS. However, all agencies should contact their jurisdiction's Network member (See Section 1.7 for contact details) to establish whether there are local variations in data items or response options.

General rules that apply include:

- All dates are in the format ddmmyyyy, i.e. leading zeros must be included.
- The only fields that can be empty are those that have a specified minimum size of 0.

The 'Label' below refers to the identifier used in the associated Data Guide and paper forms for the collection.

### 3.1 Funded agency

| Label | Item                                    | Data type         | Format                   | Minimum size | Maximum size |
|-------|---|-------------------|--------------------------|--------------|--------------|
| A     | Funded agency ID                        | Alphanumeric Code | 'XXXX'                   | 4*           | 4*           |
|       | Collection period end date              | Date              | ddmmyyyy                 | 8            | 8            |
|       | Name of transmission software           | Text              | 'xxxxxxxxxxxxxxxxxxxxxx' | 0            | 20           |
|       | Version number of transmission software | Text              | 'xxxxxxxx'               | 0            | 10           |

\* The size limits for funded agency ID (as with service type outlet ID) are arbitrary and should be adjusted by jurisdictions to align with existing or planned administrative systems.

Following is an example of how the one line of the Funded agency file might look if viewed in a text viewer such as Notepad:

`'XXXX',30092002,'ACDC','97.20e'`

## 3.2 Service type outlet

| Label | Item  | Data type         | Format     | Minimum size | Maximum size |
|-------|---|-------------------|------------|--------------|--------------|
| A     | Funded agency ID                            | Alphanumeric Code | 'XXXX'     | 4*           | 4*           |
| B     | Service type outlet ID                      | Alphanumeric Code | 'XXXXXXXX' | 6*           | 12*          |
| C     | Service type                                | Numeric Code      | N.NN       | 4            | 4            |
| D     | Service type outlet postcode                | Numeric Code      | NNNN       | 4            | 4            |
| E     | Service type outlet SLA                     | Numeric Code      | NNNNN      | 0            | 5            |
| F     | Funding jurisdiction                        | Numeric Code      | NN         | 2            | 2            |
| G     | Agency sector                               | Numeric Code      | N          | 1            | 1            |
| 1     | Full financial year of CSTDA funding        | Numeric Code      | N          | 1            | 1            |
| 2     | Weeks per year of operation                 | Quantity          | 99         | 1            | 2            |
| 3     | Days per week of operation                  | Quantity          | 99         | 1            | 2            |
| 4     | Hours per day of operation                  | Quantity          | 99         | 1            | 2            |
| 5a    | Staff hours – reference week - paid staff   | Quantity          | 99999      | 0            | 5            |
| 5b    | Staff hours – reference week - unpaid staff | Quantity          | 99999      | 0            | 5            |
| 6a    | Staff hours – typical week - paid staff     | Quantity          | 99999      | 0            | 5            |
| 6b    | Staff hours – typical week - unpaid staff   | Quantity          | 99999      | 0            | 5            |
| 7     | Number of Service Users                     | Quantity          | 99999      | 0            | 5            |

\* The size limits for funded agency ID (as with service type outlet ID) are arbitrary and should be adjusted by jurisdictions to align with existing or planned administrative systems.

Following is an example of how one line of the Service type outlet file might look if viewed in a text viewer such as Notepad:

```
'XXXX','XXXXXXXX',2.04,2601,,98,1,1,52,7,12,53,5,56,11,350
```

### 3.3 Service user

| Label | Item                          | Data type         | Format   | Minimum size | Maximum size |
|-------|-------------------------------|-------------------|----------|--------------|--------------|
| A     | Funded agency ID              | Alphanumeric Code | 'XXXX'   | 4*           | 4*           |
| 1     | Record ID                     | Numeric Code      | NNNNNNNN | 1            | 8            |
| 2a    | Letters of surname            | Alphanumeric      | 'XXX'    | 3            | 3            |
| 2b    | Letters of given name         | Alphanumeric      | 'XX'     | 2            | 2            |
| 2c    | Date of birth                 | Date              | ddmmyyyy | 8            | 8            |
| 2d    | Birth date estimate flag      | Boolean           | 0 or 1   | 0            | 1            |
| 2e    | Sex                           | Numeric Code      | N        | 1            | 1            |
| 3     | Indigenous status             | Numeric Code      | N        | 0            | 1            |
| 4     | Country of birth              | Numeric Code      | NNNN     | 1            | 4            |
| 5     | Interpreter services required | Numeric Code      | N        | 1            | 1            |
| 6     | Communication method          | Numeric Code      | N        | 1            | 1            |
| 7     | Living arrangements           | Numeric Code      | N        | 1            | 1            |
| 8     | Service User postcode         | Numeric Code      | NNNN     | 1            | 4            |
| 9     | Residential setting           | Numeric Code      | NN       | 1            | 2            |
| 10a   | Primary disability group      | Numeric Code      | NN       | 1            | 2            |
| 10b/1 | Intellectual                  | Boolean           | 0 or 1   | 0            | 1            |
| 10b/2 | Specific learning/ADD         | Boolean           | 0 or 1   | 0            | 1            |
| 10b/3 | Autism                        | Boolean           | 0 or 1   | 0            | 1            |
| 10b/4 | Physical                      | Boolean           | 0 or 1   | 0            | 1            |
| 10b/5 | Acquired brain injury         | Boolean           | 0 or 1   | 0            | 1            |
| 10b/6 | Neurological                  | Boolean           | 0 or 1   | 0            | 1            |
| 10b/7 | Deafblind                     | Boolean           | 0 or 1   | 0            | 1            |

| <b>Label</b> | <b>Item</b>  | <b>Data type</b> | <b>Format</b> | <b>Minimum size</b> | <b>Maximum size</b> |
|--------------|--|------------------|---------------|---------------------|---------------------|
| 10b/8        | Vision   | Boolean          | 0 or 1        | 0                   | 1                   |
| 10b/9        | Hearing  | Boolean          | 0 or 1        | 0                   | 1                   |
| 10b/10       | Speech   | Boolean          | 0 or 1        | 0                   | 1                   |
| 10b/11       | Psychiatric  | Boolean          | 0 or 1        | 0                   | 1                   |
| 10b/12       | Developmental Delay  | Boolean          | 0 or 1        | 0                   | 1                   |
| 11a          | Self care  | Numeric Code     | N             | 1                   | 1                   |
| 11b          | Mobility   | Numeric Code     | N             | 1                   | 1                   |
| 11c          | Communication  | Numeric Code     | N             | 1                   | 1                   |
| 11d          | Interpersonal interactions and relationships               | Numeric Code     | N             | 1                   | 1                   |
| 11e          | Learning, applying knowledge and general tasks and demands | Numeric Code     | N             | 1                   | 1                   |
| 11f          | Education  | Numeric Code     | N             | 1                   | 1                   |
| 11g          | Community (civic) and economic life                        | Numeric Code     | N             | 1                   | 1                   |
| 11h          | Domestic life  | Numeric Code     | N             | 1                   | 1                   |
| 11i          | Working  | Numeric Code     | N             | 1                   | 1                   |
| 12a          | Carer – existence of                                       | Numeric Code     | N             | 1                   | 1                   |
| 12b          | Carer – primary status                                     | Numeric Code     | N             | 0                   | 1                   |
| 12c          | Carer – residency status                                   | Numeric Code     | N             | 0                   | 1                   |
| 12d          | Carer – relationship to service user                       | Numeric Code     | NN            | 0                   | 2                   |
| 12e          | Carer – age group  | Numeric Code     | N             | 0                   | 1                   |
| 13           | Receipt of Carer Allowance (child)                         | Numeric Code     | N             | 0                   | 1                   |
| 14           | Labour force status  | Numeric Code     | N             | 0                   | 1                   |
| 15           | Main source of income                                      | Numeric Code     | N             | 0                   | 1                   |
| 16           | Individual funding status                                  | Numeric Code     | N             | 1                   | 1                   |

\* The size limits for funded agency ID (as with service type outlet ID) are arbitrary and should be adjusted by jurisdictions to align with existing or planned administrative systems.

Following is an example of how one line of the service user file might look if viewed in a text viewer such as Notepad:

**'XXXX',302,'OE2','AN',30051999,0,2,4,1101,2,5,2,1,2614,8,0,0,0,0,1,0,0,0,0,0,1,0,4,3,4,3,4,4,4,3,4,2,,,,,1,3,1**

### 3.4 Services received

| Label | Item                                  | Data type         | Format     | Minimum size | Maximum size |
|-------|---------------------------------------|-------------------|------------|--------------|--------------|
| A     | Funded agency ID                      | Alphanumeric Code | 'XXXX'     | 4*           | 4*           |
| B     | Service type outlet ID                | Alphanumeric Code | 'XXXXXXXX' | 6*           | 12*          |
| 1     | Record ID                             | Numeric Code      | NNNNNNNN   | 1            | 8            |
| 17a   | Service start date                    | Date              | ddmmyyyy   | 8            | 8            |
| 17b   | Date service last received            | Date              | ddmmyyyy   | 8            | 8            |
| 17c   | Service exit date                     | Date              | ddmmyyyy   | 0            | 8            |
| 17d   | Main reason for cessation of services | Numeric Code      | NN         | 0            | 2            |
| 17e   | Hours received – reference week       | Quantity          | 999        | 0            | 3            |
| 17f   | Hours received – typical week         | Quantity          | 999        | 0            | 3            |

\* The size limits for funded agency ID (as with service type outlet ID) are arbitrary and should be adjusted by jurisdictions to align with existing or planned administrative systems.

Following is an example of how one line of the services received file might look if viewed in a text viewer such as Notepad:

**'XXXX','XXXXXXXX',302,12022002,23082007,14122007,10,8,4**

## 4 Code values

### 4.1 General

The Disability Services NMDS records information about services (agencies and service types) and the people who use them (person characteristics and service records) using coded values. This section outlines general rules and guidelines about the translation of information into coded values for electronic storage and transmission. Section 5 gives more detailed guidance on individual data items and their allowable coded values (responses). For a full explanation of the data items and their responses refer to the Disability Services NMDS Data Guide. Contact your local Network member (see 1.7) for a copy of your jurisdiction's Disability Services NMDS Data Guide or view the national version on the AIHW DS NMDS website < [http://www.aihw.gov.au/disability/ds\\_nmlds/index.cfm](http://www.aihw.gov.au/disability/ds_nmlds/index.cfm)>.

Data items included in the Disability Services NMDS have been normalised<sup>1</sup> to construct a relational database; see Section 2 for data relationships. Identification numbers included (i.e. Funded agency ID and Service type outlet ID) are those advised by jurisdictions.

Software should use the following codes to store data but should not expect a user to enter or choose between code values. Instead, the English responses that correspond to code values should be visible in pick lists and the like. Quick access functionality to country of birth is considered to be best practice, i.e. enter the initial letters of a country to jump straight to the relevant area of a pick list.

All data items in the Disability Services NMDS are mandatory in the sense that they must be collected by all agencies (with exceptions for some items for some service types – see Section 4.11). The concept of a mandatory data item in software terms is very different. The mandatory status of a data item as defined in Sections 5.1–5.4 refers to whether or not an item can be left blank. If the item is mandatory, it cannot be left as a blank field; if the item is not mandatory, it can be left as a blank field. A mandatory status of 'conditional' means the item's mandatory status depends on the response to a previous data item – it will require a response if the item was answered with one particular code, but can be left blank otherwise. See the notes for Sections 5.1–5.4 for examples of how mandatory status is defined.

Most data items require a response and cannot be left blank (i.e. are labelled 'mandatory' data items). Software should not allow missing data except in the circumstances referred to in Section 4.3 and for those with mandatory status of 'no' in Sections 5.1–5.4. The responses 'Not stated' and 'Not known' have different meanings. These responses are not available for all data items. Section 4.4 details data items for which a 'Not stated' response is possible (although not preferable) and Section 4.5 discusses when it is appropriate to use 'Not known'.

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<sup>1</sup> Normalisation is the process by which a group of data elements are organised logically into a relational database structure, so that the values in each row of each table are dependent on the key of that table only, therefore eliminating duplication of data within the database.

In addition to lists of English responses that correspond to code values, software should include a number of reference lists. Section 4.9 details data items that use reference lists and discusses where to obtain these lists.

## 4.2 Code mapping

Disability Services NMDS codes and definitions are consistent where possible with the National Community Services Data Dictionary Version 3.0 (NCSDD V3.0).

Where possible the Disability Services NMDS codes have also been selected to be consistent with, or vary only slightly from, the National HACC MDS codes. There has been no such alignment with any other minimum data set.

Where possible agencies should change the codes or text they use in their database to comply with the Disability Services NMDS codes. If you are unable to change the codes, then map your agency's codes or text to the codes required by the Disability Services NMDS before transmitting data.

Please contact the Network member in the your State or Territory, or the Australian Government (see 1.7) to establish whether your jurisdiction is asking for additional detail in relation to any data items or has added further data items to the minimum data set.

## 4.3 Blank responses allowed in certain circumstances

As noted above, all data items in the Disability Services NMDS are mandatory in the sense that they must be collected by all agencies (with exceptions for some items for some service types as set out in Section 4.11). However, some data items can be left blank in specific circumstances. These data items and the circumstances are listed below.

### Service user data items:

| Label    | Item                                | No response required when:  |
|----------|-------------------------------------|---|
| 3        | Indigenous status                   | This response should be left blank <b>only if</b> : an answer was refused by the service user; or the question was not able to be asked before data transmission. |
| 10b/1–12 | Other significant disability groups | There is no other significant disability group.   |

### Services received data items:

|     |                   |   |
|-----|-------------------|---|
| 17c | Service exit date | Service continuing/service user has not left the service type outlet. |
|-----|-------------------|---|

Response to the following items is conditional on the Disability Services NMDS service type. Please refer to the Data Guide, Section 3.4, Table 3.1 for more information.

### Service type outlet data items:

| Label | Item                    | No response required for service types: |
|-------|-------------------------|---|
| 7     | Number of service users | 7.01–7.04 – Other support               |

#### Service user data items:

| Label   | Item  | No response required for service types:   |
|---------|---|---|
| 3-16    | All items except for funded agency ID, record ID and statistical linkage key components | 3.02 – Recreation/holiday programs  |
| 12b,c,e | Carer–primary status, residency status, age group                                       | 5.01, 5.02,– Employment   |
| All     | All   | 6.01–6.05 – Advocacy, information and alternative forms of communication<br>7.01–7.04 – Other support |

#### Services received data items:

| Label | Item  | No response required for service types:   |
|-------|---|---|
| 17d-f | All items except for funded agency ID, service type outlet ID and record ID | 3.02 – Recreation/holiday programs  |
| 17e-f | Hours received  | 1.01–1.04, 1.08, 2.01–2.05, 2.07, 5.01, 5.02,   |
| All   | All   | 6.01–6.05 – Advocacy, information and alternative forms of communication<br>7.01–7.04 – Other support |

Response to the following items is conditional on responses to previous questions.

#### Service user data items:

| Label | Item   | No response required when:   |
|-------|--|--|
| 2d    | Birth date estimate flag   | Accurate DOB has been entered  |
| 7     | Living arrangements  | Residential setting (item 9) is coded 8–11   |
| 12b-e | Carer – primary status, residency status, relationship to service user and age group | Existence of carer is coded as 'no' or 'not stated' (Item 12a, code 2 or 9), then Items 12b–e should not be marked |
| 13    | Receipt of Carer Allowance (Child)   | The person's age is greater than or equal to 16  |
| 14    | Labour force status  | The person's age is less than 15   |
| 15    | Main source of income  | The person's age is less than 16   |

#### Services received data items:

|     |                                      |                                       |
|-----|--------------------------------------|---------------------------------------|
| 17d | Main reason for cessation of service | Service exit date (item 17c) is blank |
|-----|--------------------------------------|---------------------------------------|

## 4.4 'Not stated' responses

Some Disability Services NMDS data items include a 'Not stated' response. 'Not stated' refers to the situation where the agency cannot state an appropriate response because either the service user and their carer/family/advocate have not been asked for the information or they have been asked but the information has not been made available to the person responsible for data entry and transmission.

As all data items in the Disability Services NMDS are mandatory in a software sense (with the exceptions noted in Sections 5.1–5.4), the 'Not stated' response should **rarely be applied**. It is included in the Data Transmission and Technical Guide in an effort to maximise the consistency of recording 'missing' data, but it should be noted that funding departments will not accept data where 'Not stated' is used excessively. The 'Not stated' response should

**never** be set as the default and should **always** be last on a pick list. This response is accompanied by a code of 9, 99, etc... depending on the structure of the data item, as shown:

**Service user data items:**

| Label | Item                                 | Code |
|-------|--------------------------------------|------|
| 2a    | Letters of surname                   | 999  |
| 2b    | Letters of given name                | 99   |
| 2e    | Sex                                  | 9    |
| 4     | Country of birth                     | 9999 |
| 5     | Interpreter services required        | 9    |
| 6     | Communication method                 | 9    |
| 7     | Living arrangements                  | 9    |
| 8     | Service user postcode                | 9999 |
| 9     | Residential setting                  | 99   |
| 10a   | Primary disability group             | 99   |
| 11a-i | Support needs                        | 9    |
| 12a   | Carer — existence of                 | 9    |
| 12b   | Carer — primary status               | 9    |
| 12c   | Carer — residency status             | 9    |
| 12d   | Carer — relationship to service user | 99   |
| 12e   | Carer — age group                    | 9    |
| 13    | Receipt of Carer Allowance (Child)   | 9    |
| 14    | Labour force status                  | 9    |
| 15    | Main source of income                | 9    |
| 16    | Individual funding status            | 9    |

**Services received data items:**

|     |                                       |    |
|-----|---------------------------------------|----|
| 17d | Main reason for cessation of services | 99 |
|-----|---------------------------------------|----|

In some data items, a value of 9 has specific meaning. Take particular care that a response of 9 for these items is used correctly. These data items are:

**Service user data items:**

| Label | Item                                 |
|-------|--------------------------------------|
| 9     | Residential setting                  |
| 10a   | Primary disability group             |
| 12d   | Carer – relationship to service user |

**Services received data items:**

|     |                                      |
|-----|--------------------------------------|
| 17d | Main reason for cessation of service |
|-----|--------------------------------------|

Please also note that values of 9, 99, 999 and 9999 should not be used to denote missing values for items where a numerical response is valid. These items are listed below. Note that with the exception of service type outlet item 7 (number of service users), these items are non-mandatory and can therefore be left blank if necessary to denote a missing value (although this action should be a last resort).

**Service type outlet data items:**

| Label | Item                       |
|-------|----------------------------|
| 5a-b  | Staff hours—reference week |
| 6a-b  | Staff hours—typical week   |
| 7     | Number of service users    |

**Services received data items:**

|     |                                 |
|-----|---------------------------------|
| 17e | Hours received (reference week) |
| 17f | Hours received (typical week)   |

## 4.5 ‘Not known’ responses

The ‘Not known’ response is distinct from the ‘Not stated’ response, and a small number of data items include both as valid responses. ‘Not known’ should only be entered when it has not been possible for the service user or their carer/family/advocate to provide the information (i.e. they have been asked but do not know).

The ‘Not known’ response is included as a response option to reduce the occurrence of ‘Not stated’ or blank responses in certain data items and associated questions. Unlike the standard code of ‘9’ for ‘Not stated’ responses, ‘Not known’ has not been assigned a standard code.

‘Not known’ responses are only applicable for the following data items.

**Service user data items:**

| Label | Item                               | ‘Not known’ response code |
|-------|------------------------------------|---------------------------|
| 13    | Receipt of Carer Allowance (Child) | 3                         |
| 15    | Main source of income              | 7                         |
| 16    | Individualised funding status      | 3                         |

## 4.6 Specified letters of name

The name of a service user does not form part of the data sent to jurisdictions. Only certain letters are required to form the statistical linkage key. These are:

- Second, third and fifth letters of the person’s surname
- Second and third letters of the person’s given name.

Ideally the software would extract these letters and therefore the user would not be required to enter them separately.

Refer to the Data Guide for rules on how to generate this part of the statistical linkage key.

## 4.7 Dates

All dates must be in the format ddmmyyyy (e.g. 01102006) for data transmission, however, software should allow a more user friendly format for data entry such as dd/mm/yyyy (e.g. 1/10/2006).

Dates should be validated by software so that dates such as 30<sup>th</sup> February are not accepted.

## 4.8 Calculated age

Some data validation requires cross checking with a service user's calculated age, which can be derived from date of birth (item 2c). When the exact date of birth is not known, an estimate of the year of birth and the day and month 01/01 is entered and the 'Birth date estimate flag' is ticked. In this case (i.e. when the 'Birth date estimate flag' is ticked) note that the jurisdictions and the AIHW will calculate age using 01/07 and the estimated year instead of 01/01, to reduce over estimation of age.

Age should be calculated as at the end of the reporting period (i.e. 30 June). So for 2010-11, the calculated age should be as at 30 June 2011.

## 4.9 Reference lists

In addition to lists of English responses that correspond to code values, it is advisable to include the following reference lists in software applications:

### Service type outlet data items:

| Label | Item   | Reference list  | Source  |
|-------|--|---|---|
| D     | Service type outlet postcode                     | Australian suburb list with postcodes.  | Australia post website — <a href="http://www.austpost.com.au">www.austpost.com.au</a><br>Available for free download  |
| E     | Service type outlet SLA (Statistical Local Area) | generated using data provided by the ABS:<br>'Locality to SLA 2009 Concordance' | Australian Bureau of Statistics website — <a href="http://www.abs.gov.au">www.abs.gov.au</a><br>Available via email request to ABS at: <a href="mailto:geography@abs.gov.au">geography@abs.gov.au</a> |

### Service user data items:

| Label | Item                  | Reference list  | Source  |
|-------|-----------------------|---|---|
| 4     | Country of birth      | Standard Australian Classification of Countries (SACC, Australian Bureau of Statistics (ABS) catalogue item number 1269.0). Version dated 1998, with Revision 2.03, effective from 22/01/2007.  | AIHW DS NMDS website — <a href="http://www.aihw.gov.au/disability/csda_public">www.aihw.gov.au/disability/csda_public</a> |
| 8     | Service user postcode | Postcode data file—Australian suburb list with postcodes.<br><br>Ensure inclusion of the additional codes within the reference list (See Section 3.3):<br>2999 NSW Postcode undefined<br>3999 Vic. Postcode undefined<br>4999 Qld Postcode undefined<br>5999 SA Postcode undefined<br>6999 WA Postcode undefined<br>7999 Tas. Postcode undefined<br>0899 NT Postcode undefined<br>2699 ACT Postcode undefined | Australia post website — <a href="http://www.austpost.com.au">www.austpost.com.au</a><br><br>Available for free download  |

## 4.10 Data Guide

It is strongly advised that the current Disability Services NMDS Data Guide should be included with any software used to enter and transmit Disability Services NMDS data. Please contact your Australian Government, State or Territory Network member (see 1.7 for contact details) for the local version of the Disability Services NMDS Data Guide or view the AIHW's DS NMDS website for the national version <[http://www.aihw.gov.au/disability/ds\\_nmlds/index.cfm](http://www.aihw.gov.au/disability/ds_nmlds/index.cfm)>.

## 4.11 Variance in requirements for data provision

Some service types are not required to collect all data items; this is detailed in Section 3, Table 3 in the Data Guide. Software should deal with these requirements, depending on service type, in the following ways:

- Service types 1.01–1.04, 1.08, 2.01–2.05, 2.07–5.01 and 5.02 are not required to fill out questions on hours received (items 17e–f) and service types 5.01 and 5.02 are not required to collect some carer questions (items 12b, 12c and 12e). As these items are not mandatory in software this is not an issue that software is required to deal with. However, it is best practice for software to respond to the choice of these service types by automatically setting non-required questions to the appropriate 'Not stated/not applicable' code.
- Service type 3.02 is only required to collect service user items up to the statistical linkage key (question 2) and services received items 17a and 17b (from 2007–08 onwards). For these services it is recommended that subsequent fields which would normally require a response are automatically set to the appropriate 'Not stated' code. If the services received items are not yet collected, you may need to ask an additional question in relation to recreation service users such as "Did this service user receive a service during this reporting period?" or "What is the date the service user last received this service type?"

Service types 6.01–6.05 and 7.01–7.04 are not required to collect any service user data items. It is therefore acceptable for them to submit empty 'service user' and 'services received' files (or not submit these files at all).

# 5 Responses

Fields repeated for record linkage purposes are greyed.

The 'Label' below refers to the identifier used in the associated Data Guide and paper forms for the collection.

## 5.1 Funded agency

| Label | Item   | Responses                    | Mandatory status | Business rules for data validation<br><i>comments in italics</i>                                       |
|-------|--|------------------------------|------------------|--|
| A     | <b>Funded agency ID</b>                        | Jurisdiction specified range | Yes              | <i>Allocated by jurisdiction</i>   |
|       | <b>Collection period end date</b>              | ddmmyyyy                     | Yes              | <i>Ideally would be generated by software as part of transmission function<br/>Not a DS NMDS item.</i> |
|       | <b>Name of transmission software</b>           | Text ≤ 20 characters         | No               | <i>To be filled in by software for transmission<br/>Not a DS NMDS item.</i>                            |
|       | <b>Version number of transmission software</b> | Text ≤ 10 characters         | No               | <i>To be filled in by software for transmission<br/>Not a DS NMDS item.</i>                            |

Note: the mandatory status of a data item is defined as follows:

- 'Yes' means that the data item cannot be left blank
- 'No' means that the data item can be left blank
- 'Conditional' means that the mandatory status of that data item depends on a response to a previous data item (i.e. it may be left blank in one circumstance but not in another).

## 5.2 Service type outlet

For outlets with service type 7.01–7.04 (Other support), data item 7 does not need to be completed.

| Label | Item                   | Responses   | Mandatory status   | Business rules for data validation<br><i>comments in italics</i>   |
|-------|------------------------|---|--|--|
| A     | Funded agency ID       | Jurisdiction specified range  | Yes  | Is the same Funded agency ID as in the Funded agency file.   |
| B     | Service type outlet ID | Jurisdiction specified range  | Yes  | <i>Allocated by jurisdiction</i>   |
| C     | Service type           | <p><b>Accommodation support</b></p> <p>1.01 Large residential/institution (&gt;20 people) – 24 hour care</p> <p>1.02 Small residential/institution (7-20 people) – 24 hour care</p> <p>1.03 Hostels – generally not 24 hour care</p> <p>1.04 Group homes (&lt;7 people)</p> <p>1.05 Attendant care/personal care</p> <p>1.06 In-home accommodation support</p> <p>1.07 Alternative family placement</p> <p>1.08 Other accommodation support</p> <p><b>Community support</b></p> <p>2.01 Therapy support for individuals</p> <p>2.02 Early childhood intervention</p> <p>2.03 Behaviour/specialist intervention</p> <p>2.04 Counselling (individual/family/group)</p> <p>2.05 Regional resource and support teams</p> <p>2.06 Case management, local coordination and development</p> <p>2.07 Other community support</p> <p><b>Community access</b></p> <p>3.01 Learning and life skills development</p> <p>3.02 Recreation/holiday programs</p> <p>3.03 Other community access</p> | <p><b>Respite</b></p> <p>4.01 Own home respite</p> <p>4.02 Centre-based respite/respite homes</p> <p>4.03 Host family respite/peer support respite</p> <p>4.04 Flexible respite</p> <p>4.05 Other respite</p> <p><b>Employment<sup>(a)</sup></b></p> <p>5.01 Open employment</p> <p>5.02 Supported employment</p> <p><b>Advocacy, information and alternative forms of communication</b></p> <p>6.01 Advocacy</p> <p>6.02 Information/referral</p> <p>6.03 Combined information/advocacy</p> <p>6.04 Mutual support/self-help groups</p> <p>6.05 Print disability/alternative formats of communication</p> <p><b>Other support</b></p> <p>7.01 Research and evaluation</p> <p>7.02 Training and development</p> <p>7.03 Peak bodies</p> <p>7.04 Other support services</p> | <p>Yes</p> <p><i>Each Service type outlet has only one service type. Each service type transmitted must be a funded service type under the NDA.</i></p> <p>State and territory service type outlets must not contain any service type codes of 5.01 or 5.02.</p> <p>Australian Government service type outlets must be one of three service type codes— 5.01 or 5.02.</p> <p>All service users coded under service type 2.02 (Early childhood intervention) should have a calculated age of 0–6 years.</p> |

| Label | Item                                 | Responses   | Mandatory status | Business rules for data validation<br><i>comments in italics</i>   |
|-------|--------------------------------------|---|------------------|--|
| D     | Service type outlet postcode         | Valid Australian postcode   | Yes              | <i>Where postcode unknown, include Help function with lookup link to Australia suburbs list to provide postcode. See Section 4.9</i><br><br>Must be a valid Australia Post postcode                    |
| E     | Service type outlet SLA              | Australian Bureau of Statistics Statistical Local Area code (4- or 5-digit)   | No               | <i>See Section 4.9</i>   |
| F     | Funding jurisdiction                 | 11–18 or 91–98  | Yes              | <i>See Data Guide</i><br><br>State and territory service type outlets must be classified as 11–18<br><br>Australian Government service type outlets must be classified as funding jurisdictions 91–98. |
| G     | Agency sector                        | 1 Commonwealth government<br>2 State/Territory government<br>3 Local government<br>4 Income tax exempt charity<br>5 Non-income tax exempt | Yes              | State and territory service type outlets must not be coded as '1' (Commonwealth government).   |
| 1     | Full financial year of CSTDA funding | 1 Yes<br>2 No   | Yes              |  |
| 2     | Weeks per year of operation          | 1 – 52<br>90 – No regular pattern   | Yes              |  |
| 3     | Days per week of operation           | 1 – 7<br>90 – No regular pattern  | Yes              |  |
| 4     | Hours per day of operation           | 1 – 24<br>90 – No regular pattern   | Yes              |  |
| 5     | <b>Staff hours – reference week</b>  |   |                  |  |
| 5a    | Paid staff                           | 0 – 99999   | No               | <i>Hours over the 7-day reference week.</i>  |

| Label    | Item                              | Responses | Mandatory status | Business rules for data validation<br><i>comments in italics</i>        |
|----------|-----------------------------------|-----------|------------------|---|
| 5b       | <b>Unpaid staff</b>               | 0 – 99999 | No               |   |
| <b>6</b> | <b>Staff hours – typical week</b> |           |                  |   |
| 6a       | <b>Paid staff</b>                 | 0 – 99999 | No               | <i>Hours per typical week during the reporting period</i>               |
| 6b       | <b>Unpaid staff</b>               | 0 – 99999 | No               |   |
| <b>7</b> | <b>Number of service users</b>    | 1 – 99999 | Conditional      | Must be answered by all service types except 7.01–7.04 — Other support. |

(a) Employment service type 5.03 (open and supported employment) and 5.04 (targeted support) are no longer used for the DS NMDS.

Note: the mandatory status of a data item is defined as follows:

- 'Yes' means that the data item cannot be left blank
- 'No' means that the data item can be left blank
- 'Conditional' means that the mandatory status of that data item depends on a response to a previous data item (i.e. it may be left blank in one circumstance but not in another). For example, if data item C (service type) is recorded as 2.01, then data item 7 (number of service users) is a mandatory data item. If data item C (service type) is recorded as 7.01, then data item 7 (number of service users) is **not** a mandatory data item.

### 5.3 Service user

Service user data items do not need to be provided for outlets with service types 6.01–6.05 (Advocacy, information and print disability) or 7.01–7.04 (Other support). It is therefore acceptable for these service types to submit an empty ‘service user’ file (or not submit this file at all)

For outlets with service type 3.02 (Recreation/holiday programs), only the agency ID, record ID and statistical linkage key components (items 2a–2e) must be transmitted; however transmission of other service user data items is allowed.

For outlets with service type 5.01 and 5.02 (Employment) data items 12b, 12c and 12e (Carer – primary status, residency status and age group) do not need to be completed.

| Label | Item             | Responses                    | Mandatory status | Business rules for data validation<br><i>comments in italics</i>   |
|-------|------------------|------------------------------|------------------|--|
| A     | Funded agency ID | Jurisdiction specified range | Yes              | The Funded agency ID is the same as the Funded agency ID in the Service type outlet file.  |
| 1     | Record ID        | 1–99999999 (max 8 digits)    | Yes              | <p>This number is not necessarily unique <b>across</b> funded agencies but must be unique <b>within</b> the funded agency to link service user records across data tables.</p> <p><b>Note:</b> If one or more of the service type outlets that are part of your funded agency submit separate data returns to the funding department (i.e. the funded agency does not collate all of its outlets data prior to transmission to the jurisdiction), please read on. Under this scenario, it is possible that two different service users within a funded agency are assigned the same record ID. This creates problems when the data are collated (at the jurisdiction level) because one record ID will be matched with incorrect records from the services received file. <b>To avoid this situation, please ensure that each service type outlet within your funded agency uses distinct record IDs for service users. For example, you could add 1000, 2000 etc. to the record IDs of each outlet respectively. Such precautions will also assist funded agencies who collate electronic data from their service type outlets.</b></p> <p><i>Can also be used for data checking (e.g. when jurisdictions have queries about a particular service user record, such as excessive missing responses)</i></p> |

| Label    | Item                           | Responses  | Mandatory status | Business rules for data validation<br><i>comments in italics</i>   |
|----------|--------------------------------|--|------------------|--|
| <b>2</b> | <b>Statistical linkage key</b> |  |                  |  |
| 2a       | <b>Letters of surname</b>      | Second, third and fifth letters of the person's surname<br><br>Alphanumeric 3 characters<br><br>999 not stated | Yes              | Upper case<br><br>Where the person's surname is less than five letters long enter a '2' in the remaining squares. Where the name is missing or only an initial, enter a '9' in all the squares.<br><br>Where a person's name includes apostrophes, hyphens, inflections, dashes or spaces, ignore them and only enter the specified letters.<br><br>In 'letters of surname', first character can never be a 2 and the second character can not be a 2 if the third character is a letter.<br><br><i>Refer to the Data Guide for rules and examples.</i><br><br><i>Only statistical linkage key is required at Jurisdiction level. Full name and statistical linkage key are required at agency level.</i><br><br><i>Full name not to be transmitted to jurisdiction.</i> |
| 2b       | <b>Letters of given name</b>   | Second and third letters of the person's given name<br><br>Alphanumeric 2 characters<br><br>99 not stated      | Yes              | Upper case<br><br>Where the person's given name is less than 3 letters long enter a '2' in the remaining squares. Where the name is missing or only an initial, enter a '9' in all the squares.<br><br>Where a person's name includes apostrophes, hyphens, inflections, dashes or spaces, ignore them and only enter the specified letters.<br><br>In 'letters of given name', the first character can never be a 2.<br><br><i>Refer to the Data Guide for rules and examples.</i><br><br><i>Only statistical linkage key is required at Jurisdiction level. Full name and statistical linkage key are required at agency level.</i><br><br><i>Full name not to be transmitted to jurisdiction.</i>   |

| Label | Item                                 | Responses   | Mandatory status | Business rules for data validation<br><i>comments in italics</i>  |
|-------|--------------------------------------|---|------------------|---|
| 2c    | <b>Date of birth</b>                 | ddmmyyyy  | Yes              | Year should not be before 1890<br><br>Date of birth must be before or the same as 'service start date', 'date service last received' and 'service exit date' (services received file items 17a, 17b and 17c)<br><br>Calculated age for all service users accessing service type 2.02 (early childhood intervention) should be 0–6 years.<br><br><i>If actual date of birth is unknown, enter 01/01 as the day and month and estimate the year of birth (Birth date estimate flag should then be ticked)</i><br><br><i>Can be used to calculate age for various edit checks, see Section 4.8</i> |
| 2d    | <b>Birth date estimate flag</b>      | 0 No<br>1 Yes   | No               | Should only be marked if the day and month of the 'Date of birth' are 01/01, but does not have to be marked   |
| 2e    | <b>Sex</b>                           | 1 Male<br>2 Female<br>9 Not stated  | Yes              | <i>No default</i>   |
| 3     | <b>Indigenous status</b>             | 1 Aboriginal but not Torres Strait Islander origin<br>2 Torres Strait Islander but not Aboriginal origin<br>3 Both Aboriginal and Torres Strait Islander origin<br>4 Neither Aboriginal nor Torres Strait Islander origin | No               | <i>No default</i><br><br><i>Can be left blank (see Data Guide)</i>  |
| 4     | <b>Country of birth</b>              | Numeric 4 digit ABS code<br>9999 Not stated, Inadequately Described   | Yes              | <i>See Section 4.9</i>  |
| 5     | <b>Interpreter services required</b> | 1 Yes, for spoken language other than English<br>2 Yes, for non-spoken communication<br>3 No<br>9 Not stated  | Yes              |   |

| Label | Item                  | Responses  | Mandatory status | Business rules for data validation<br><i>comments in italics</i>   |
|-------|-----------------------|--|------------------|--|
| 6     | Communication method  | 1 Spoken language (effective)<br>2 Sign language (effective)<br>3 Other effective non-spoken communication<br>4 Little, or no effective communication<br>5 Child aged under 5 years (not applicable)<br>9 Not stated   | Yes              | If communication method is coded as 'child under 5 years' (code 5), then calculated age should be 0–4. Conversely, if calculated age is 0–4, then communication method should be coded as 'child under 5 years' (code 5).<br><br>If communication method is coded as 'little, or no effective communication' (code 4), then the need for support or assistance in the area of communication (Item 11c) should not be coded as 3 or 4 (that is, 'Does not need help...'). |
| 7     | Living arrangements   | 1 Lives alone<br>2 Lives with family<br>3 Lives with others<br>9 Not stated  | Yes              | If Living arrangements is coded as 'lives alone' (code 1), then calculated age should be 11-110<br><br>If 'carer-residency status' (item 12c) is coded 1, 'Yes, co-resident carer' then 'Living arrangements' should not be 'lives alone' (code 1).  |
| 8     | Service User postcode | Valid Australian postcode including the following:<br>2999 NSW Postcode undefined<br>3999 Vic. Postcode undefined<br>4999 Qld Postcode undefined<br>5999 SA Postcode undefined<br>6999 WA Postcode undefined<br>7999 Tas. Postcode undefined<br>0899 NT Postcode undefined<br>2699 ACT Postcode undefined<br>9999 Not stated | Yes              | <i>Include Help function with lookup link to Australia suburbs list to provide postcode, See Section 4.9</i><br><br>Must be a valid Australia Post postcode  |

| <b>Label</b> | <b>Item</b>                | <b>Responses</b>   | <b>Mandatory status</b> | <b>Business rules for data validation<br/><i>comments in italics</i></b>  |
|--------------|----------------------------|--|-------------------------|---|
| <b>9</b>     | <b>Residential setting</b> | 1 Private residence<br>2 Residence within an Aboriginal/Torres Strait Islander Community<br>3 Domestic-scale supported living facility (e.g. group homes)<br>4 Supported accommodation facility (e.g. hostels, supported residential services or facilities)<br>5 Boarding house/private hotel<br>6 Independent living unit within a retirement village<br>7 Residential aged care facility (nursing home or aged care hostel)<br>8 Psychiatric/mental health community care facility<br>9 Hospital<br>10 Short term crisis, emergency or transitional accommodation facility (e.g. night shelters, refuges, hostels for the homeless, halfway houses)<br>11 Public place/temporary shelter<br>12 Other<br>99 Not stated | Yes                     | If residential setting is coded '3' or '4', then item 12c (Carer— residency status) should not be coded '1' (yes— co-resident carer). |

| Label     | Item   | Responses  | Mandatory status | Business rules for data validation<br><i>comments in italics</i>   |
|-----------|--|--|------------------|--|
| <b>10</b> | <b>Disability group</b>                      |  |                  |  |
| 10a       | <b>Primary disability group</b>              | 1 Intellectual<br>2 Specific learning/ADD<br>3 Autism<br>4 Physical<br>5 Acquired brain injury<br>6 Neurological<br>7 Deafblind<br>8 Vision<br>9 Hearing<br>10 Speech<br>11 Psychiatric<br>12 Developmental delay<br>99 Not stated | Yes              | If primary disability group is coded as 'Developmental delay' (code 12), then calculated age should be 0–5.<br><br>If primary disability group is coded as 'Deafblind' (code 7), then other significant disability group (Items 10b8 and 10b9) should not be coded as 1.<br><br>If primary disability group is coded as 'Vision' or 'Hearing' (code 8 or 9), then other significant disability group/ 'Deafblind' (Item 10b/7) should not be coded as 1.<br><br>The code chosen in 'primary disability group' cannot be chosen in 'other significant disability group(s)', item 10b. |
| 10b       | <b>Other significant disability group(s)</b> |  |                  | Can not be the same as primary disability group (item 10a)   |
| 10b/1     | <b>Intellectual</b>                          | 0 No<br>1 Yes  | No               | If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Intellectual' (1).   |
| 10b/2     | <b>Specific learning/ADD</b>                 | 0 No<br>1 Yes  | No               | If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Specific learning/ADD' (2).  |
| 10b/3     | <b>Autism</b>                                | 0 No<br>1 Yes  | No               | If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Autism' (3).   |
| 10b/4     | <b>Physical</b>                              | 0 No<br>1 Yes  | No               | If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Physical' (4).   |
| 10b/5     | <b>Acquired brain injury</b>                 | 0 No<br>1 Yes  | No               | If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Acquired brain injury' (5).  |
| 10b/6     | <b>Neurological</b>                          | 0 No<br>1 Yes  | No               | If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Neurological' (code 6).  |

| <b>Label</b> | <b>Item</b>   | <b>Responses</b>  | <b>Mandatory status</b> | <b>Business rules for data validation<br/><i>comments in italics</i></b>   |
|--------------|---|---|-------------------------|--|
| 10b/7        | <b>Deafblind</b>                                    | 0 No<br>1 Yes   | No                      | If coded as 1, then 'Vision' and 'Hearing' (10b/8 and 10b/9) should be coded as 0 and 'Primary disability group' (item 10a) should not be coded as 'Deafblind', 'Vision' or 'Hearing' (codes 7, 8 or 9). |
| 10b/8        | <b>Vision</b>                                       | 0 No<br>1 Yes   | No                      | If coded as 1, then 'Deafblind' (10b/7) should be coded 0 and 'Primary disability group' (item 10a) should not be coded as 'Deafblind' or 'Vision' (codes 7 or 8).                                       |
| 10b/9        | <b>Hearing</b>                                      | 0 No<br>1 Yes   | No                      | If coded as 1, then 'Deafblind' (10b/7) should be coded 0 and 'Primary disability group' (item 10a) should not be coded as 'Deafblind' or 'Hearing' (codes 7 or 9).                                      |
| 10b/10       | <b>Speech</b>                                       | 0 No<br>1 Yes   | No                      | If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Speech' (code 10).   |
| 10b/11       | <b>Psychiatric</b>                                  | 0 No<br>1 Yes   | No                      | If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Psychiatric' (code 11).  |
| 10b/12       | <b>Developmental delay</b>                          | 0 No<br>1 Yes   | No                      | If coded as 1, then 'Primary disability group' (item 10a) should not be coded as 'Developmental delay' (code 12).<br><br>If coded as 1 then calculated age should be 0–5.                                |
| <b>11</b>    | <b>Support needs</b>                                |   |                         |  |
| 11a          | <b>Self care</b>                                    | 1 Unable to do or always needs help or supervision in this life area<br>2 Sometimes needs help or supervision in this life area<br>3 Does not need help or supervision in this life area but uses aids and/or equipment<br>4 Does not need help or supervision in this life area and does not use aids and/or equipment<br>9 Not stated | Yes                     |  |
| 11b          | <b>Mobility</b>                                     | Same as 11a   | Yes                     |  |
| 11c          | <b>Communication</b>                                | Same as 11a   | Yes                     |  |
| 11d          | <b>Interpersonal interactions and relationships</b> | Same as 11a   | Yes                     |  |

| Label     | Item  | Responses  | Mandatory status | Business rules for data validation<br><i>comments in italics</i>   |
|-----------|---|--|------------------|--|
| 11e       | <b>Learning, applying knowledge and general tasks and demands</b> | 1 Unable to do or always needs help or supervision in this life area<br>2 Sometimes needs help or supervision in this life area<br>3 Does not need help or supervision in this life area but uses aids and/or equipment<br>4 Does not need help or supervision in this life area and does not use aids and/or equipment<br>5 Not applicable (due to age)<br>9 Not stated | Yes              | If coded as 5 then calculated age must be less than 5 years  |
| 11f       | <b>Education</b>  | Same as 11e  | Yes              | If coded as 5 then calculated age must be less than 5 years  |
| 11g       | <b>Community (civic) and economic life</b>                        | Same as 11e  | Yes              | If coded as 5 then calculated age must be less than 5 years  |
| 11h       | <b>Domestic life</b>  | Same as 11e  | Yes              | If coded as 5 then calculated age must be less than 15 years   |
| 11i       | <b>Working</b>  | Same as 11e  | Yes              | If coded as 5 then calculated age must be less than 15 years   |
| <b>12</b> | <b><i>Carer arrangements (informal)</i></b>                       |  |                  |  |
| 12a       | <b>Carer— existence of</b>  | 1 Yes<br>2 No<br>9 Not stated  | Yes              | If existence of carer is coded as 'yes' (code 1), then items 12b–12e should be completed.<br><br>If existence of carer is coded as 'no' or 'not stated' (codes 2 and 9), then items 12b–12e should not be completed. |
| 12b       | <b>Carer— primary status</b>                                      | 1 Yes<br>2 No<br>9 Not stated  | Conditional      | Service types coded as 5.01 or 5.02 (Employment) do not need to complete item 12b.<br><br>If carer—primary status is marked item 12a should be coded 'yes' (code 1)  |

| Label | Item                                      | Responses   | Mandatory status | Business rules for data validation<br><i>comments in italics</i>   |
|-------|---|---|------------------|--|
| 12c   | <b>Carer— residency status</b>            | 1 Yes, Co-resident carer<br>2 No, Non-resident carer<br>9 Not stated  | Conditional      | <p>Service types coded as 5.01 or 5.02 (Employment) do not need to complete item 12c.</p> <p>If carer—residency status is marked then item 12a should be coded 'yes' (code 1)</p> <p>If carer—residency status is coded 1, Yes... then 'Living arrangements' (item 7) should not be 'lives alone' (code 1).</p> <p>If carer— residency status is coded '1' (yes—co-resident carer) then item 9 'residential setting' should not be coded '3' or '4'.</p>   |
| 12d   | <b>Carer—relationship to service user</b> | 1 Wife/female partner<br>2 Husband/male partner<br>3 Mother<br>4 Father<br>5 Daughter<br>6 Son<br>7 Daughter-in-law<br>8 Son-in-law<br>9 Other female relative<br>10 Other male relative<br>11 Friend/neighbour – female<br>12 Friend/neighbour – male<br>99 Not stated | Conditional      | <p>If marked then item 12a should be coded 'yes' (code 1)</p> <p>If coded as 1, 2, 3 or 4 then carer— age group (item 12e) should not be 'Less than 15 years' (code 1).</p> <p>If calculated age of service user is less than 15, then carer—relationship to service user should not be coded as 1, 2, 5, 6, 7 or 8 (Wife/female partner, Husband/male partner, Daughter, Son, Daughter-in-law or Son-in-law).</p> <p>If carer—relationship to service user is coded as 3 or 4 (mother or father), then calculated age of the service user should be less than 80.</p> <p>If carer—relationship to service user is coded as 3 or 4 (mother or father), then the difference between the top of the carer—age group range (item 12e) and the calculated age of the service user should be greater than or equal to 15.</p> <p>If Carer—relationship to service user is coded as 5 or 6 (daughter or son), then the difference between the bottom of the Carer—age group range (item 12e) and the calculated age of the service user should be greater than or equal to 15.</p> |
| 12e   | <b>Carer—age group</b>                    | 1 Less than 15 years<br>2 15 – 24 years<br>3 25 – 44 years<br>4 45 – 64 years<br>5 65 years and over<br>9 Not stated  | Conditional      | <p>Service types coded as 5.01 or 5.02 (Employment) do not need to complete item 12e.</p> <p>If marked then item 12a should be coded 'yes' (code 1)</p> <p>If coded as 1 then carer—relationship to service user (item 12d) should not be 'Wife...', 'Husband...', 'Mother' or 'Father' (codes 1–4).</p>   |

| Label | Item                               | Responses   | Mandatory status | Business rules for data validation<br><i>comments in italics</i>                                |
|-------|------------------------------------|---|------------------|---|
| 13    | Receipt of Carer Allowance (Child) | 1 Yes<br>2 No<br>3 Not known<br>9 Not stated  | Conditional      | Receipt of Carer Allowance (Child) should only be marked if the calculated age is <16.          |
| 14    | Labour force status                | 1 Employed<br>2 Unemployed<br>3 Not in the labour force<br>9 Not stated   | Conditional      | Labour force status should only be marked if the calculated age is greater than or equal to 15. |
| 15    | Main source of income              | 1 Disability Support Pension<br>2 Other pension or benefit<br>3 Paid employment<br>4 Compensation payments<br>5 Other income<br>6 Nil income<br>7 Not known<br>9 Not stated | Conditional      | Main source of income should only be marked if the calculated age is 16 or more.                |
| 16    | Individual funding status          | 1 Yes<br>2 No<br>3 Not known<br>9 Not stated  | Yes              |   |

Note: the mandatory status of a data item is defined as follows:

- 'Yes' means that the data item cannot be left blank
- 'No' means that the data item can be left blank
- 'Conditional' means that the mandatory status of that data item depends on a response to a previous data item (i.e. it may be left blank in one circumstance but not in another). For example, if data item 12a (carer—existence of) is recorded as 1, then data items 12b–12e are all mandatory data items. If data item 12a (carer—existence of) is recorded as 2 or 9, then data items 12b–12e are **not** mandatory data items. In the service user file, there are also three data items (namely 13, 14 and 15) whose mandatory status is conditional on the calculated age of the service user (i.e. the data item is mandatory if the service user is within the specified age bracket, otherwise it is **not** a mandatory item).

## **5.4 Services received by service user**

Services received data items do not need to be provided for outlets with service types 6.01–6.05 (Advocacy, information and alternative forms of communication) or 7.01–7.04 (Other support). It is therefore acceptable for these service types to submit an empty ‘services received’ file (or not submit this file at all).

Each Service User (i.e. Record ID) can have one (or no) Services Received record for each Service Type Outlet ID, i.e. each Service User will receive one or more service types from an agency so it is possible that they have 0 or 1 Services Received Record for each specified Service Type Outlet.

For outlets with service types 1.01–1.04, 1.08, 2.01–2.05, 2.07 or 5.01 and 5.02 data items 17e–f do not need to be completed.

| <b>Label</b> | <b>Item</b>                       | <b>Responses</b>             | <b>Mandatory status</b> | <b>Business rules for data validation<br/><i>comments in italics</i></b>   |
|--------------|-----------------------------------|------------------------------|-------------------------|--|
| <b>A</b>     | <b>Funded agency ID</b>           | Jurisdiction specified range | Yes                     | The Funded agency ID is the same as the Funded agency ID in the Service user file  |
| <b>B</b>     | <b>Service type outlet ID</b>     | Jurisdiction specified range | Yes                     | The Service type outlet ID is the same as the Service type outlet ID in one of the Service type outlet files<br><br><i>Service users may receive services from multiple service type outlets (including within the same agency)</i>  |
| <b>1</b>     | <b>Record ID</b>                  | 1–99999999                   | Yes                     | The Record ID must correspond to a Record ID in the Service User file  |
| <b>17a</b>   | <b>Service start date</b>         | ddmmyyyy                     | Yes                     | Required for each service user for each specified service type they receive in the reporting period<br><br>'Service start date' must be a date after date of birth (service user file item 2c)<br><br><i>See Data Guide for further detail</i>   |
| <b>17b</b>   | <b>Date service last received</b> | ddmmyyyy                     | Yes                     | <i>Required for each service user for each specified service type they receive in the reporting period</i><br><br>'Date service last received' must be a date the same as or after 'Service start date' (Item 17a)<br><br>'Date service last received' must be a date before or the same as the end of the reporting period<br><br>Date service last received' must be a date after date of birth (service user file item 2c)<br><br>Collection of this item is encouraged, though not required, for users of service type 3.02.<br><br><i>See Data Guide for further detail</i> |

| Label | Item                                 | Responses   | Mandatory status | Business rules for data validation<br><i>comments in italics</i>   |
|-------|--------------------------------------|---|------------------|--|
| 17c   | Service exit date                    | ddmmyyyy  | No               | <p>Required for each service user for each specified service type they received and exited in the reporting period</p> <p>If 'Service exit date' has been entered, then Main reason for cessation of service (Item 17d) should be completed</p> <p>Date must be the same as or after Service start date (item 17a) and Date service last received (item 17b)</p> <p>'Service exit date' must be a date after date of birth (service user file item 2c)</p> <p><i>See Data Guide for further detail</i></p> |
| 17d   | Main reason for cessation of service | <ol style="list-style-type: none"> <li>1 Service user no longer needs assistance from Service type outlet - moved to mainstream services</li> <li>2 Service user no longer needs assistance from Service type outlet - other</li> <li>3 Service user moved to residential, institutional or supported accommodation setting</li> <li>4 Service user's needs have increased – other Service type required</li> <li>5 Services terminated due to budget/staffing constraints</li> <li>6 Services terminated due to Occupational Health and Safety (OHS) reasons</li> <li>7 Service user moved out of area</li> <li>8 Service user died</li> <li>9 Service user terminated service</li> <li>10 Other</li> <li>99 Not stated</li> </ol> | Conditional      | <p>If Service exit date (Item 17c) has been entered, then 'Main reason for cessation of service' should be marked</p> <p>If 'Main reason for cessation of service' has been entered, then 'Service exit date' (Item 17c) should be entered</p>   |

| 17e-f Service quantity measures |                                 |                        |    |  |
|---------------------------------|---------------------------------|------------------------|----|--|
| 17e                             | Hours received (reference week) | 0–168                  | No | <p>If 'hours received (reference week) has a value of 1 or more (including '900'), then 'date last service received (item 17b) should be within the 7-day period preceding the end of the reporting period</p> <p>If 'hours received (reference week) has a value of 0, then 'date last service received (item 17b) should <b>not</b> be within the 7-day period preceding the end of the reporting period</p> <p>Service quantity measures only need to be provided when the outlet has the following service types: 1.05–1.07, 2.06, 3.01, 3.03 or 4.01–4.05</p> |
|                                 |                                 | 900 Less than one hour |    |  |
| 17f                             | Hours received (typical week)   | 0–168                  | No | <p>Service quantity measures only need to be provided when the outlet has the following service types: 1.05–1.07, 2.06, 3.01, 3.03 or 4.01–4.05</p>  |
|                                 |                                 | 900 Less than one hour |    |  |

*Note:* the mandatory status of a data item is defined as follows:

- 'Yes' means that the data item cannot be left blank
- 'No' means that the data item can be left blank
- 'Conditional' means that the mandatory status of that data item depends on a response to a previous data item (i.e. it may be left blank in one circumstance but not in another). For example, if a date is recorded under data item 17c (service exit date), then data item 17d (main reason for cessation of service) is a mandatory data item. If data item 17c is left blank, then data item 17d is **not** a mandatory data item.

# 6 Functional requirements

The functional requirements detailed below were developed by a sub-group of the Facilitation and Implementation Group (FIG) for the CSTDA NMDS 2002 redevelopment project, including a number of agency representatives, for the purposes of assessing software products that can be used to collect and collate CSTDA NMDS, now known as the Disability Services NMDS, data for transmission to the funding agency. Not all requirements will be considered necessary by every agency or jurisdiction seeking to develop or purchase software for use with the Disability Services NMDS. The list of functional requirements is therefore included in this document as a **guide or menu only**, from which agencies or jurisdictions may select a set of functional requirements to suit their needs.

## 6.1 General functional requirements

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| No. | ITEM   |
|-----|--|
| 1.  | Includes all core DS NMDS data items (as per most current DS NMDS Data Guide) as well as additional items or modifications required by the State or Territory funding department (e.g. capability for jurisdictions to modify codes but enable upward aggregation back to the DS NMDS standard)  |
| 2.  | Users of software view words at all times, rather than codes   |
| 3.  | Edit checks at data entry point (as per specified business rules) to minimise input errors and work involved between Agency and jurisdiction to correct data.  |
| 4.  | Capable of ongoing maintenance of all data   |
| 5.  | Service providers enter service user details only once and add multiple services to the service user (i.e. service-user centred data structure)  |
| 6.  | Capable of recording multiple start and stop dates for each service type   |
| 7.  | Capable of simply creating an extract of data between two dates which identify service usage, in a format that can readily be: <ul style="list-style-type: none"><li>• transmitted</li><li>• uploaded</li><li>• aggregated</li></ul> at the jurisdiction level.  |
| 8.  | As part of transmitted extract — <ul style="list-style-type: none"><li>• The functionality to create a dated copy, autosaved as a read only copy which is archived.</li><li>• Mechanism for recording and transmitting name and version of transmitting software.</li></ul>  |
| 9.  | Can aggregate outlet information at higher Agency level (i.e. Funded agency)   |
| 10. | Capacity to maintain an audit trail of last update of service user records, including generating a report for the user   |
| 11. | Ability to export one service user record  |
| 12. | Ability to delete or edit a service user record  |
| 13. | Ability to manage obsolete/inactive service user records (e.g. not deleted, but may be deceased)   |
| 14. | Capacity to archive historical data  |
| 15. | User friendly methods for regular back up  |
| 16. | Autosave function (with date)  |
| 17. | Web enabled  |
| 18. | Duplication edit check—e.g. statistical linkage key verification, comparison at the outlet level (i.e. to identify that the service user about to be entered may already have a record)  |
| 19. | Include mechanism for an agency to indicate that paper forms are attached to their return, such that jurisdiction can relate paper forms to the correct agency return. For example, where a funded agency provides the data returns for all of its outlets and some have used paper while some have used data transmission software. This saves the funded agency from the impost of key punching. |

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## 6.2 Environmental requirements

### Hardware

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| No. | ITEM   |
|-----|--|
| 20. | Run within specified minimum memory requirements (e.g.8 MB, 486) |
| 21. | Run across different platforms—IBM PC                            |
| 22. | Run across different platforms—Apple                             |
| 23. | Run on specified operating system (e.g. Windows 95 and above)    |
| 24. | Capacity to utilise e-mail, CD and/or floppy transmission media  |
| 25. | Run time or compiled version application                         |

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### Software

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| No. | ITEM  |
|-----|---|
| 26. | Easily configurable                                   |
| 27. | Easily installable                                    |
| 28. | Flexible developer: support customisation             |
| 29. | Scalable to cover number of users and Funded agencies |
| 30. | Viability and longevity of developer                  |

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### Network

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| No. | ITEM                                     |
|-----|--|
| 31. | Can be networked                         |
| 32. | Support LAN                              |
| 33. | Support WAN                              |
| 34. | Infrastructure support                   |
| 35. | Support concurrent users (e.g. up to 30) |

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### User Interface

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| No. | ITEM  |
|-----|---|
| 36. | Accessible to people with disabilities, (e.g. compatible with relevant jurisdictional guidelines, access specifications, and software designed to enable voice recognition, image magnification etc.) |
| 37. | Function keys, mouse free operation   |
| 38. | Print screen - screen dump via application  |
| 39. | Drop down menus - pick lists  |
| 40. | Service users able to use   |

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### Interfaces to Other Systems

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| No. | ITEM   |
|-----|--|
| 41. | Electronic transfer of data between data provider and jurisdiction or data provider and other parts of their own funded agency |

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## 6.3 Implementation requirements

### System Documentation

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| No. | ITEM |
|-----|------|
|-----|------|

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- |     |   |
|-----|---|
| 42. | Help desk   |
| 43. | Comprehensive user documentation, including troubleshooting guide         |
| 44. | On-line help for DS NMDS Data Guide, i.e. linked access to the Data Guide |
| 45. | Comprehensive system documentation for technical staff                    |
| 46. | Installation instructions for various environments                        |
| 47. | Plain English, aimed at least sophisticated user                          |
| 48. | To be maintained and updated - by developer                               |
| 49. | Systems in place for version control                                      |
- 

### Data Conversion

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| No. | ITEM |
|-----|------|
|-----|------|

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- |     |   |
|-----|---|
| 50. | Software content on initial implementation to include: <ol style="list-style-type: none"><li>1. Snapshot data from previous period or populate with available data by agency.</li><li>2. Software updates include latest NMDS data items.</li><li>3. Statistical linkage key functionality, edit check - fail safe: no transmission without statistical linkage key</li></ol> |
| 51. |   |
| 52. |   |
| 53. | Pick list, drop down menus, codes (e.g. post codes, ABS) modified for each State.   |
- 

### Security

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| No. | ITEM |
|-----|------|
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|-----|---|
| 54. | Access: include logon, password   |
| 55. | Database secure from random access. Different access levels controlled by administrator for service user, service type outlet, funded agency and, jurisdiction.                         |
| 56. | Appropriate security features to ensure that, in jurisdictions or within Funded agencies where full service user name is being transmitted (not recommended) that these data are secure |
| 57. | Encryption enabled  |
- 

### Privacy

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| No. | ITEM |
|-----|------|
|-----|------|

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- |     |   |
|-----|---|
| 58. | Must comply with national and state legislation and DS NMDS collection data principles (see <a href="http://www.aihw.gov.au/disability/ds_nmms/index.cfm">http://www.aihw.gov.au/disability/ds_nmms/index.cfm</a> ) |
| 59. | Maintain privacy when transmitting service user name and/or statistical linkage key information in both directions  |
| 60. | Data encrypted  |
- 

### Training

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| No. | ITEM |
|-----|------|
|-----|------|

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|-----|---|
| 61. | Renewable training able to cope with staff rotation |
| 62. | Modular training                                    |
| 63. | On line training                                    |
| 64. | Computer based training (CBT)                       |
-

- 65. Train the trainer
  - 66. Geared towards non-IT people at all levels to cover both installation, data entry, maintenance etc.
  - 67. Help desk
  - 68. Hard copy training manuals (including screen dumps) maintained and updated to be compatible with on line manual
  - 69. Separate user guide
  - 70. System administration training to cover
    - access control
    - updates
    - networking
    - adding fields
    - changing codes
- 

## Support and Maintenance

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| No. | ITEM   |
|-----|--|
| 71. | From developer to jurisdictions: <ul style="list-style-type: none"> <li>• Help desk</li> </ul>   |
| 72. | Service agreement with the developer to address: <ul style="list-style-type: none"> <li>• response times</li> <li>• cost</li> </ul>    |
| 73. | Service agreement covers: <ul style="list-style-type: none"> <li>• updates</li> <li>• documentation</li> <li>• fixes</li> </ul>        |
| 74. | Any software changes (e.g. to DS NMDS data items or response options) to be accommodated in a timely manner given sufficient lead time |

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